



**Ontario  
College of  
Teachers  
2010  
Registration  
Guide**

**Previously Certified Teachers  
Reapplication Guide**



Ontario  
College of  
Teachers

Ordre des  
enseignantes et  
des enseignants  
de l'Ontario

## **Congratulations on deciding to teach again in Ontario's publicly funded schools.**

This guide provides a registration form and tells teachers who were previously certified to teach in Ontario how to apply to the Ontario College of Teachers for re-certification.

This information applies to:

- holders of an expired certificate
- holders of a cancelled certificate
- teachers who resigned from the College.

Please visit our web site at [www.oct.ca](http://www.oct.ca), e-mail us at [info@oct.ca](mailto:info@oct.ca) or call Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222 if you have further questions.

Sincerely,

A handwritten signature in black ink that reads "M. Salvatori".

Michael Salvatori  
Registrar and Chief Executive Officer

*Requirements and fees may change without notice.*

*If your current status is "suspended non-payment of fees", please go to the College web site at [www.oct.ca](http://www.oct.ca) and pay your fees to be reinstated. You do not need to complete this application.*

**Ontario College of Teachers**  
121 Bloor Street East  
Toronto ON M4W 3M5  
[www.oct.ca](http://www.oct.ca)

**Client Services**  
416-961-8800  
Toll-free in Ontario 1-888-534-2222  
[info@oct.ca](mailto:info@oct.ca)

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## HOW TO REAPPLY

To reapply to the Ontario College of Teachers, you must satisfy the basic requirements for certification in Ontario.

The College will process your reapplication for membership once we receive:

- your completed and signed registration form
- all the documents you are required to submit with your registration
- all the documents you are required to arrange to have sent directly to the College from the granting institutions or licensing authorities
- approved translations of all foreign-language documents, if applicable
- all fees.

### IF YOUR CERTIFICATE HAS EXPIRED

As the holder of an expired certificate, you must meet all certification requirements and either **convert** or **extend** your certificate. (For further details, see page 6.)

### IF YOU HAVE RESIGNED

You must reapply to the College and meet all current registration requirements. (For further details, see page 7.)

### IF YOUR CERTIFICATE HAS BEEN CANCELLED

You must reapply to the College and meet all current registration requirements. (For further details, see page 8.)

### All Applicants

The College is unable to waive requirements for any documents.

If you apply and are unable to complete your registration, the College will not refund fees.

All documents submitted to the College become the property of the College. Please make copies of documents before you submit them. Original documents will not be returned.

The College may request additional documents beyond the requirements in this guide.

### HOW LONG WILL IT TAKE?

Once the College has received all required documents, it can take up to 15 business days to evaluate your application. It may take longer if the College requires more information.

## TRANSLATION REQUIREMENTS

To make it easier to match your documents to your records and speed up the application process, please arrange to have an English or French covering letter included with any foreign language document. This letter should include your name in English or French and College registration number if you have received one.

If you require an original translation for other purposes, you may want to ask the translator to issue you two copies as all documents submitted to the College become the property of the College.

When the College receives official documents from the granting institution, we will send copies to you. You must arrange for official translation. Once you have the copies translated, please submit the foreign language document along with the translated version.

Original translations will be accepted only from:

- a translator accredited by a professional association of translators in Canada
- a translator who has received accreditation through a federal, provincial or municipal government in Canada
- the consulate, high commission or embassy to Canada of the country that issued the documents
- a Canadian embassy, consulate or high commission in the country from which you emigrated.

To obtain the name of an accredited translator, contact the Association of Translators and Interpreters of Ontario (ATIO) at 1-800-234-5030 or 613-241-2846 (e-mail: [info@atio.on.ca](mailto:info@atio.on.ca); web site: [www.atio.on.ca](http://www.atio.on.ca))

If the ATIO is unable to provide a translator for the language you need, contact COSTI -IIAS Immigrant Services at 416-658-1600, [info@costi.org](mailto:info@costi.org) or [www.costi.org](http://www.costi.org) to arrange for acceptable translation.

All acceptable translations must be accompanied by an original statement indicating:

- the translation is accurate and authentic
- the translator belongs to one of the categories listed above (identification number and/or seal, name, address and telephone number required)
- printed name and signature of the translator.

