



# Memo

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Date: August 28, 2025  
To: Deans and Directors, Ontario Faculties of Education and AQ Providers  
From: Stefanie Muhling, OCT, Director of Membership Services  
Subject: Reporting and Awarding of Additional Qualifications

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This memo replaces all previous memos of the Ontario College of Teachers (the “College”) regarding admission to Additional Qualification (AQ) and Additional Basic Qualification (ABQ) courses.

## ADMISSIONS

AQ and ABQ courses are designed and intended for members of the College who hold a general Certificate of Qualification and Registration (CQR), including those certified with conditions.

Providers should note that it is within their authority to set admissions criteria and to decide who to admit to their courses.

The College is responsible for awarding and recording teaching qualifications on an eligible member’s general CQR. The next section of this memo reviews categories of individuals who are and are not eligible to be awarded teaching qualifications.

## REPORTING & AWARDING

Upon completion of an AQ or ABQ course, providers must send a report to the College identifying all individuals who successfully completed the course. If the individual is eligible and meets all requirements set out in the regulation for the qualification to be awarded, the College will record the qualification on their general CQR (see Part III of Regulation 176/10).

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

### Ontario teacher candidates and members with transitional certificates

Ontario teacher candidates who complete an AQ or ABQ course may be eligible to be awarded the qualification once they are granted a general CQR.

Similarly, members with Transitional or Multi-Session Transitional CQRs who complete an AQ or ABQ course may be eligible to be awarded the qualification once they have converted to a general CQR.

To be eligible upon being granted or converted to a general CQR, these individuals must meet the following criteria:

- All components of their professional education program were completed and reported to the College prior to completion of the AQ or ABQ course; and
- All requirements set out in the regulation for the qualification to be awarded are satisfied.

At admission, providers should caution these individuals that they will only be eligible for the qualification if they meet the above criteria.

Members who are certified with conditions (Complementary Education courses)

Members certified with conditions to complete one or more courses in Complementary Education must complete Schedule C AQ courses to satisfy these conditions.

After completing a Schedule C AQ course, these members must inform the College whether the course will either be used to satisfy conditions, or recorded on their certificate, by completing the College's "Consent Form for Fulfilling Complementary Education Condition(s)."

Where an AQ is used to satisfy a condition, the AQ will not appear on the member's certificate.

Members who are certified with conditions (Additional Basic Qualification courses)

Members certified with conditions to complete one or more ABQ courses may satisfy this condition by completing ABQ courses (i.e. Primary, Junior, Schedule A or Schedule B).

If the member meets the requirements set out in the regulation for the ABQ to be awarded, the ABQ will be used to satisfy conditions and recorded on the member's certificate.

Former members with an expired certificate

Certificates issued with conditions are subject to an expiry date. When conditions are not satisfied by the expiry date, these certificates are cancelled.

Former members with an expired certificate must satisfy any conditions identified as outstanding on the expired certificate and may need to complete Schedule C AQ courses (also referred to as "Complementary Education" courses) and/or ABQ courses to become eligible for recertification. The criteria in the two sections above regarding certification with conditions apply.

Members with a general CQR who are Inactive/Non-Practising

These members are eligible to be awarded AQs and ABQs.

Applicants who have been denied certification

Some applicants have been denied certification and informed that they must complete additional teacher education coursework to meet minimum certification requirements.

This additional required coursework may include one or more full courses in education of the applicant's choice from an accredited faculty of education, or an ABQ course (i.e. Primary, Junior, Schedule A or Schedule B).

Where an applicant completes an AQ to satisfy minimum certification requirements, the AQ will not appear on the CQR.

Where an ABQ is required to satisfy minimum divisional requirements (i.e. qualifications in two consecutive divisions), the ABQ will be recorded on their certificate once all minimum certification requirements are complete.

Non-members of the College

Providers may admit non-members to their AQ or ABQ courses. However, non-members are not eligible to be awarded the AQ or ABQ, even if they later become members.

It is recommended that providers require such individuals to sign a waiver acknowledging that they will not be awarded the AQ or ABQ, even if they later become a member.

If you have any questions, you may contact me by email at [smuhling@oct.ca](mailto:smuhling@oct.ca).

Sincerely,

Stefanie Muhling, OCT  
Director of Membership Services