



## Memorandum

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**Date:** August 22, 2005

**To:** Directors of Education  
Superintendents, Human Resources  
Secretaries, School Authorities  
Supervisory Officers Associations

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

**Subject:** **Temporary Letter of Approval process**

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I am pleased to provide you with an updated booklet that outlines the Ontario College of Teachers' Temporary Letter of Approval process. Many of you who attended the College's most recent Employers Conference had requested copies of this document once it was revised and made available.

This document reflects the input of you and your colleagues, and should provide assistance as you submit requests for Temporary Letters of Approval for the school year ahead.

I hope you will share this document with your colleagues. You can request additional copies directly from the College, or can access the document directly in the Employers' Area of the College's web site at [www.oct.ca](http://www.oct.ca).

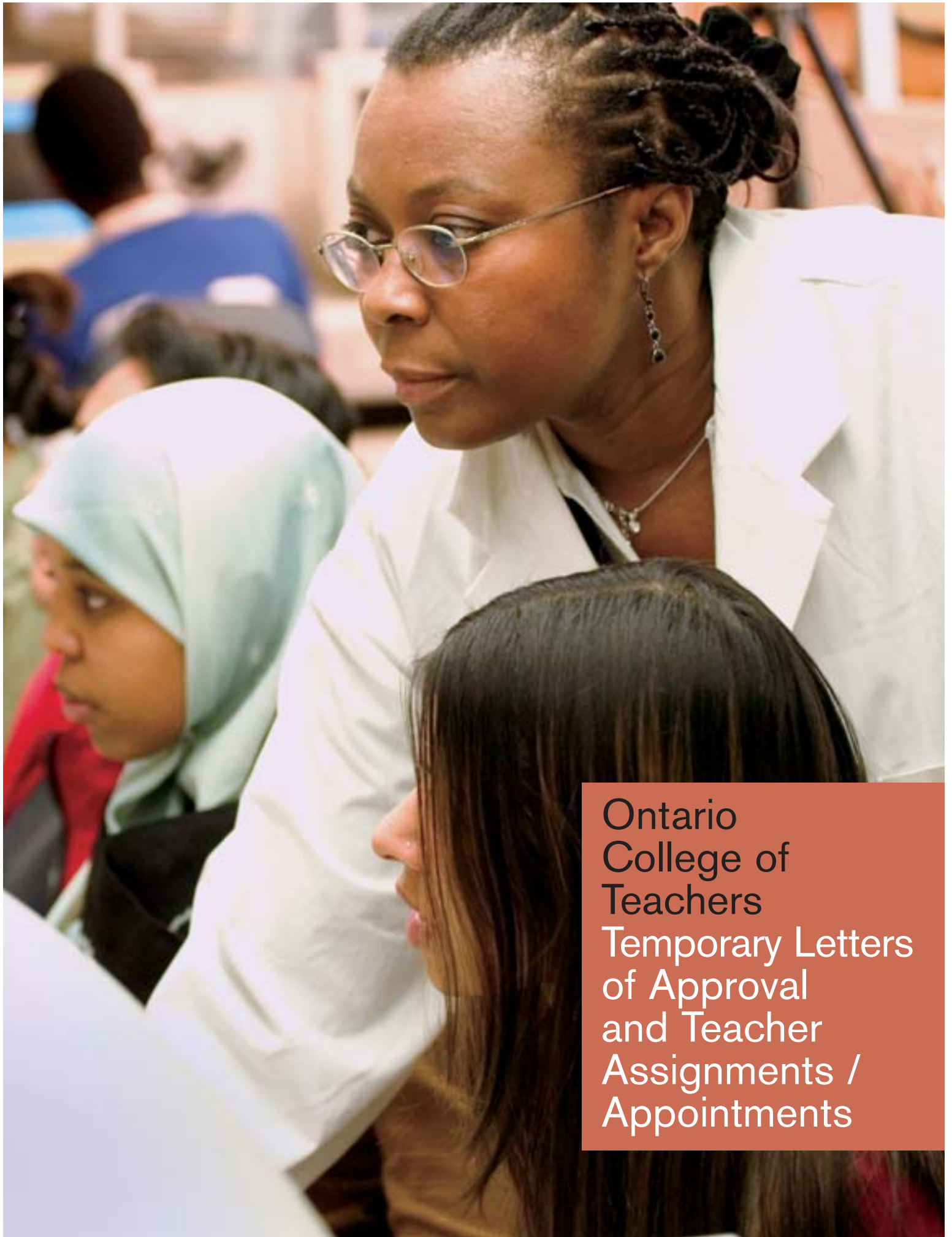
College staff would be happy to provide any additional clarification on the TLA process. Please do not hesitate to contact Membership Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222 if you have any questions.