## WHAT YOU NEED TO SUBMIT TO REAPPLY

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You must submit the following documents:

1. **2010 Registration Form** - See page 13. Please make sure you sign and date the Applicant's Declaration on page 17.
2. **Canadian Criminal Record Check Report** - The College requires applicants to provide original signed reports of criminal record checks with their applications for membership and to complete an Applicant's Declaration (page 18) about their suitability for registration.

You may obtain a criminal record check report from a local, regional or national police service. There are also companies that will arrange for a criminal record check report on your behalf through an agreement with a local police service.

You may wish to conduct a web search to identify the police service or company that can assist you in obtaining this report.

**Whichever method you use, the report must indicate that a search was done using the Canadian Police Information Centre (CPIC) database.**

The original signed Canadian criminal record check report **must also not be older than six months** from the date the College receives it.

Your full name listed on the registration form, proof of identity document(s) and change of name document(s) (if applicable) must match the name(s) appearing on the criminal record check report and the report must indicate that a search was completed on all names you are currently using or have used in the past.

The College considers and assesses each positive criminal record check report individually. A criminal record does not mean that you are automatically ineligible for certification by the College.

If you have answered "yes" to any of the questions in the Applicant Declaration, be sure to provide a signed, detailed explanation of the events. All applicants must provide full details of any criminal offence in any jurisdiction.

Providing false or incomplete information to the Ontario College of Teachers is considered an act of professional misconduct and grounds for the rejection of your application.

3. **Fees** - Non-refundable reinstatement fee of \$130.

Payment of the \$120 annual membership fee is also required for any person reapplying for certification who has not already paid their membership fee for the year in which they are submitting their registration. Fees are subject to change. **Postdated cheques are not acceptable.**

You may mail in your payment with your application by:

- including a cheque or money order made out to the Ontario College of Teachers
- using a VISA, MasterCard or AMEX. Include the card holder's name, number and expiry date on page 19 of the registration form.

**Do not mail cash.**

## DOCUMENTS YOU MUST SEND OR ARRANGE TO HAVE SENT DIRECTLY TO THE COLLEGE ONLY IF APPLICABLE

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If your name has changed or if you have completed any additional postsecondary programs since your initial registration, you may need to provide further documentation. Please see below for details.

- 1. Proof of Name Change** - If your name has changed, send a photocopy of:
  - your marriage certificate
  - your change of name certificate or
  - the court order that changed your name.
- 2. Teaching Certificate(s)** - You must submit a copy of a document that confirms you were authorized to teach after completing your teacher education program. A copy of this document is required even if you did not teach in the jurisdiction where you completed your teacher education.

If you were also authorized to teach in other jurisdictions, you must provide copies of the authorizations issued by those jurisdictions as well.

The College knows that many countries do not issue teaching certificates. For many applicants, this requirement can be met by sending a photocopy of your teacher education degree or diploma scroll to the College.

Also see the College web site ([www.oct.ca](http://www.oct.ca) → Internationally Educated Teachers → Country-specific Info) or contact Client Services for more information.

- 3. Academic Record of Teacher Education** - Ask that your official teacher education academic record or transcripts be sent directly to the College. These must have the institution's seal and signature of the registrar. Transcripts should include the hours completed in each course.

**If you completed your teacher education outside of Canada or the United States**, in addition to the academic record, ask them to send the College an official letter with the institution's seal and signature of the registrar verifying:

- the dates you attended and completed the program and confirmation that degrees, diplomas or certificates were granted
- your name as it appears on your Ontario College of Teachers registration form
- the number of hours, days or weeks, grade levels and subjects you taught in the supervised practicum
- the hours of study you completed for each course according to each term or year of study
- course descriptions for each course within your teacher education program
- language of instruction
- method of delivery (for example, in-class, distance or employment-based).

If your transcripts do not contain the title of the credential you were awarded and/or the conferral date, you may be asked to provide a photocopy of the degree/diploma scroll or certificate you received when you successfully completed your degree.

