



# Memo

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**Date:** March 2, 2023  
**To:** Deans and Directors, Ontario Faculties of Education  
Registrars, Faculties of Education  
General Secretaries, Ontario Teachers' Federation and Affiliates Directors of Education  
Supervisory Officers, Human Resources Departments, District School Boards  
Principals Organizations  
Secretaries, School Authorities  
**From:** Demetra Saldaris, Director of Membership Services  
**Subject:** Tips to Avoid Certification Delays

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This memo is intended to share some information that can facilitate both the teacher certification process and access to teaching positions. I encourage both faculties and employers to share this information, respectively, with your teacher candidates and employees currently seeking permanent certification with the College.

## Temporary Certificates

In 2022, the College issued two types of temporary Certificate of Qualification and Registration (CQR):

- Temporary CQRs for those who completed their teacher education program in 2022, with an expiry date of December 31, 2022. Holders of the 2022 temporary CQR had the option to extend their temporary CQR until June 30, 2023.
- Temporary CQRs for those who will complete their teacher education program in 2023, with an expiry date of December 31, 2023.

### *Eligibility to teach*

Temporary CQR holders are members of the College. If they are in Good Standing, they are eligible to teach in publicly funded schools in Ontario. All CQRs issued by the Ontario College of Teachers carry the same weight whether they are permanent, transitional, temporary and/or issued with conditions.

The Teaching Qualifications listed on a member's certificate/public register mirror the qualifications completed as part of their teacher education program. As a result, they are eligible to teach based on those qualifications.

### *Conversion into a permanent CQR*

Temporary CQR holders are strongly encouraged to convert their temporary CQRs into permanent CQRs as soon as they are eligible. Conversion of the CQR is not an automatic process as the College requires evidence that the teacher candidate successfully completed their teacher education program. The evidence required includes:

- An official transcript ordered from the Ontario Universities' Application Centre (OUAC) or from the faculty of education. The transcript must show that the teacher candidate has successfully completed their teacher education program and that the degree has been conferred.
- A report from faculty confirming the teacher candidate's successful completion of the program.

**Should the temporary CQR expire, the temporary certificate holder will no longer be a member of the College and cannot teach in publicly funded schools.**

For this reason, we ask that you encourage your teacher candidates or employees to convert their certificate to avoid any delays or worse, expiry of certificates. You can emphasize that the conversion process is not automatic and temporary CQR holders need to order their final transcripts once their teacher education program has been completed.

For faculties of education, please report the teacher candidate as soon as possible. For its part, the College has undertaken an extensive communication campaign aimed at sending periodic reminders to temporary CQR holders.

### **Expedited Licensure**

Since August 2021, the College has been expediting applications for individuals who have received official offers of employment, which are conditional on being licensed by the College. Applicants must have submitted a *complete application*, including all required documents, to the College.

The College will only accept requests from school boards to expedite an application. To identify College applicants and members who have received conditional offers of employment, the College requests that schoolboard please email a list of these individuals to [MSManagementTeam@oct.ca](mailto:MSManagementTeam@oct.ca), with the following information:

- Full name
- Registration or application number
- Name of Certificate held (if applicable)
- Expiry date for conditional offer of employment

The College will strive to expedite these applications as soon as possible. Please remind your prospective employee to log into their account online to ensure that all required

documents have been received. **The College cannot proceed with the evaluation of an application unless it has received all required documents.**

### **Criminal Record Check report**

Teacher candidates are required to [read the registration guides](#). They contain vital information about the application process and the documents required to support an application.

The Criminal Record Check report (CRC) is a required document for certification in Ontario. However, the CRC often causes delays for applicants. For a CRC to be acceptable,

- The applicant's names (both current & former) must appear on the CRC
- The CRC must not be older than 6 months

Candidates are encouraged to review our digital [criminal record check tip sheet](#) to avoid the unnecessary costs and delay associated with sending incorrect documents.

### **New Upload Portal**

A new document portal is available for applicants, members and third parties/institutions in order to submit documents to the College.

Applicants can upload documents directly into our system through their Online application Document Status page or through the Upload Portal. Doing so will help reduce the time it takes to update their application.

Information on recognized platforms for the receipt or verification of official documents in electronic or digital form is also provided in the Upload Portal. Institutions, organizations and third parties unable to transmit using one of these platforms are provided an option to upload documents directly to the College.

### **Information sessions**

Teacher candidates are encouraged to attend the College's faculty presentations on applying to the College. We also provide monthly information sessions for those who are interested in applying to the College for certification. Staff from Membership Services will explain the process, required documents and answer questions. Prospective applicants can check [our website](#) for dates and times for these sessions.

Newly certified teachers who completed their teacher education program outside Canada are encouraged to attend the College's virtual information session, 'Preparing to Teach in Ontario'. Newly certified teachers receive session details at the time of initial certification.

### Member's status with the College

When an individual first becomes certified, the College issues all certification documents in digital format. This includes a digital professional designation document, which indicates when a member was first certified by the College.

Please note that only the public register offers the most up-to-date information about a member's qualifications and status with the College.

I hope this information is of assistance and again, I encourage you to share this memo with your teacher candidates or employees.

If you have any questions, please contact me at 437-880-3110 (or toll-free in Ontario at 1-888-534-2222), or by email at [dsaldaris@oct.ca](mailto:dsaldaris@oct.ca).

Sincerely,

A handwritten signature in black ink, appearing to be 'DS', with a horizontal line extending to the right.

Demetra Saldaris, OCT  
Director of Membership Services