



## Memorandum

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**Date:** June 21, 2006

**To:** Directors of Education

**Copy:** Supervisory Officer Organizations  
Trustee Organizations  
Deputy Minister of Education

**From:** W. Douglas Wilson  
Registrar and Chief Executive Officer

**Subject:** **New Teacher Induction Program**

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I am writing as a follow-up to my memorandum of April 25, 2006 regarding implementation of the College's component of the New Teacher Induction Program (NTIP).

Bill 78, which received Royal Assent on June 1, 2006 requires that boards of education report a new teacher's completion of NTIP to the College within 60 days of the program's completion. To facilitate this data transfer, the College will activate a web-based solution available through the employer area of the College web site at [www.oct.ca](http://www.oct.ca) on Monday, July 17, 2006.

Existing employer account login procedures remain in effect. To ensure accuracy, the College will require the following data fields for all program participants:

1. College member number
2. last name
3. first name
4. date of birth
5. completion year

If the College is unable to identify an individual in our registry, an exception report will be generated for your review and follow-up. Notations may then be resubmitted to the College once the data has been corrected.

Please direct any initial questions you may have with regard to the NTIP notation process to Kathy Anstett, External Relations Officer at 416-961-8800, extension 605 or toll-free at 1-888-534-2222, extension 605.

Teachers employed by your board who contact the College regarding the status of a missing notation on their Certificate of Qualification or the public register will be redirected to their employer.

A handwritten signature in black ink that reads "W. Douglas Wilson". The signature is written in a cursive, flowing style.

W. Douglas Wilson

WDW/RL/kb-exec-admin