*W. Douglas Wilson*

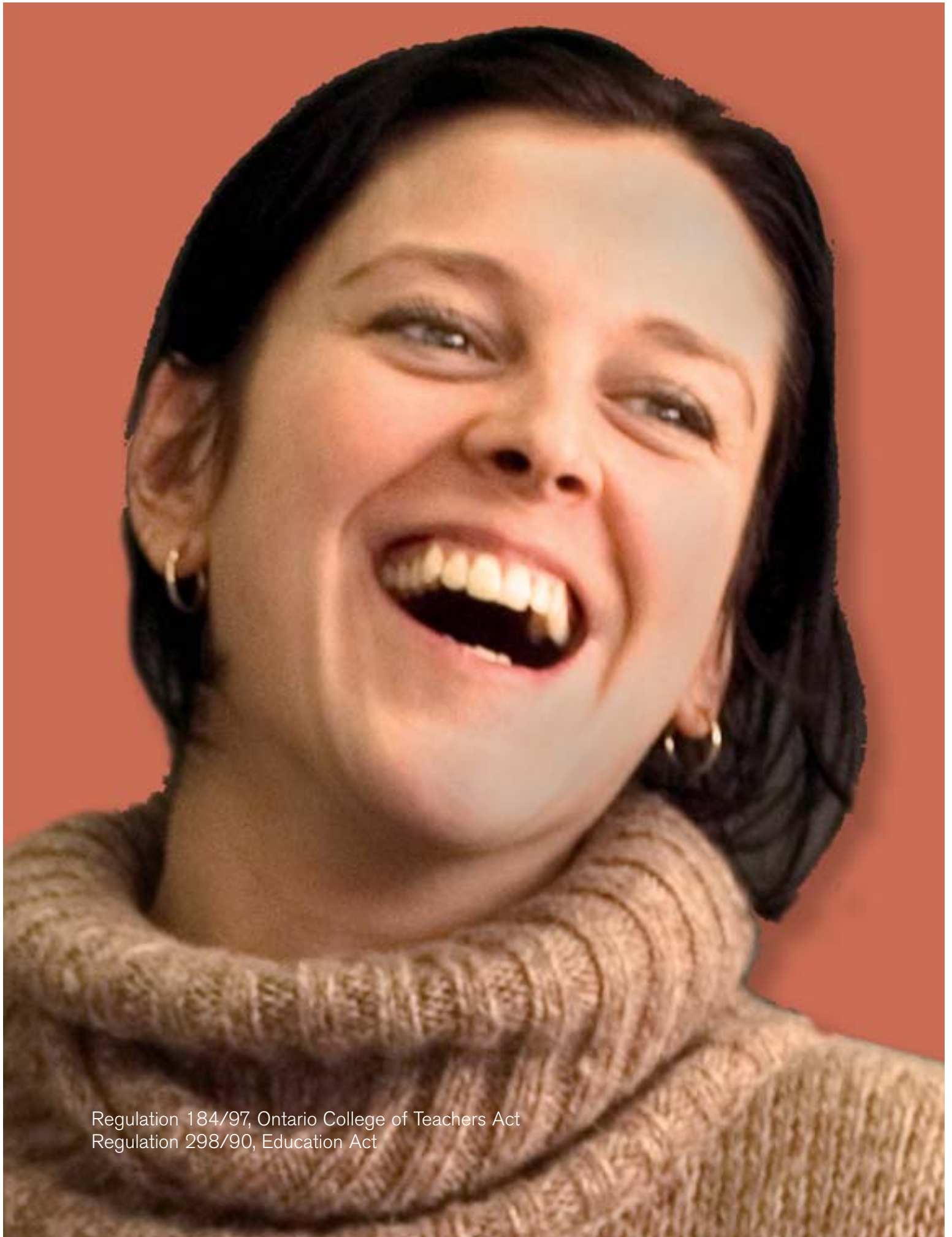
W. Douglas Wilson

Encl.

