



Ontario College of Teachers
Ordre des enseignantes et des enseignants de l'Ontario

Memorandum

Date: August 7, 1998
To: Directors of Education
From: Margaret Wilson, Registrar
Subject: Requirements for Hiring Teachers

We recognize that you will have a number of new challenges as you prepare for the opening of the new school year. However, it is important that you ensure that your Human Resources Department and all Supervisory Officers and Principals are aware of the requirements for hiring teachers. This is a follow up to my letter of May 13, 1998 concerning the hiring of new employees for the 1998/1999 school year.

In recent months your board may have offered positions of employment to new graduates and for previously certified teachers conditional on the candidate(s) being granted a Certificate of Registration and Qualification from the College of Teachers.

Section 262 of the *Education Act* states that "no person shall be employed in an elementary or secondary school to teach or to perform any duty for which membership in the College is required under this Act unless the person is a member of the Ontario College of Teachers."

Graduates and previously certified teachers are required to complete the application and registration process and be in good standing with the College prior to assuming their teaching responsibilities with your school board in September.

The College typically requires two weeks for the processing of an application and the issuance of certificates **provided that all supporting documents required** for registration, as outlined in the Ontario College of Teachers Registration Form for New Graduates 1998 **have been received by the College.**

In order to ensure that new board employees (new graduates, previously certified teachers and occasional teachers) are eligible to teach in the publicly-funded school systems in September, boards must confirm that they are College members in good standing utilizing one or more of the following sources:

- Requesting that the new employee present an original copy of their 1998 certificate of qualification to your Human Resources Department for validation.
- Calling the Membership Services Department at the Ontario College of Teachers at 416-961-8800 or toll free at 1-888-534-2222 to access the public register and information on a new employee's membership status or qualifications.
- Forwarding a disk containing new employee information as described by the accompanying "requester file specification" to Employee Validation, Information Systems Unit, Ontario College of Teachers, 121 Bloor Street East, 6th Floor, Toronto, Ontario M4W 3M5. Valid electronic employee information along with an exception file will be returned within five business days from the receipt of the file.

I trust your Board will comply with the Act by ensuring that only registered teachers in good standing are placed in charge of classrooms.

Thank you for your continued cooperation.

Yours truly,

A handwritten signature in black ink, appearing to read "m. Wilson", written in a cursive style.

Margaret Wilson
Registrar

p.j.