



Memo

Date: March 24, 2021
To: Deans and Directors, Ontario Faculties of Education
From: Linda Zaks-Walker, Director of Membership Services
Subject: **Additional Qualification (AQ) Admission and Reporting**

This memo replaces all previous memos related to the admission to Additional Qualification (AQ) courses.

AQs are intended for holders of a General Certificate of Qualification and Registration (CQR), including individuals who are certified with conditions. Ontario candidates who do not hold a certificate, transitional and temporary certificate holders, and others may be admitted to AQs, when specific requirements and limitations have been followed.

Providers encounter a variety of applicants for AQs, and should note the following:

Teacher Candidates Who Do Not Hold a Certificate (General CQR, Transitional CQR or Temporary CQR)

Candidates who have applied for licensure and have completed an Ontario accredited professional education program but are not yet members of the College are eligible for admission to an AQ program offered by a faculty of education during intersession. The candidate must have successfully completed all of their professional education program and the College must be in receipt of a report from the Dean or Director. The confirmation of the received report from the Dean or Director should read as "Report from Faculty - Complete" on the candidate's online application document status page.

Temporary Certificate Holders and Transitional Certificate Holders Who Have Completed Their Program of Professional Education

College members holding a Transitional or Temporary CQR are eligible for admission to an AQ program offered by a faculty of education during intersession. They must have successfully completed all their professional education program and the College must be in receipt of a report from the Dean or Director.

Transitional certificate holders who have not completed all the sessions of a multi-session program are not eligible to be enrolled in an AQ.

Admission and Reporting

In light of the COVID-19 pandemic and the disruption to services, the College has revised its practice of requiring certification with a General CQR before the end of the course as long as all those being admitted to AQs have completed their program of professional education prior to enrollment.

Upon completion of the course, providers must send a report to the College identifying all individuals who have completed the course, provided they completed their program of professional education prior to enrolment in the course.

Please note that AQ qualifications will not appear on a member's Transitional or Temporary CQR. The AQ will be awarded once the member converts their Transitional or Temporary CQR into a General CQR at the time the AQ is reported to the College provided that all requirements currently identified in Part III of Regulation 176/10 have also been met. Any reports received for those who do not yet hold a General CQR, will be held until such time as the General CQR is issued and will be awarded at that time, provided the qualification continues to exist in regulation at the time. Qualifications that no longer exist will not be awarded, even if the qualification was completed while the qualification existed in regulation.

Providers may be contacted for further information if the date of admission or completion of completion of the course is unclear.

In sum, it is the responsibility of the AQ provider to verify successful professional program completion for every individual who registers for an AQ and who wishes to have it listed on their General CQR.

In reporting the AQ, the faculty is confirming to the College that the candidate completed their program before being admitted into the AQ.

For any AQs reported before the completion of the program, the AQ will be considered by the College to have been taken for personal professional learning purposes and will never appear on the member's General CQR.

Members Who Are Certified with Conditions to Complete Complementary Education Coursework

Members with conditions to complete one or more courses in complementary education are eligible to take Schedule C courses to satisfy those conditions. Members must inform the College in writing whether the course will be used to satisfy a condition or whether they wish to have the AQ recorded on their certificate. At the completion of the course, providers must

report all those who have completed the course to the College. If the member has elected to use the course to satisfy conditions, it will never appear on the certificate. If they have not elected to use the course to satisfy conditions, it will appear on the certificate.

Providers are advised that unless candidates have repeated the course, they must only be reported once to the College.

Members with conditions to complete one or more Additional Basic Qualification (ABQ) course(s) may enroll in Primary, Junior, Schedule A or Schedule B courses to fulfill the ABQ requirement. At the completion of the course, providers must report all those who have completed the course to the College. Provided the member meets all eligibility criteria, the ABQ will be awarded and recorded on the member's certificate.

Applicants Who Have Been Denied Certification

Ontario faculties of education may admit applicants who have been denied certification by the College and have been informed of the requirement to complete additional teacher education coursework (for example, ABQ course(s) or one or more full courses in education of their choice). If an applicant has been informed of the requirement to complete an ABQ course, the teaching qualification will be recorded on the certificate once all requirements for certification have been completed.

If an applicant has been informed of the requirement to complete one or more full courses in education of their choice and they choose to complete an ABQ or an AQ course, the qualification will not be recorded on the certificate as the coursework will be used towards satisfying minimum requirements for initial certification. When reporting completion of the course, providers should use the date of completion for the date of the report to the College.

Former Members Who Are Retired or Suspended

Providers may admit and report AQs for members who have a College member status of Retired or Suspended Non-Payment of Fees. However, providers should advise these members that the qualifications will not appear on their record until they are reinstated with the College.

Non-Members

Providers can admit individuals who have never been certified with the College to AQ courses. However, they should make clear to these individuals that they cannot be reported to the College for successful completion of the course at the time they complete it or later, should they become members of the College. The College advises providers to have these

individuals sign a waiver acknowledging that they will not be reported upon completion of the course or later, should they become members.

General Information

Prior to admission, or at the outset of the AQ course, please remind any candidates wishing to enroll that the qualification will only be reported if they have completed their program of professional education prior to enrolment and met the requirements identified on page 1 of this memo.

Providers are reminded to report individuals to the College only once, at the completion of the course, using the completion date of the course as the report date.

I hope this information is of assistance, and if you have any questions, please contact me at 416-961-8800, extension 410 (or toll-free in Ontario at 1-888-534-2222), or by email at lzakswalker@oct.ca.

Sincerely,

A handwritten signature in cursive script that reads "Linda Zaks-Walker".

Linda Zaks-Walker
Director of Membership Services

MS/nt