DT/sr-pol



Ontario  
College of  
Teachers  
Temporary Letters  
of Approval  
and Teacher  
Assignments /  
Appointments



Regulation 184/97, Ontario College of Teachers Act  
Regulation 298/90, Education Act

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Information to assist employers of members of the Ontario College of Teachers with teacher assignments and Temporary Letters of Approval.

Brochures about the Ontario College of Teachers' evaluation services include:

- About Your Ontario College of Teachers Credential Assessment
- Additional Qualifications
- Basic Certification Certificates
- Language Proficiency

Membership Services Department  
Ontario College of Teachers  
121 Bloor Street East  
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Membership Services Department  
April 2005

## Temporary Letters of Approval

Boards/employers assign and appoint members of the Ontario College of Teachers to their teaching or administrative roles. Where the board/employer wishes to assign a teacher who,

- does not hold the qualification, or
- has not been deemed to hold the qualification, or
- cannot be assigned by mutual agreement as outlined in Regulation 298/90, the Board /employer is required to apply for a Temporary Letter of Approval (TLA) from the Ontario College of Teachers. Section 53, Regulation 184/97, *Teacher Qualifications*, applies.

For example, employers must obtain a TLA for teachers assigned to restricted subjects (see list on page 5) for which they do not hold qualifications. The director of education or secretary of the board must sign the request for a TLA to certify that the appointment is necessary and that the teacher is certified and competent to fulfill the role. As well, the teacher must be member in good standing with the College.

If granted, the TLA enables the assignment or appointment of a teacher to that position for the time specified on the application, during that school year. TLAs cannot be approved for previous school years.

The issuing of a Temporary Letter of Approval does not provide ongoing/unlimited approval for an employer to assign a teacher to a subject or a position for which they are not qualified. To ensure the assignment of qualified teachers, the College expects that the TLA will bridge the time period required for the teacher to obtain the qualification.

## Implications for teachers who hold an Interim Certificate of Qualification or ICQ Provisional

It is especially important that boards/employers apply for a TLA for members of the College who hold an:

- Interim Certificate of Qualification
- Interim Certificate of Qualification (Limited)
- Interim Certificate of Qualification (Provisional)
- Interim Certificate of Qualification (Limited, Provisional)

These teachers have terms, conditions or limitations on their certificates, which must be satisfied before they can obtain a Certificate of Qualification. All ICQ holders must accumulate 10 months of successful teaching experience in the subjects/areas for which they are qualified. This is certified by way of a *Statement of Successful Teaching Experience* form that must be signed by an appropriate supervisory officer. The form is available on the College website at [www.oct.ca](http://www.oct.ca).

Boards/employers can help ICQ holders by ensuring that a TLA is obtained from the College for assignments for which they are not qualified (including full-time, occasional or supply assignments), otherwise the time that the teacher taught during that period cannot be used toward meeting the 10 months successful teaching experience required to convert to a certificate of qualification.

## Subsequent Temporary Letters of Approval for the same teacher to be assigned to teach the same subject/position

An application for a subsequent TLA for a board/employer to assign the same teacher to the same position may be considered where the teacher is actively engaged in completing the required qualifications or if there are extenuating circumstances. Employers should submit a covering letter with the second/subsequent TLA request. The letter should provide information about the progress being made by the teacher to obtain the qualification or identify the extenuating circumstances. In the case of subsequent applications for vice-principal and principals, copies of internal and/or external job postings should also be included.

Employers should note that if a teacher has a condition on his/her Interim Certificate of Qualification requiring the completion of an Additional Basic Qualification (ABQ) or other course work, these ABQ requirements must be completed before the teacher can enroll in any other additional qualification course. This may have an impact on how soon a teacher can reasonably obtain the qualifications for the assignment for which a TLA has been requested.

Similarly, teachers who do not hold the prerequisites for admission to an AQ or ABQ course will be required to complete the prerequisites before a faculty will admit them to an additional qualification program (for example, basic qualifications in a third division is one of the prerequisites for entry into the Principal's Qualification Program).