The College recognizes that some jurisdictions issue academic records once only. (See [www.oct.ca](http://www.oct.ca) → Internationally Educated Teachers → Country-specific Info for more information.) If this is your case, bring your original academic record and diploma/degree document to the College in person or send it by mail for verification. We will return your original documents to you.

However, you must still arrange for the letter to be sent to the College that verifies the granting of the degree or diploma, the course content and hours of study for each course and the year you received the degree.

The letter from the institution must be current and provide details about the subjects covered in the teacher education program and ages of students you were educated to teach.

If practice teaching was not completed as part of your teacher education program, please arrange to have official confirmation of at least one year of **certified** teaching experience sent directly to the College.

**4. Academic Record of Postsecondary Degree(s)**

- Ask that your official postsecondary degree transcripts, bearing the name of the institution, the institution's seal and signature of the registrar, be sent directly to the College.

If these degrees included credits transferred from another institution, arrange to have a transcript for these credits sent directly to the College from the institution where you completed those courses.

**If you earned your postsecondary degree(s) outside Canada or the United States**, arrange for a letter to be sent directly to the College with the institution's seal and the signature of the registrar verifying:

- your name as it appears on your Ontario College of Teachers registration form
- the hours of study for each course according to each term or year of study
- the name of the degree and the date on which it was granted.

If your transcripts do not contain the title of the credential you were awarded and/or the conferral date, you may be asked to provide a photocopy of the degree/diploma scroll or certificate you received when you successfully completed your degree.

The College recognizes that some jurisdictions issue academic records once only. If this is your case, bring your original academic record to the College in person or send it by mail for verification. We will return your original academic record and diploma/degree to you.

However, you must still arrange for the letter to be sent to the College that verifies the granting of the degree or diploma, hours of study for each course and the year you received the degree.

Some examples of academic records include:

- Poland *Indeks*
- India Mark Sheets (for each year)
- Germany *Scheine*
- France *Relevé de notes*
- North America Transcripts.

See the College web site ([www.oct.ca](http://www.oct.ca) → Internationally Educated Teachers → Country-specific Info) for more information.

**5. Statement of Professional Standing** - A Statement of Professional Standing is a letter from a licensing institution, such as an education ministry, that says your right to teach has never been suspended, revoked or cancelled.

If **more than 24 months** have passed since you resigned from the College or your certificate expired or was cancelled, please arrange to have sent directly to the College statement(s) of professional standing from all jurisdictions other than Ontario where you were authorized or certified to teach or where you taught.

The statement must:

- verify you were authorized to teach in that jurisdiction
- state your authorization was never suspended cancelled or revoked
- be an original document signed by the appropriate individual
- be in the official language of the country in which you taught.

This requirement applies even if you never actually taught in those jurisdictions.

See the College web site ([www.oct.ca](http://www.oct.ca) → Internationally Educated Teachers → Statements of Professional Standing) for more information.

You must arrange to have this statement sent by each jurisdiction in which you have been certified/authorized to teach. The statement cannot be older than one year from the date the College receives it.

**OR**

If **fewer than 24 months** have passed since your certificate expired, write and sign a letter that indicates your certification or authorization to teach in any jurisdiction outside Ontario has not been suspended, revoked or cancelled.

## **ADDITIONAL REQUIREMENTS FOR HOLDERS OF AN EXPIRED INTERIM CERTIFICATE**

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### **How to Convert Your Expired Certificate**

If you have acquired one year (194 days) of successful teaching experience in Ontario since you were certified, and satisfied any conditions listed on your certificate, you must apply to have that certificate converted to a Certificate of Qualification.

**To do so**, you must complete, sign and return the Application for Conversion of an Interim Certificate of Qualification (see page 9) and include an original signed Statement of Successful Teaching Experience. (See page 10.)

The successful teaching experience must have been acquired in classes / courses for which you are qualified to teach or for which a Temporary Letter of Approval was granted.

The experience must have been gained after the issue date of your original certificate, while your College membership was in good standing, and before the expiry of the certificate. The experience must be verified as successful by an appropriate academic supervisory officer. For experience completed in:

- a publicly funded school, contact your school board
- a private school, contact the Field Services Branch, Ministry of Education, Mowat Block, 900 Bay Street, Toronto ON M7A 1L2
- a provincial school, contact the school's supervisory officer
- a school operated by a council of a band or a Aboriginal education authority or Indian and Northern Affairs Canada, contact the Field Services Branch, Ministry of Education, Mowat Block, 900 Bay Street, Toronto ON M7A 1L2.

