

# Registration Guide

Requirements for Becoming a Teacher of  
Students Who Are Deaf or Hard of Hearing in Ontario



Ontario  
College of  
Teachers  
Ordre des  
enseignantes et  
des enseignants  
de l'Ontario



# Registration Guide for becoming a Teacher of Students Who Are Deaf or Hard of Hearing in Ontario

To teach in Ontario's publicly funded elementary and secondary schools, you must be a member in good standing of the Ontario College of Teachers. The College is the self-regulatory body for Ontario's teaching profession. It is our responsibility to ensure that everyone who is licensed to teach in this province is qualified.

Please be aware that as of September 1, 2015, Ontario's teacher education program has changed. The four-semester program has an increased practicum of 80 days and includes an enhanced focus in areas such as special education, how to teach using technology, and diversity. As a result of these changes, new teacher education program requirements for certification took effect on September 1, 2015.

Your credentials will be assessed according to these new teacher education program requirements available in regulation, subject to some exceptions.

Under the provisions of the *Ontario College of Teachers Act* and its regulations, applicants with certification in another Canadian province or territory will not be subject to the new teacher education program requirements since they will be assessed as labour mobility applicants.

# Important: Please read the following information carefully about your certification requirements.

As of September 1, 2015, Ontario's teacher education program changed. The four-semester program with an increased practicum of 80 days now includes an enhanced focus in areas such as special education, how to teach using technology, and diversity. As a result of these changes, new teacher education program requirements for certification took effect as of September 1, 2015.

## **How will these new requirements affect you?**

The chart below will provide more information about the new teacher education program requirements and how they apply specifically to you.

This information is only intended to provide you with guidance in the application process. This chart does not provide a certification decision or a credential evaluation. The College will conduct an assessment of whether the enhanced program certification requirements apply to you following the submission of your application.

Your academic or educational qualifications	Requirements needed
I completed a teacher education program in Ontario prior to September 1, 2015	Since you were not certified in Ontario before September 1, 2015, you will need to be assessed under the enhanced teacher education program certification requirements. You <b>may</b> be certified with conditions.
I began an Ontario teacher education program before September 1, 2015 and completed the program after September 1, 2015	<p>1. <u>Concurrent or multi-session programs</u> You will not need to be assessed according to the enhanced program requirements if you were enrolled in a concurrent or multi-session program on August 31, 2015, you finished the program after that date, and you meet all the pre-enhanced program certification requirements before September 1, 2022. This section does not apply to those with expired transitional certificates – see previously certified.</p> <p>2. <u>Consecutive programs</u> You will not need to be assessed according to the enhanced program requirements if you meet <b>all</b> the following criteria:</p> <ul style="list-style-type: none"> <li>• You were admitted in the program on or before August 31, 2014</li> <li>• You did not complete the program but were still in it as of August 31, 2015</li> <li>• You completed at least half of the program requirements as of August 31, 2015.</li> </ul> <p>In order to make use of this provision you <u>must</u> meet the pre-enhanced program certification requirements before September 1, 2022.</p> <p>3. <u>All programs</u> If you are or were enrolled in a program that you were unable to complete before September 1, 2015 due to <b>exceptional circumstances*</b>, you will not need to be assessed according to the enhanced program certification requirements if you meet the pre-enhanced program certification requirements prior to September 1, 2022.</p>
I am currently enrolled in, or have completed a four-semester teacher education program	You will be assessed under the enhanced teacher education program certification requirements.
I was certified in another Canadian province or territory	As an applicant who holds a teaching certificate from another Canadian province or territory, you will be assessed as a labour mobility applicant under the <i>Ontario College of Teachers Act</i> and its regulations. You will not be subject to the new teacher education program certification requirements.
I completed a teacher education program outside of Canada	You will be assessed under the enhanced teacher education program certification requirements.
I was previously certified by the Ontario College of Teachers	As an applicant who previously held a teaching certificate in Ontario, you will not be subject to the enhanced teacher education program certification requirements.