### **To confirm a member's credentials and qualifications, check the College's Public Register at [www.oct.ca](http://www.oct.ca).**

Information about a member's credentials, qualifications, and any terms, conditions or limitations that may have been placed on the certificate, as well as the type of certificate and their membership status with the College, is available on the College's Public Register at: [www.oct.ca](http://www.oct.ca). The Register also lists any TLAs that have been obtained by school boards/employers for that member.

## Assignments

General Studies are defined in Regulation 298/90 made under the *Education Act* as: “...the courses prescribed or developed for the intermediate and senior divisions under subsection 8 (1) of the Act and described in the secondary curriculum documents available on the Ministry of Education web site at [www.edu.gov.on.ca](http://www.edu.gov.on.ca), excluding the courses described in,

- a) the document entitled “Technological Education – The Ontario Curriculum, Grades 9 and 10 – 1999”, other than the sections relating to Computer and Information Science, Grade 10, Open and Computer Engineering Technology, Grade 10, Open and
- b) the document entitled “Technological Education – The Ontario Curriculum, Grades 11 and 12 – 2000” – other than Part B: Computer Studies.”

Teachers who have qualifications to teach the subjects listed in Schedule A of Regulation 184/97 are considered general studies teachers. A degree is required for a teacher to teach a general studies subject in a secondary school.

An employer may apply for a TLA to enable a general studies qualified teacher to teach technological studies subjects at the Basic Level only (Grades 9 and 10).

An employer may apply for a TLA to enable a general studies qualified teacher to teach the Business Studies subjects.

Sub Section 19 (4) of Regulation 298/90 notes that, subject to subsections (6), (11), (12) (14) and (15), and;

With due regard for the safety and welfare of the pupils and the provision of the best possible program, a teacher whose (certificate of qualification) indicates qualification in the primary division, the junior division, the intermediate division in general studies or the senior division in general studies, may, by the mutual agreement of the teacher and the principal of a school and with the approval of the appropriate supervisory officer, be assigned or appointed to teach in a division or a subject in general studies for which no qualification is recorded on the teachers (certificate of qualification)



## General Studies subjects that may be assigned by mutual agreement

Anglais	International Languages
Classical Studies - Latin, Greek	Law
Computer Science	Mathematics
Dance	Native Language (second language)
Dramatic Arts	Native Studies
Economics	Politics
English (first language)	Religious Education
Environmental Science	Science – General
Français	Science – Biology
Geography	Science – Chemistry
History	Science – Physics
Individual and Society	

The exceptions noted above in Regulation 298/90 (14) refer to those subjects that are commonly referred to as “restricted” or “partially restricted” subjects. The following pages provide more details.



## Subjects and positions that require a Temporary Letter of Approval if the teacher to be appointed does not hold the qualifications

### **Restricted Subjects**

- English as a Second Language (ESL)
- French as a Second Language (FSL)
- Design and Technology
- Teaching
  - in a special education class,
  - in a class for deaf, hard of hearing, blind or limited vision pupils, or
  - as a resource teacher or withdrawal teacher in special education programs
- Technological Studies subjects

### **Partially Restricted Subjects**

(applies only in secondary schools – Grades 9 – 12)

Unless a teacher holds qualifications in the subject/area, or the employer has been granted a Temporary Letter of Approval, a teacher can teach no more than two courses a year in Grades 9 – 12 by mutual agreement in the following,

- Business Studies
- Family Studies
- Guidance (including counselling)
- Music – Instrumental
- Music – Vocal
- Physical and Health Education
- Visual Arts

### **Positions of Responsibility**

- vice-principal
- principal
- supervisory officer (Note: Requests for these assignments are subject to an additional process which includes the approval of the Minister of Education. Contact the College directly for further information).
- consultant
- co-ordinator, or
- be placed:
  - in charge of a school library program
  - in charge of a guidance program
  - in charge of a special education program.

## Divisions

In some cases a Temporary Letter of Approval is required for a teacher to be assigned to teach in a particular division/divisions. For example;

- technological studies teachers who are to be assigned to teach general studies in the Intermediate and Senior Divisions and who do not have basic qualifications in the Intermediate or senior divisions, and
- FSL qualified teachers who have intermediate and senior division basic qualifications and who are to be assigned to teach FSL in an elementary school.