### **How to Extend Your Expired Certificate Through Reapplication**

If you do not have 194 days of successful teaching experience since you first received your interim teaching certificate, you must extend your expired certificate.

**To extend your interim certificate**, you must provide a copy of a current signed written offer of teaching employment (**in Ontario**). The offer must be on official letterhead from a board, a private school, the Provincial Schools Authority, or a school operated by a council of a band or a Aboriginal education authority or Indian and Northern Affairs Canada.

## HOLDERS OF AN EXPIRED CERTIFICATE

### What you need to submit:

1. Original registration form. See page 13. Be sure to sign the Applicant's Declaration on page 18.
2. Proof of change of name, if applicable. See page 3.
3. Photocopy of teaching certificate(s) from all jurisdictions, if applicable. See page 3.
4. Original signed Canadian criminal record check report. See page 2.
5. Reinstatement fee – \$130.

Additional fee for any person applying for extension who has not paid their annual membership fee for 2010 – \$120.

### To complete your application, you must arrange for the following information to be sent directly to the College from the granting institution.

1. Official transcript of any teacher education programs or academic degree(s) earned since original certification. (See page 3.)
2. If more than 24 months have passed since your certificate expired, please arrange to have sent directly to the College statement(s) of professional standing from all jurisdictions other than Ontario where you were authorized or certified to teach or where you taught. (See page 4.)

If fewer than 24 months have passed since your certificate expired, a statement of professional standing is not required. However, please write and enclose with your application a letter indicating your certification or authorization to teach in any other jurisdiction outside Ontario has not been suspended, cancelled or revoked since being certified. (See page 4.)

#### If you are converting your certificate, you must:

- complete and sign the Application for Conversion of an Interim Certificate of Qualification to a Certificate of Qualification. See page 9.
- include an original signed Statement of Successful Teaching Experience, verifying your 194 days of successful teaching experience in classes you were qualified to teach. See page 10.

OR

#### If you are extending your certificate, you must:

- provide a copy of a current signed written offer of teaching employment **in Ontario**. The offer must be on official letterhead from a board, a private school, the Provincial Schools Authority, or a school operated by a council of a band or an Aboriginal education authority or Indian and Northern Affairs Canada.

## ONTARIO TEACHERS WHO HAVE RESIGNED FROM THE COLLEGE

### What you need to submit

1. Original registration form. See page 13. Be sure to sign the Applicant's Declaration on page 18.
2. Proof of change of name, if applicable. See page 3.
3. Photocopy of teaching certificate(s) from all jurisdictions, if applicable. See page 3.
4. Original signed Canadian criminal record check report. See page 2.
5. Reinstatement fee – \$130.

For any person applying for extension who has not paid the annual membership fee – \$120.

### To complete your application, you must arrange for the following information to be sent directly to the College from the granting institution

1. Official transcript of any teacher education programs or academic degree(s) earned since original certification. (See page 3.)
2. If more than 24 months have passed since you resigned from the College, please arrange to have sent directly to the College statement(s) of professional standing from all jurisdictions other than Ontario where you were authorized or certified to teach or where you taught. (See page 4.)  
If fewer than 24 months have passed since you resigned from the College, a statement of professional standing is not required. However, please write and enclose with your application a letter indicating that your certification or authorization to teach in any other jurisdiction outside Ontario has not been suspended, cancelled or revoked since being certified. (See page 4.)

## REMINDER FOR PREVIOUSLY CERTIFIED TEACHERS WHOSE CERTIFICATES WERE CANCELLED: QUALIFYING TEST

*The Ontario Teacher Qualifying Test has been cancelled. Teachers no longer need to pass this test for full certification.*

### **What you need to submit:**

1. Original registration form. See page 13. Be sure to sign the Applicant's Declaration on page 18.
2. Proof of change of name, if applicable. See page 3.
3. Photocopy of teaching certificate(s) from all jurisdictions, if applicable. See page 3.
4. Original signed Canadian criminal record check report. See page 2.
5. Reinstatement fee – \$130.

