



# Memo

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Date: October 23, 2023  
To: Deans of Education  
Directors of District School Boards  
From: Demetra Saldaris, OCT, Director of Membership Services  
Subject: Fall 2023 Update – Temporary and Transitional Certificates, Additional Qualifications and the Sexual Abuse Prevention Program

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## Temporary Certificate Program and Expedited Licensing Ends This Year

As a response to the COVID-19 pandemic and teacher staffing shortages, the Ontario College of Teachers (the College) created and released a Temporary Certificate which allowed teacher candidates to undertake supply and occasional teaching positions whilst finishing their programs of initial teacher education. In addition, the College implemented a temporary expedited licensure process to respond to the needs of school boards urgently seeking staff in the face of long processing times during the pandemic.

Both initiatives will **end on December 31, 2023**.

## For Faculties Who Have Previously Reported Candidates for the Temporary Certificate

Certain Temporary Certificate holders enrolled in some faculties of education have not yet been reported as having completed their program and/or have not arranged for a final transcript confirming the completion of their program. In order to convert their certificate, the College requires both of these documents.

A template is provided in the **Appendix** of this memo that faculties of education can use to provide the College with a list of candidates who have not yet completed their initial teacher education program. Please complete the template and email it back to Iona Mitchell in the Membership Records Department at [imitchell@oct.ca](mailto:imitchell@oct.ca), as soon as possible.

## Eligibility, Rights and Responsibilities for the New Transitional Certificate

Current holders of Temporary Certificates, internationally educated applicants, and/or those with expired Temporary Certificates, are not eligible to apply for the new Transitional Certificate of Qualification and Registration (TCQR).

All certificate holders, regardless of type, are members of the College and therefore, are subject to the same rights and responsibilities as holders of the general Certificate of Qualification and Registration, including the College's complaints, investigations, and discipline processes.

As such, employers are required to comply with their reporting obligations under the *Ontario College of Teachers Act, 1996* with respect to all employees who hold a certificate.

### **Sexual Abuse Prevention Program Must Be Completed by All Members**

On January 3, 2022, the government made it mandatory for all members to complete a Sexual Abuse Prevention Program (Ontario Regulation 176/10, the “Teachers’ Qualifications Regulation”). All College members are required to successfully complete the Program, and applicants must successfully complete the Program to be eligible for certification. Applicants who apply to the College under the *Ontario Labour Mobility Act* may be certified before they complete the Program. Once certified, they will have one year to complete it.

The public register identifies whether a member has successfully completed the Program. Members who have not successfully completed the Program by their deadline will have the notation of “Incomplete” on their profile. Members who have not completed the Program but still have time before their deadline will have the notation of “To Be Completed” on their profile. The College has provided school boards with a list that identifies employees who have not successfully completed the Program. School boards are encouraged to ensure compliance among their staff.

For more information about the Sexual Abuse Prevention Program, please visit our [FAQs](#).

### **Additional Qualifications Provider Updates**

The College has recently reviewed and updated eligibility criteria for providers of Additional Qualification (AQ) courses and programs for school and system leadership.

Eligible providers for the Principal’s Qualification Program (PQP) and the Principal’s Development Course (PDC) are:

- Ontario faculties of education
- Indigenous institutes
- established non-profit Ontario educational consortia whose members hold a Certificate of Qualification and Registration (CQR) and Principal's qualifications.

Eligible providers for the Supervisory Officers Qualification Program (SOQP) and Supervisory Officer’s Development Qualification Course (SODQC) are:

- Ontario faculties of education
- Indigenous institutes
- established non-profit Ontario educational consortia whose members hold a CQR and Supervisory Officer’s qualifications. Effective October 11<sup>th</sup>, 2023, applications for the accreditation of all leadership AQs (PQP, PDC, SOQP and SODQC) must include evidence that course facilitators are currently employed in, or recent retirees from, the position of the qualification. This requirement aligns with O. Reg. 347/02 Accreditation of Teacher Education Programs, paragraph 7 of section 24, which states that *the majority of the educators teaching the program have Ontario teaching experience relevant to the program*. Allowance is made for guest presenters who do not hold PQP or SOQP qualifications.

Introducing this eligibility criteria as an accreditation requirement protects the public interest by establishing that PQP, PDC, SOQP and SODQC candidates benefit from instruction and mentorship pertinent to the designated leadership qualification. This decision was informed by provincial consultation with relevant stakeholders, including faculties of education and Indigenous Institutes, the Ministry of Education and the Ministry of Colleges and Universities, professional organizations representing Principals and Supervisory Officers and the Council of Directors of Education and its affiliates.

For more information about Additional Qualifications, please visit our [FAQs](#).

### **Information Sessions at the College**

The College is delighted to partner with the Ministry of Labour, Immigration, Training and Skills Development, and School Boards, to offer [information sessions](#) to internationally educated teachers.

The next sessions will take place on:

#### *Applying to the College*

October 31<sup>st</sup>, 2023 at 1:30PM (French)

November 28<sup>th</sup>, 2023 at 1:30PM (English)

#### *Obtaining Documents to Complete Your Application*

October 30<sup>th</sup>, 2023 at 1:30PM (French)

November 27<sup>th</sup>, 2023 at 1:30PM (English)

#### *Preparing to Teach in Ontario*

October 26<sup>th</sup>, 2023 at 1:30PM (French)

November 30<sup>th</sup>, 2023 at 1:30PM (English)

**Note:** Please visit the College [website](#) to see registration deadlines and to register.

### **Additional Information and FAQs**

Additional information is available in our [online FAQs](#), which are updated as necessary.

If you have questions regarding program accreditation, please do not hesitate to contact the College's Director of Standards of Practice and Accreditation, Anna-Marie Nielsen, OCT, at [anielsen@oct.ca](mailto:anielsen@oct.ca)

If you have questions regarding certification, please contact the College's Director of Membership Services, Demetra Saldaris, OCT, at [dsaldaris@oct.ca](mailto:dsaldaris@oct.ca)

Both can also be reached by phone at 437.880.3000, or toll-free in Canada and the U.S.A. at 1.833.966.5588.

Copy: Ministry of Education, Affiliates

## APPENDIX

The College has observed that some Temporary Certificate holders enrolled in your faculty have not yet been reported as having completed their program and/or have not arranged for a final transcript confirming the completion of their program. In order to convert their certificate, the College requires both of these documents.

The Temporary Certificate program will end in December 2023, and we are contacting you to determine when we can expect to receive these reports in order to convert certificates before the Temporary Certificate expires and applicants are left ineligible.

The College understands that some faculties will be reporting on their students at the end of the semester, or into the New Year, which may impact some students unfairly. With this in mind, we are reaching out to you to help identify any such students that will be reported as having completed their program of teacher education by the end of 2023.

**Please submit a report with the information below, to provide the College with a list of students who have yet to be reported as having completed their program:**

- College Membership Number
- First Name(s)
- Last Name(s)
- Expected Completion Date (DD/MM/YY)
- Anticipated Date of Report to the College (DD/MM/YY)

The College will contact you if further information is needed after receiving this information, or if the anticipated date of report could lead to an expired certificate.

If you have any further questions, please contact Iona Mitchell in the Membership Records department, at [imitchell@oct.ca](mailto:imitchell@oct.ca).