

## Application for Conversion of an Interim Certificate of Qualification and Registration to a Certificate of Qualification and Registration

I hereby apply to convert my Interim Certificate of Qualification and Registration to a Certificate of Qualification and Registration.

### Statement(s) of Successful Teaching Experience Form(s)

*Statement(s) of Successful Teaching Experience* form(s), signed by the appropriate academic supervisory officer(s), as evidence that I have successfully completed the required teaching experience:

- ☐ are attached  
☐ have already been submitted to the College.

**Please allow two to four weeks for the College to process your request.**

### Personal Information

COLLEGE REGISTRATION NUMBER

E-MAIL

LAST NAME

PREVIOUS LAST NAME (IF APPLICABLE)

FIRST AND MIDDLE NAMES

ADDRESS

APT. # / UNIT / P.O. BOX / RR #

CITY

PROVINCE

COUNTRY

POSTAL CODE

HOME TELEPHONE

BUSINESS TELEPHONE

FAX NUMBER

SIGNATURE

DATE

To obtain your Certificate of Qualification and Registration you must:

- be a College member in good standing
- satisfy all conditions on your Interim Certificate of Qualification and Registration
- submit a completed *Statement of Successful Teaching Experience* form from your employer(s), certifying your successful completion of 194 days of teaching experience. The appropriate academic supervisory officer must sign the *Statement of Successful Teaching Experience* form(s). **A school principal may not sign.**
- provide proof of name change, if you have changed your name and not previously notified the College.

To be considered valid, your teaching experience must have been:

- from the date you were first certified to teach in Ontario
- when your membership was in good standing
- accumulated in subjects/areas for which you were qualified or assigned by mutual agreement or for which your employer obtained a Temporary Letter of Approval. (Experience in teaching night school, summer school or school board continuing education courses for credit must also be certified by an appropriate academic supervisory officer. *Statement(s) of Successful Teaching Experience* form(s) must be used for this purpose).

Teaching experience in private schools and First Nations authorities

- You will need to arrange to have a Ministry of Education supervisory officer sign your *Statement of Successful Teaching Experience* form. See the form for details.

**Signed *Statement(s) of Successful Teaching Experience* form(s) must accompany this document or have already been submitted to the College.**

## Statement of Successful Teaching Experience

This form can be used to confirm teaching experience for Additional Qualification purposes, certificate conversions, and equivalency requests.

### Incomplete applications will not be processed.

This form is completed by an academic supervisory officer on behalf of:

COLLEGE REGISTRATION NUMBER

LAST NAME

FIRST AND MIDDLE NAMES

### Notes for Academic Supervisory Officers

All teaching experience must be:

- from the date of initial certification in Ontario
- certified by an academic supervisory officer. **A principal's signature is not acceptable.** For a teacher employed by a district school board, the academic supervisory officer is a superintendent or assistant superintendent of the board. For a teacher employed by a private school or First Nations Education Authority, the supervisory officer is the Ministry of Education official appointed to provide supervisory services for the school authority. Contact the Field Services Branch, Ministry of Education, Mowat Block, 12<sup>th</sup> Floor, 900 Bay Street, Toronto ON M7A 1L2, telephone 416-325-1981.
- accumulated during the validity periods on the applicant's certificate and continued while membership of the College was in good standing. This can be confirmed from the public register on the College web site at [www.oct.ca](http://www.oct.ca).  
**Teaching experience accumulated during expired/suspended time periods cannot be counted towards the required 194 days.**
- in subjects/areas for which the teacher is qualified, or that can be taught by mutual agreement or for which a Temporary Letter of Approval (TLA) has been granted for the period by the school board/employer. If the teacher has taught restricted subjects or partially restricted subjects (more than two courses per year in Grade 9 – 12), the teacher must have held the appropriate qualification, or the board/employer must have obtained a Temporary Letter of Approval for the assignment. **If a Temporary Letter of Approval was required and has not been obtained, the teaching experience accumulated during these assignments cannot be counted towards the required 194 days. TLAs granted are noted on the public register at [www.oct.ca](http://www.oct.ca) → Find a Teacher.**

Restricted Subject/Areas	Partially Restricted Subject/Areas*
French as a Second Language (Core/Extended/Immersion)	Visual Arts
English as a Second Language	Business Studies
Special Education and Special Education Resource	Guidance
Design and Technology	Family Studies
Deaf	Instrumental Music
Blind	Vocal Music
Teacher in Charge of Guidance / School Library Program	Physical Education
Principal, Vice-Principal, Consultant, Co-ordinator	
Technological Education	

\* Cannot teach more than two courses in one school year.

Conversion Chart	Length of Assignment	Days Equivalent
Use this conversion chart to calculate the length of teaching assignment(s) in days.	10 months	194 days
	1 month	20 days
The <i>Teachers' Qualifications Regulation</i> requires the applicant to complete 194 days of successful teaching experience in Ontario.	1 week	5 days
	1 day	1 day
194 days is equivalent to 10 months. Successful teaching in six evening or summer credit courses is equivalent to 10 months of full-time teaching.	half day	½ day
	5 hours	1 day
	1 credit course	34 days

**All columns must be completed. Incomplete forms will not be processed.**

Type of teaching assignment	Division(s) taught	Subject(s) and Grade(s) taught	Date from			Date to			Days Equivalent
(full-time / part-time, supply / long-term occasional / summer school)	(Primary / Junior / Intermediate / Senior)	(Subjects must be listed for teaching experience Grades 9 –12)	DD	MM	YYYY	DD	MM	YYYY	

This is to certify that \_\_\_\_\_ accrued the above successful teaching experience in the  
(NAME OF TEACHER)  
subjects/areas and during the periods indicated above, and that, in doing so, taught subjects /areas for which he/she was qualified  
or that he/she could be assigned by mutual agreement or for which a Temporary Letter of Approval was granted.

\_\_\_\_\_  
PRINT NAME OF ACADEMIC SUPERVISORY OFFICER (NOT PRINCIPAL)

\_\_\_\_\_  
SIGNATURE OF ACADEMIC SUPERVISOR

\_\_\_\_\_  
PRINT NAME OF SCHOOL BOARD/PRIVATE SCHOOL/FIRST NATIONS EDUCATION AUTHORITY

\_\_\_\_\_  
DATE (DD/MM/YYYY)

**Note: Form to be signed only after teaching experience has been completed.**

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