## Business Studies

A qualification in Business Studies is indicated by any of the following:

- Business Studies – Accounting
- Business Studies – Data Processing
- Business Studies – Marketing and Merchandising
- Business Studies – Information Management
- Business Studies – Entrepreneurship Studies

A teacher who holds qualifications in any one of the Business Studies subjects listed above, may teach any other Business Studies subject by mutual agreement.

A teacher who holds a commercial-vocational qualification or technological studies qualifications in any one or more of clerical practice, or merchandising and warehousing, may be assigned to teach the courses in Business Studies equivalent to the courses in Business Studies shown on their certificate of qualification.

## Technological Studies

Technological Studies are defined in Regulation 298/90 made under the *Education Act* as;

“Technological studies means the courses prescribed or developed under subsection 8 (1) of the Act and described in,

- a) the document entitled “Technological Education – The Ontario Curriculum, Grades 9 and 10 – 1999”, other than the sections relating to Computer and Information Science, Grade 10, Open and Computer Engineering Technology, Grade 10, Open, available on the Ministry of Education web site at [www.edu.gov.on.ca](http://www.edu.gov.on.ca), and
- b) the document entitled “Technological Education – The Ontario Curriculum, Grades 11 and 12 – 2000”, other than Part B: Computer Studies, available on the Ministry of Education web site at [www.edu.gov.on.ca](http://www.edu.gov.on.ca).”

A qualification in Technological Studies is indicated on a teacher’s Certificate of Qualification or Interim Certificate of Qualification or Interim Certificate of Qualification (Limited).

Teachers with qualifications in only technological studies teachers are not qualified in the primary, junior, intermediate or senior divisions. Rather, they hold qualifications that enable them to teach Basic level courses (Grades 9 and 10) and Advanced level courses (Grades 11 and 12) in technological studies. Should an employer wish to assign a technological studies teacher to teach general studies, a TLA is required if that teacher does not also hold basic qualifications in a division and for Intermediate and Senior divisions, a degree.

In 1995, the wide range of technological studies qualifications then available was changed to correspond to the introduction of the Ministry of Education's Broad Based Technological Education Curriculum Policies.

The new qualifications, listed in Schedule B of Regulation 184/97, include the following at both the Basic (intermediate grades) and Advanced (senior grades) Levels:

- Communications Technology
- Construction Technology
- Hospitality Services
- Personal Services
- Manufacturing Technology
- Technological Design
- Transportation Technology

### **Assignment Notes**

- A technological studies teacher may teach another technological studies subject by mutual agreement at the basic level (Grades 9 – 10)
- A technological studies teacher must hold qualifications at the advanced level in a technological studies subject to teach that subject in Grades 11 – 12.
- A TLA is required if the advanced level qualification is not held in the specific technology to be taught.
- TLAs may be granted to general studies teachers to be assigned to teach technological studies subjects at the basic level only (Grades 9 and 10).



Regulation 298/90 made under the Education Act enables the following:

**Teachers with the following qualifications, may be assigned to teach the following without a Temporary Letter of Approval**

Design and Technology (Int/Snr)	Technological Design
Industrial Arts	Technological Design
Technological Studies – Sewing and Dressmaking	the clothing portion of Family Studies in a secondary school
Technological Studies – Textiles and Clothing	the clothing portion of Family Studies in a secondary school
Technological Studies – Food and Nutrition	the food and nutrition portion of Family Studies in a secondary school
Technological Studies – Home Economics	the food and nutrition portion of Family Studies in a secondary school
Technological Studies – Vocational Art	Art in general studies in a secondary school
Technological Studies – Instrumental Music	Instrumental Music in general studies in a secondary school
Technological Studies – Vocal Music	Vocal Music in general studies in a secondary school
Technological Studies – Clerical Practice and/or a commercial/vocational qualification	Business Studies equivalent
Technological Studies – Merchandising and/or a commercial/vocational qualification	Business Studies equivalent
Technological Studies – Warehousing and/or a commercial/vocational qualification	Business Studies equivalent

## Special Education

In June 2003, faculties of education in Ontario began to introduce a new model for Special Education additional qualification programs. The new model includes all exceptionalities in each part of the three-part program instead of the previous core / electives. Teachers who complete the new program may be assigned to teach any exceptionality.