## \* Exceptional Circumstances

If you are or were enrolled in an Ontario teacher education program that you were unable to complete before September 1, 2015 due to **exceptional circumstances**, you will not need to meet the new enhanced program certification requirements if you meet pre-enhanced program certification requirements prior to September 1, 2022.

Examples of exceptional circumstances may involve the following:

**Medical condition**

**Incomplete program requirements**

**Military service**

If this applies to you, please contact Client Services for a form. You will need to provide a detailed explanation and supporting documentation for our review. We will advise you if more information is required.

**To avoid delays with your application, review the entire registration guide carefully to ensure the documents required for your application are submitted correctly. Any missing or incomplete documents will delay the processing of your application and rendering of a certification decision.**

If you have any questions or concerns please call Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222, or e-mail us at [info@oct.ca](mailto:info@oct.ca).

# Summary of Documents

## You must submit

- 6 Copy of proof of identity
- 7 Original Canadian criminal record check report
- 7 Copy of audiologist's statement

## If applicable, you must also submit

- 7 Copy of proof of change of name
- 7 Explanation for positive criminal record check
- 7 Copy of teaching certificate

## You must ask institutions to send

- 9 Transcript of teacher education program

## If applicable, you must also ask institutions to send

- 9 Letter to verify transcript of teacher education program
- 10 Transcript of postsecondary studies
- 10 Letter to verify transcript of postsecondary degree
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## For your reference

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# Requirements

This section outlines requirements for certification as a teacher of students who are deaf or hard of hearing. Information on the proof needed to satisfy these requirements follows on pages 5 to 10.

## Education

To teach students who are deaf or hard of hearing you need a postsecondary degree. You also need to have completed a teacher education program for teaching students who are deaf or hard of hearing that is accredited by the College or an equivalent program that is acceptable to the College.

The College is unable to assess your application and render a decision until all required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the processing of your application and rendering of a certification decision.

## Postsecondary degree

Your degree (for example, a BA or BSc) must include the equivalent of at least three years of full-time study or 90 credits or the equivalent (in addition to the four semester teacher education program) beyond the Ontario secondary school diploma (Grade 12) or its equivalent. Your degree must come from an accredited postsecondary institution acceptable to the College.

If you are certified in another Canadian jurisdiction, you will meet this requirement.

## Teacher education program

Please note that in the Canadian postsecondary system, an academic year is usually comprised of two semesters.

The College will also consider programs that include academic and teacher education courses, provided it is a combination of:

- three years of academic coursework; and
- four semesters of teacher education coursework.

The four-semester teacher education program generally consists of the following:

- 10 per cent focused on education foundations (i.e. the history, philosophy and psychology of education);
- 20 per cent focused on teaching methods suitable for two teaching qualifications in Ontario (i.e. how to teach students in particular grades or subjects);
- 20 per cent in practice teaching – a minimum of 80 days of practice teaching supervised by the program provider; and
- 50 per cent in any other areas of education to support methodology coursework, such as classroom management, how to use research data and new technology, supporting students with special learning needs and those from diverse communities.

Your teacher education program must be academic, not employment-based and completed at the postsecondary level. The College accepts distance education programs provided that they included a face-to-face practicum. It must also lead

to certification or authorization to teach in the jurisdiction where you completed the program. Your program must meet all of the requirements outlined above.

If your program did not have the minimum 80 days (400 hours) of practice teaching, the College will accept evidence of at least one year of teaching experience as a certified teacher.

If you completed a teacher education program outside Canada, and you did not complete at least 80 days of practice teaching as part of your teacher education program, but you have completed at least one year of teaching experience, arrange for an education authority, such as a principal, to send a letter directly to the College. This teaching experience must have occurred as a certified teacher and after the completion of your teacher education program.