Additional fee for any person applying for extension who has not paid their annual membership fee for 2010 – \$120.

6. Provide a copy of a current signed written offer of teaching employment **in Ontario**.

The offer must be on official letterhead from a board, a private school, the Provincial Schools Authority, or a school operated by a council of a band or a Aboriginal education authority or Indian and Northern Affairs Canada.

### **To complete your application, you must arrange for the following information to be sent directly to the College from the granting institution.**

1. Official transcript of any teacher education programs or academic degree(s) earned since original certification. (See page 3.)
2. If more than 24 months have passed since your certificate was cancelled, please arrange to have sent directly to the College statement(s) of professional standing from all jurisdictions other than Ontario where you were authorized or certified to teach or where you taught. (See page 4.)

If fewer than 24 months have passed since your certificate was cancelled, a statement of professional standing is not required. However, please write and enclose with your application a letter indicating your certification or authorization to teach in any other jurisdiction outside Ontario has not been suspended, cancelled or revoked since being certified. (See page 4.)

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

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

### 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

SIGNATURE _____	DATE _____
LAST NAME _____	PREVIOUS LAST NAME _____
FIRST AND MIDDLE NAMES _____	COLLEGE REGISTRATION NUMBER _____
ADDRESS _____	APT. # / UNIT / P.O. BOX / RR # _____
CITY _____	PROVINCE _____
COUNTRY _____	POSTAL CODE _____
HOME TELEPHONE _____	BUSINESS TELEPHONE _____
FAX NUMBER _____	E-MAIL _____

To obtain your Certificate of Qualification you must:

- be a College member in good standing
- satisfy all conditions on your Interim Certificate of Qualification
- 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 Native Education 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:

LAST NAME

FIRST AND MIDDLE NAMES

COLLEGE REGISTRATION NUMBER

### Notes for Academic Supervisory Officers

All teaching experience must be:

- subsequent to 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 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 (TLA) 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 Studies	

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

Please complete this form in ink. Incomplete applications will not be processed.

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
Regulation 184/97 (17)(1) 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 \_\_\_\_\_  
(NAME OF TEACHER) accrued the above successful teaching experience in the subjects/areas and during the periods indicated above, and that \_\_\_\_\_  
(NAME OF TEACHER) 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.**

Ontario College of Teachers  
 121 Bloor Street East, Toronto ON M4W 3M5  
 Phone: 416-961-8800 Toll-free in Ontario: 1-888-534-2222  
 Fax: 416-961-8822 E-mail: info@oct.ca  
 www.oct.ca

66 - Form - ICQConvrnsn E 010108



# Ontario College of Teachers 2010 Registration Form

for  
Previously Certified Teachers

*Complete forms in full and mail or bring with required documents and fees to:*

Ontario College of Teachers  
121 Bloor Street East  
Toronto ON M4W 3M5

- ***Please print clearly in black or blue ink. Faxes or photocopies will not be accepted.***
- ***This form is also available on the College web site at [www.oct.ca](http://www.oct.ca).***
- ***Requirements may change without notice.***

**For more information, please call:  
Client Services  
416-961-8800  
Toll-free in Ontario 1-888-534-2222  
[info@oct.ca](mailto:info@oct.ca)**

Providing false or incomplete information to the Ontario College of Teachers may place your licence to teach in Ontario in jeopardy.

The College is unable to waive requirements for documents.

**NAME** (PLEASE ENSURE ALL NAMES MATCH THE NAMES ON YOUR PROOF OF IDENTITY DOCUMENTATION AND YOUR CRIMINAL RECORD CHECK REPORT)

\_\_\_\_\_  
CURRENT LAST NAME (surname)

\_\_\_\_\_  
CURRENT FIRST NAME (given name)

\_\_\_\_\_  
MIDDLE NAME(S)

\_\_\_\_\_  
COMMON FIRST NAME (Name you are known by)

**FORMER SURNAMES**

\_\_\_\_\_  
LAST NAME AT BIRTH (if different from above)

\_\_\_\_\_  
FIRST NAME AT BIRTH (if different from above)

\_\_\_\_\_  
MIDDLE NAME AT BIRTH (if different from above)

\_\_\_\_\_  
FORMER LAST NAME (if changed)

\_\_\_\_\_  
FORMER FIRST NAME (if changed)

\_\_\_\_\_  
FORMER MIDDLE NAME (if changed)

Additional entries submitted on a separate page.