Some faculties will continue to offer, for a limited time and depending on numbers enrolled, previous model elective courses to enable teachers to complete their original program.

## French as a Second Language

Teaching French as a Second Language (FSL) is defined as, “teaching programs for English-speaking students in which **French is the language of instruction**” (*Ontario Regulation 298/90*).

This includes teaching French as a subject (Core, Extended or Immersion) and teaching other subjects in French to English-speaking students.

Teaching in French-language schools and classes is defined as “teaching any subject to French-speaking students in which the French language is the only language of instruction”. (*Ontario Regulation 298/90*).

A qualification in French as a Second Language is indicated by one of the following entries on a teacher’s Certificate of Qualification or Interim Certificate of Qualification

French as a Second Language Part 1, Part 2 or Specialist  
Junior and Intermediate Divisions French  
Intermediate and Senior Divisions French  
Intermediate and Senior Divisions French, and a second subject  
Intermediate Division French  
Senior Division French  
Honour Specialist French  
Interim HSA Type A French

Français langue seconde, partie 1, partie 2 or spécialiste  
Cycles moyen et intermédiaire French  
Cycles intermédiaire et supérieur French  
Cycle intermédiaire French  
Cycle supérieur French  
Spécialiste en études supérieures French



### **To teach FSL in English-Language Schools – Primary / Junior Divisions**

- FSL as well as Primary/Junior Divisions or 'cycles primaire et moyen', or
- FSL as well as Intermediate/Senior Divisions, by mutual agreement

A teacher with 'cycles intermédiaire/supérieur' as well as FSL qualifications requires a TLA in the Primary/Junior divisions to teach FSL in an English-language elementary school.

### **To teach FSL in English-Language Schools – Intermediate / Senior Divisions**

- FSL as well as Intermediate and/or Senior Divisions or 'cycles intermédiaire and supérieur', or
- FSL as well as Primary and Junior Divisions or cycles primaire et moyen (as long as the teacher has a degree) by mutual agreement

Note: TLAs needed to teach “restricted subjects/areas/positions”

### **To teach FSL in French-Language Schools – Cycle primaire et moyen**

- Cycles primaire et moyen, or
- Primary and Junior Divisions and either cycle primaire or cycle moyen, or
- Primary and Junior Divisions and a TLA

### **To teach in French-Language Schools – Intermédiaire et supérieur**

- Cycle intermédiaire et/ou supérieur or
- Intermediate and Senior Divisions

Note: TLA needed to teach “restricted subjects/areas/positions”



## For further information

### **TLAs**

Regulation 184/97 made under the College of Teachers Act and subsequent modifications deals with the qualifications that teachers hold on their Certificate of Qualification issued by the College. If you require further information about teaching qualifications or TLAs, call the College at 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

### **Assignments**

For information about Ontario Regulation 298/90 – Operation of Schools – General, made under the Education Act and the assignment of teachers to schools and classes according to their teaching qualifications, contact the local Ministry of Education District Office.

### **Requests for Temporary Letters of Approval forms**

The TLA form may be downloaded from the College web site at [www.oct.ca](http://www.oct.ca), or are available to employers on request by contacting the College at 416-961-8800 or toll-free in Ontario at 1-888-534-2222. The College is developing programming to enable employers to submit TLA requests electronically. Check the College web site for updates.



## Frequently Asked Questions

### **Q. Who may apply for a Temporary Letter of Approval?**

**A.** An employer of a member of the College (a board, a private school, a native school, provincial school) may request a Temporary Letter of Approval to assign the member to teach a subject, or be appointed to an area/position for which the member is not qualified and where the teacher cannot be assigned under mutual agreement.

### **Q. What is the difference between assignments by mutual consent and being assigned via a TLA?**

**A.** Bearing in mind the safety of the students, and the provision of the best possible program, Regulation 298/90 enables employers to assign teachers to teach in a range of subjects across divisions, even though the teachers may not hold qualifications in that subject/area/division. For example a teacher with qualifications in the intermediate and senior divisions with the teaching subjects English and Science – Biology, can be assigned to teach Geography in the intermediate and senior divisions with the mutual agreement of the principal, the teacher and with the approval of the supervisory officer. That same teacher could be assigned in the same way to teach in the primary/junior division. TLAs are not approved where a board can assign by mutual agreement.

