



# Memo

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**Date:** April 19, 2016

**To:** Additional Qualification Providers  
Deans and Directors, Ontario Faculties of Education

**From:** Michael Salvatori, OCT  
Chief Executive Officer and Registrar

**Subject:** **Additional Qualification (AQ) Candidate Admission and Reporting**

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*This replaces previous College memos dated January 25, 2005 and December 12, 2008.*

I would like to outline and confirm the College's expectations regarding the administration of Additional Qualification (AQ) courses.

AQs are intended for members of the Ontario College of Teachers, including individuals who are certified with conditions. Recent Ontario graduates and others may be admitted to AQs, but providers should be aware of specific requirements and limitations.

Providers encounter a variety of applicants for AQs, and should note the following:

## **Teacher Candidates Currently in Programs**

AQ courses are not to be completed by teacher candidates who are enrolled in a pre-service teacher education program (with the exception of teaching French of as a second language as a focus area in Primary / Junior programs, as enabled in regulation). AQs are intended for College members.

## **Recent Graduates**

Recent graduates of accredited teacher education programs in Ontario who seek admission to AQs that are offered intersession are eligible for admission to an AQ program offered by a faculty of education:

- after the candidate has successfully completed all of the graduation components for their initial teacher education program, and the College has received a report from the Dean or Director, and

- after the candidate started the registration process to become a member of the College.

Recent graduates admitted to an AQ are expected to be certified members of the College, in good standing, before the end of the course. Upon completion of the course, providers must report all students who have completed the course, and the date they completed the course, to the College. For those who are not certified members of the College, in good standing, before the end of the course, the AQ will be considered by the College to have been taken for personal professional learning purposes and will never appear on the member's Certificate of Qualification and Registration.

Providers may be contacted for further information if the date of completion of the course is unclear.

### **Members with Transitional Certificates**

College members holding a Transitional Certificate of Qualification are not eligible to take AQ courses until they have successfully completed the final session of their program, including all practice teaching.

The qualification can only be reported if the member holds a General Certificate of Qualification and Registration before completing the course.

### **Members Who are Certified with Conditions**

Members with conditions to complete one or more courses in complementary education are eligible to take Schedule C courses. Members must inform the College in writing whether the course will be used to satisfy a condition or whether they wish to have the AQ recorded on their certificate. At the completion of the course, providers must report all those who have completed the course to the College. The College will then determine whether the course will appear on the certificate. Providers are advised that unless candidates have repeated the course, they must only be reported once to the College.

Members with conditions to complete one or more Additional Basic Qualification (ABQ) course(s) may enrol in Primary, Junior, Schedule A or Schedule B courses to fulfill the ABQ requirement. At the completion of the course, providers must report all those who have completed the course to the College. Provided the member meets all eligibility criteria, the ABQ will be awarded and recorded on the member's certificate.

### **Applicants Who Have Been Denied Certification**

Providers may admit applicants who have been denied certification by the College and have been informed of the requirement to take an AQ course. When reporting completion of the course, providers should use the date of completion for the date of the report to the College.

### **Former Members Who are Retired or Suspended**

Providers may admit and report AQs for members who have a College member status of Retired or Suspended Non-Payment of Fees. However, providers should advise these members that the qualifications will not appear on their record until they are in good standing with the College.

### **Non-Members**

Providers can admit applicants who are not members to AQ courses. However, providers should understand, and make clear to applicants, that they are not applying to an AQ course. In these cases, providers are advised to have such applicants sign a waiver acknowledging they will not be reported to the College upon successful completion of the course, and they cannot be reported in the future if they become a member of the College.

### **For General Information**

Prior to admission, or at the outset of the AQ course, please remind new graduates that the qualification will only be reported if they are a paid member in good standing before the end of the course.

Providers are reminded to report candidates to the College only once, at the completion of the course, using the completion date of the course as the report date.

Providers are asked to check the public register at [www.oct.ca](http://www.oct.ca) -> Find a Teacher, before reporting AQs for new graduates to confirm that they are certified members in good standing. Providers may also use the Employers' Area, an online portal available on the College's web site to verify the membership status of applicants. Please e-mail [employersarea@oct.ca](mailto:employersarea@oct.ca) for information on how to establish an account.

I hope this information is of assistance, and if you have any questions, please contact Linda Zaks-Walker, OCT, Director of Membership Services, at 416-961-8800, extension 410 (or toll-free in Ontario at 1-888-534-2222), or by email at [lzakswalker@oct.ca](mailto:lzakswalker@oct.ca).

Sincerely,

Michael Salvatori, OCT  
Chief Executive Officer and Registrar

Copy: Linda Zaks-Walker, OCT  
Roch Gallien, OCT

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