**PERSONAL INFORMATION**

\_\_\_\_\_  
DATE OF BIRTH (day/month/year)

\_\_\_\_\_  
CANADIAN SOCIAL INSURANCE NUMBER

\_\_\_\_\_  
COUNTRY OF BIRTH

GENDER  
 MALE  FEMALE

\_\_\_\_\_  
COUNTRY OF CITIZENSHIP

LANGUAGE OF CORRESPONDENCE  
 ENGLISH  FRENCH

\_\_\_\_\_  
COLLEGE REGISTRATION NUMBER (IF KNOWN)

**ADDRESS**

\_\_\_\_\_  
RESIDENTIAL MAILING ADDRESS

\_\_\_\_\_  
APT.#/ P.O. BOX/RR#

\_\_\_\_\_  
CITY

\_\_\_\_\_  
PROVINCE/STATE

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
(AREA CODE) HOME TELEPHONE

\_\_\_\_\_  
(AREA CODE) WORK TELEPHONE

\_\_\_\_\_  
E-MAIL ADDRESS



**PROGRAM OF TEACHER EDUCATION**

NAME OF DEGREE/CERTIFICATE GRANTED OR TO BE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

DEGREE/CERTIFICATE GRANTED OR TO BE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

Additional entries submitted on a separate page.

**PROGRAM FOCUS**

Primary Division (K – Grade 3)

Junior Division (Grade 4 – 6)

Intermediate Division (Grade 7 – 10)

Senior Division (Grade 11 – 12)

Native Language

Primary/Junior (Aboriginal Ancestry)

Developmentally Disabled

Deaf & Hard of Hearing

Technological Education

**FOR TECHNOLOGICAL EDUCATION TEACHERS ONLY**

What was your trade or occupation other than teaching? \_\_\_\_\_

**ACADEMIC QUALIFICATIONS**

NAME OF DEGREE/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

UNIVERSITY/INSTITUTION

PROVINCE/STATE, COUNTRY

NAME OF DEGREE/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

UNIVERSITY/INSTITUTION

PROVINCE/STATE, COUNTRY

Additional entries submitted on a separate page.

**OTHER POSTSECONDARY STUDIES** (FOR EXAMPLE, COLLEGE OF APPLIED ARTS AND TECHNOLOGY OR EQUIVALENT)

NAME OF DIPLOMA/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

**OTHER POSTSECONDARY STUDIES (CONTINUED)**

NAME OF DIPLOMA/CERTIFICATE GRANTED \_\_\_\_\_

DATES ATTENDED (MM/YY – MM/YY) \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_

PROVINCE/STATE, COUNTRY \_\_\_\_\_

Additional entries submitted on a separate page.

**SECONDARY SCHOOL EDUCATION (TECHNOLOGICAL EDUCATION APPLICANTS ONLY)**

NAME OF DIPLOMA/CERTIFICATE GRANTED \_\_\_\_\_

DATES ATTENDED (MM/YY – MM/YY) \_\_\_\_\_

SECONDARY SCHOOL WHERE DIPLOMA WAS OBTAINED \_\_\_\_\_

PROVINCE/STATE,COUNTRY) \_\_\_\_\_

**TEACHER CERTIFICATION OUTSIDE OF ONTARIO**

If you are now or have been certified to teach in any province, state or country, list it here, along with the date on which certification was granted.

JURISDICTION \_\_\_\_\_

CERTIFIED/AUTHORIZED BY \_\_\_\_\_

DATE \_\_\_\_\_

JURISDICTION \_\_\_\_\_

CERTIFIED/AUTHORIZED BY \_\_\_\_\_

DATE \_\_\_\_\_

Additional entries submitted on a separate page.

