



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

Memorandum

Date: May 28, 2001
To: Directors of Education
From: J. W. (Joe) Atkinson, Registrar and Chief Executive Officer
Subject: Parameters for Hiring New Graduates and Applicants from Out of Province/Country

I am writing regarding the hiring of new graduates from Ontario's faculties of education and applicants for teaching positions from outside of the province/country before they become members of the Ontario College of Teachers. I would like to highlight some options available to school boards employing individuals who fall outside these parameters and ask for your co-operation in ensuring that all employees are in compliance with current legislation.

College Membership

Until they are members of the Ontario College of Teachers, graduates of teacher education programs and out of province/country applicants are not eligible to teach in a publicly funded elementary or secondary school in Ontario. These individuals are not members of the College until they have completed the application process and have been issued Certificates of Registration and Qualification.

The College processes new graduate registrations from Ontario faculties of education within two weeks (10 working days), provided that all supporting documents required for registration have been received. The process for out of province/country registrations is four to six weeks from the time that all supporting documents are received. The requirements for application are outlined in the Ontario College of Teachers 2001 Registration Guides.

Hiring

A board can interview and offer employment to a new graduate or out of province/country applicant conditional on the applicant being granted membership in the College of Teachers. Individuals who are made conditional offers of employment must complete the application and registration process and be in good standing with the College before assuming their teaching responsibilities.

School boards have a legal obligation to ensure that all employees who are required by law to be licensed are in good standing with the College before they begin teaching. The College, as the profession's regulatory body, must enforce the requirements of the *Education Act*.

This obligation applies to employees at all levels -- director, superintendent, consultant, principal, vice-principal, full and part-time, continuing education and occasional teachers. Employers who violate the terms of the Act may be subject to a complaint of professional misconduct and a disciplinary hearing.

You and your officials can be of assistance in streamlining the certification process by directing new hires to complete the application process with the College as quickly as possible.

Options

School boards that cannot find qualified teachers have two options. They can use the emergency provision of the *Education Act* which allows an employer to hire, for up to 10 days, a person 18 years of age or older who holds a secondary school diploma. School boards can also apply to the Minister of Education for a Letter of Permission which authorizes them to employ a person who is not a member of the College to teach. A Letter of Permission is effective only for a specified time and a specified position, and may not exceed one year. Employees seeking Letters of Permission are directed to the appropriate Ministry of Education regional office.

School boards can also apply to the College for a Temporary Letter of Approval (TLA) to assign a College member to a position for which the member is in the process of acquiring the relevant qualifications.

Occasional Teachers

Boards are reminded that individuals placed in a classroom on an occasional basis must also be in good standing with the Ontario College of Teachers. Only when no occasional teacher is available can uncertified individuals be employed under the terms of the emergency provision.

Public Register

The College public register is accessible through our web site at www.oct.on.ca. The register, which contains the name, qualifications and status with the College of all members, allows school boards to instantly verify an applicant's registration with the College.

Thank you for your co-operation in ensuring that all your employees comply with the legislation governing the teaching profession. If you have any questions concerning the above, please do not hesitate to contact the Deputy Registrar, Doug Wilson, at (416) 961-8800 extension 213 or me at extension 211.

Sincerely,



J. W. (Joe) Atkinson
Registrar and Chief Executive Officer

JWA/jp-exec/LB-comm