



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

Memorandum

Date: January 31, 2001
To: Directors of Education, District School Boards
Secretaries, School Authorities
From: W. Douglas Wilson, Deputy Registrar
Subject: Temporary Letters of Approval

As you are aware, a Temporary Letter of Approval is required if the board intends to appoint a teacher to teach a subject or hold a position for which the teacher does not hold the qualifications required by Regulation 298/90 made under the *Education Act*.

The Temporary Letter of Approval form has been revised in an attempt to streamline the process and remain consistent with the regulation. The revised TLA form asks the Director of Education to certify

- that the school board finds it necessary to appoint a teacher to a position for which the teacher does not hold the qualifications required by the regulations made under the Education Act
- that the teacher is considered competent to carry out the duties of the position.

A Temporary Letter of Approval is valid for one school year or part of a school year. An application for a subsequent TLA to assign the same teacher to the same position will be considered if the teacher is actively engaged in completing the required qualification or if there are extenuating circumstances.

If the board finds it necessary to make a second Temporary Letter of Approval application, please submit a cover letter along with the second TLA application form. The cover letter should explain the need for a second TLA application and provide information about the teacher's intent to become qualified. In the case of a TLA application for a Vice-Principal or Principal, I would appreciate receiving copies of internal and/or external job postings.

Please note that a Temporary Letter of Approval may only be granted to a teacher who is a registered member in good standing with the College. To appoint uncertified personnel to positions requiring a teaching certificate, please contact the Ministry of Education for information about Letters of Permission.

I understand that shortages of qualified teachers in some areas continue to present serious difficulties in staffing schools and classrooms with appropriately qualified teachers. I would like to assure you that we will do everything possible to expedite your ability to meet regulatory qualification requirements by processing Temporary Letter of Approval applications as a priority.

Please find enclosed a new supply of the revised Temporary Letter of Approval form. Also attached is a list of subject areas and positions requiring a Temporary Letter of Approval.

For more information about the Temporary Letter of Approval process, please contact Rebecca Cossar in the College's Evaluation Services Unit at 416-961-8800, ext. 396 or toll-free in Ontario at 1-888-534-2222, ext. 396.

A handwritten signature in black ink that reads "W. Douglas Wilson". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

W. Douglas Wilson

Encl.

Subjects and Positions requiring a Temporary Letter of Approval

The subjects or positions listed below require a Temporary Letter of Approval if the teacher to be appointed does not hold the qualifications.

Subject Areas

Business Studies (if more than two courses a year)
Design and Technology
English as a Second Language
Family Studies (if more than two courses a year)
French as a Second Language
Guidance/ Counselling (if more than two courses a year)
Music – Instrumental (if more than two courses a year)
Music – Vocal (if more than two courses a year)
Physical and Health Education (if more than two courses a year)
Special Education
Technological Studies
The Blind or Visually Impaired
The Deaf or Hard of Hearing
Visual Arts (if more than two courses a year)

Positions of Responsibility

Guidance/ Counselling
Librarian
Principal
Special Education
Vice-Principal



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

121 Bloor Street East, 6th Floor, Toronto ON M4W 3M5

You must complete this form in full and return all three copies to the Ontario College of Teachers.

Application for a Temporary Letter of Approval

To: Ontario College of Teachers

Name of School Board: _____

Address: _____

Postal code: _____

Contact name _____ Phone No: _____

at Board: _____ Fax No. _____

A Temporary Letter of Approval is requested to employ

_____ Last name First name Middle name

_____ or _____

_____ College Registration Number Social Insurance Number

as a _____

Position: teacher, vice-principal, principal, etc.

of _____

Subject Division

at _____ from _____ to _____

School d/m/y d/m/y

I certify that the school board finds it necessary to appoint or assign the teacher named above for this position, although this teacher does not hold the qualifications required by the regulations made under the *Education Act*.

I certify that the teacher named above is considered competent to carry out the duties of the position.

Date

Director of Education / Secretary of the Board
(Please print)

Signature

A Temporary Letter of Approval is hereby granted and is valid for the dates indicated above. An application for a subsequent TLA will be considered if the teacher is actively engaged in completing the required qualification or if there are extenuating circumstances.

Date

Registrar/ Deputy Registrar

/over ...

This **Temporary Letter of Approval** is issued in accordance with the Ontario Teacher's Qualifications Regulation 184/97 made under the *Ontario College of Teachers Act*.

Information about the granting of a Temporary Letter of Approval for a particular teacher is noted on the public register.

Additional information regarding the collection of this data may be obtained from:

Evaluation Services Unit
Ontario College of Teachers
121 Bloor Street East, 6th floor
Toronto ON M4W 3M5

Telephone: 416-961-8800
Fax: 416-961-8822
Toll-free in Ontario: 1-888-534-2222

01 ATLA-E 010101