Based on your teacher certification outside of Ontario, you must arrange for the College to receive a statement of professional standing not older than one year from the date the College receives this statement from any jurisdiction – other than Ontario – where you are or have been certified/authorized to teach. This is a statement sent directly to the College from that jurisdiction's licensing authority or department of education verifying that you were certified/authorized to teach and that your certificate has never been suspended, cancelled or revoked.

**This requirement applies even if you never actually taught in that jurisdiction.**

**TEACHING EXPERIENCE** (LIST IN CHRONOLOGICAL ORDER. Do NOT INCLUDE PRACTICE TEACHING OR VOLUNTEER WORK.)

\_\_\_\_\_  
INSTITUTION/SCHOOL AUTHORITY

\_\_\_\_\_  
PROVINCE/STATE, COUNTRY

\_\_\_\_\_  
GRADES TAUGHT

\_\_\_\_\_  
FROM MM/YY – MM/YY

\_\_\_\_\_  
INSTITUTION/SCHOOL AUTHORITY

\_\_\_\_\_  
PROVINCE/STATE, COUNTRY

\_\_\_\_\_  
GRADES TAUGHT

\_\_\_\_\_  
FROM MM/YY – MM/YY

\_\_\_\_\_  
INSTITUTION/SCHOOL AUTHORITY

\_\_\_\_\_  
PROVINCE/STATE, COUNTRY

\_\_\_\_\_  
GRADES TAUGHT

\_\_\_\_\_  
FROM MM/YY – MM/YY

Additional entries submitted on a separate page.

## APPLICANT'S DECLARATION

*Please answer Yes or No. For every YES answer, please attach a complete, legible explanation that includes the full identification of the registration/licensing authority/organization concerned.*

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you ever applied anywhere for authorization and/or certification to teach and had your application denied?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever — for any reason other than to avoid paying renewal fees — voluntarily surrendered your authorization and/or certification to teach?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever, in advance of an investigation or disciplinary proceeding, either voluntarily or involuntarily restricted your teaching practice?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to another profession?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Have you ever agreed to a settlement or a resignation to avoid any proceeding or disciplinary action with respect to your professional conduct, competence or capacity?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Has there ever been or is there now an investigation or proceeding in respect of your professional conduct, competence or capacity in relation to the teaching profession in another jurisdiction, or in relation to another profession? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Criminal Record Declaration

*Please answer Yes or No. For every YES answer, please attach a complete, legible explanation of the offence that includes the full identification of the police/court authority concerned.*

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Have you ever been found guilty of a criminal offence?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been found guilty of any offence relevant to your suitability to practise the profession? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are there any criminal charges pending against you?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### I DECLARE THAT

...all information given on this registration form is true, correct and complete to the best of my knowledge. I understand that no qualifications assessment can be made until the College receives all required documents and that additional information may be required.

I authorize the College to contact the educational institutions I attended and to receive any and all information from those institutions, teacher registration/licensing bodies and police services that relate to my application for registration in Ontario. I understand that this information may be used by the College to determine if I will be registered or if any terms, conditions or limitations are required on my certificate.

I understand that any information on the College's public register about my teaching qualifications and status with the College will be accessible by the public.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**PRINT FULL NAME**

\_\_\_\_\_  
**DATE (DD/MM/YY)**



**FEES**

**\$130** Reinstatement Fee

+

**\$120** If you have not paid the 2010 annual membership fee

Includes all applicable taxes. Fees are non-refundable and are subject to change.

Cheque     Money Order     Cash     MasterCard     VISA     AMEX

NAME ON CARD

CARD NUMBER

EXPIRY DATE

You may pay by cheque, cash, credit or debit card in person at the College walk-in centre from 8:30 a.m. to 5 p.m., Monday to Friday.

**Do not mail cash.**





Ontario  
College of  
Teachers

Ordre des  
enseignantes et  
des enseignants  
de l'Ontario

**Ontario College of Teachers**  
121 Bloor Street East  
Toronto ON M4W 3M5  
[www.oct.ca](http://www.oct.ca)

**Client Services**  
416-961-8800  
Toll-free in Ontario 1-888-534-2222  
[info@oct.ca](mailto:info@oct.ca)

Ce document est également disponible en français sous le titre  
*Renouvellement de l'autorisation d'enseigner - Guide 2010*