However, should the board/employer wish to assign that teacher to teach in a “restricted” area, like special education, (in any division) the board must apply to the College for a Temporary Letter of Approval. After it has been approved, the employer gives a copy of the signed TLA request to the teacher.

### **Q. What is the difference between a TLA and a Letter of Permission?**

**A.** Under Regulation 184/97, made under the *Ontario College of Teachers Act*, the Registrar may grant a TLA to a board to assign teachers to subjects/areas for which they do not hold the qualifications as required by the regulations.

Regulation 183/97 made under the *Education Act* provides that the Minister of Education may grant a Letter of Permission to boards to employ individuals as teachers who do not hold certification as a teacher in Ontario.

### **Q. Can subsequent TLA requests be made for the same teacher to teach the same subject?**

**A.** Subsequent TLA requests will be considered if the teacher has made progress towards obtaining the qualification or if there are exceptional circumstances. These requests are reviewed on their merits. Employers are requested to submit details of job postings or supporting information when subsequent requests for appointment to vice-principal and principal positions are made.

**Q. Can a board/employer request a second TLA for the same teacher to teach the same subject in the same school year?**

**A.** Yes. If the initial request was not for the whole school year, a second request would be considered. Depending on the time frame, the College may ask for an indication of the progress the teacher is making or steps the teacher is taking to obtain the qualification.

**Q. Can a board/employer request a TLA for a second teaching assignment in a different subject?**

**A.** Yes, the additional assignments should be indicated on the form or a new form may be submitted.

**Q. How can a board/employer check to see if a TLA has been approved for a teacher before?**

**A.** This information is available on the public register, which is accessible electronically via the College web site at [www.oct.ca](http://www.oct.ca).

**Q. Can a board/employer withdraw or change a request for a TLA after it has been approved?**

**A.** Yes. Notify the College in writing. Submit a new TLA request if the change is for a different subject/area. If the teaching assignment was not required, information about the withdrawn TLA will be removed from the teacher's record.

**Q. Does a TLA have to be obtained to assign a teacher who does not have principal's qualifications to a principal or vice-principal's position in a school with less than 125 students?**

**A.** No. This is covered in Regulation 298/90, section 9.

## Check list for completion of TLA form

- Is the teacher a member of the College in Good Standing?**  
Check the College Public Register at [www.oct.ca](http://www.oct.ca) or call the College at 416-961-8800 or toll-free in Ontario at 1-888-534-2222.
- Is the proposed assignment for a restricted or partially restricted subject/area?**  
It may be that the subject/area can be taught by mutual agreement. If in doubt, check with the College or contact the Ministry of Education District Office.
- What qualifications does the teacher have? It may be that the teacher has the qualifications listed on his or her record for some or all of the proposed assignment period.**  
Check the College Public Register at [www.oct.ca](http://www.oct.ca)
- Is it the second or subsequent request from this employer to assign the teacher to this position?**  
Enclose a statement, indicating how the teacher is progressing towards obtaining the required qualification or explaining the exceptional circumstances. If the assignment is for a supervisory officer, principal or vice-principal's assignment, enclose copies of job advertisements related to the vacant position.
- Has the Director of Education signed the form?**

## Letters of Permission

The Minister of Education may grant, in certain circumstances, a Letter of Permission to a board/ employer to employ a person in a teaching capacity who has not been certified to teach in Ontario by the Ontario College of Teachers. Contact the District Office of the Ministry directly for further information.

An individual who is issued a Letter of Permission cannot use the teaching days accumulated while holding the Letter of Permission to meet the 10 months of successful teaching experience requirement for later conversion of an Interim Certificate to a Certificate of Qualification.



An employer of a member of the College (a board, a private school, a native school, provincial school) may request a Temporary Letter of Approval to assign the member to teach a subject, or be appointed to an area/position for which the member is not qualified and where the teacher cannot be assigned under mutual agreement.



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Ordre des  
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