This official letter needs to verify that you taught for at least one year in a public elementary or secondary school. It must also list the dates of your employment and the grade levels and subjects you taught.

If you are certified in another Canadian jurisdiction, your teacher education program will meet the College requirements.

The program should prepare you to teach grades in two consecutive divisions:

- Primary/Junior divisions (kindergarten to Grade 6)
- Junior/Intermediate divisions (Grades 4 to 10)
- Intermediate/Senior divisions (Grades 7 to 12).

Any coursework that prepares you to teach in the Intermediate or Senior division must include methodologies for one or more teaching subjects (listed on the inside back cover) at those levels.

The program should include course content in communication in American Sign Language or langue des signes québécoise or in aural and oral communication.

### Certification Procedures

To be eligible for certification without conditions, your program must be academic, not employment-based and completed at the post-secondary level. It must also lead to certification or authorization to teach in the jurisdiction where you completed the program. Your program needs to include at least four semesters of teacher education coursework and meet all of the requirements previously mentioned. In addition, you will still have to meet the academic, language proficiency and professional suitability requirements for certification.

For internationally educated teachers and those who have completed a one-year teacher education program in Ontario: to be eligible for certification with conditions, your teacher education program must be academic, not employment-based and completed at the postsecondary level. It must also lead to certification or authorization to teach in the jurisdiction where you completed the program. Your program needs to include a minimum of two semesters of teacher education coursework and contain methodology coursework suitable for at least one teaching qualification in Ontario. The College's minimum practice teaching requirement for certification with conditions is the completion of 20 days of supervised practice teaching.

In addition, you will still have to meet the academic, language proficiency and professional suitability requirements for certification. Please note that, once certified, the balance of coursework required to satisfy the duration and composition of the four-semester teacher education program will be listed as conditions on your certificate.

Please be advised that the College determines the duration of teacher education coursework based on one academic year of study (the equivalent of two semesters) in a program.

**The following chart provides examples of certification outcomes.**

Teacher Education Program Criteria	Certification without conditions	Certification with conditions (valid for five years with the possibility of a one year extension)
Your teacher education program <b>must:</b>	<ul style="list-style-type: none"> <li>be academic, not employment-based</li> <li>be completed at the postsecondary level</li> <li>lead to certification or authorization to teach in the jurisdiction where you completed the program</li> </ul>	<ul style="list-style-type: none"> <li>be academic, not employment-based</li> <li>be completed at the postsecondary level</li> <li>lead to certification or authorization to teach in the jurisdiction where you completed the program</li> </ul>
Duration	Four semesters	A minimum of two semesters
Practice teaching	80 days (400 hours)	20 days (100 hours)
Methodology	Two teaching qualifications	One teaching qualification

*In addition, you will still have to meet the academic, language proficiency and professional suitability requirements for certification.*

### Deaf or Hard of Hearing

You must provide evidence of a hearing loss of 70 dB or greater.

#### Questions?

Contact the College: Client Services at [info@oct.ca](mailto:info@oct.ca), 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

- a current Canadian criminal record check report
- complete responses to the Applicant Declaration questions in the online application about your suitability for registration.

### Professional suitability

You must demonstrate that you are of good character to be able to teach in Ontario. To assess your professional suitability, the College requires that you provide:

The Applicant Declaration is part of the online application and provides the College with information necessary to assess your professional suitability. It includes questions about your certification / authorization to teach in other jurisdictions, previous professional disciplinary proceedings or actions and criminal background.

Questions include, but are not limited to:

- has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction, including outside of Canada, other than for failure to pay fees?
- have you ever been subject to an investigation or proceeding relating to working with children or students in capacities other than teaching?
- have you ever been disciplined by an employing school district or independent authority or other educational organization?

The complete Applicant Declaration is contained in the online application. You must answer all questions and provide details and explanations where appropriate before the College can process your application.

If you completed a teacher education program in a jurisdiction outside Ontario, you must also provide a teaching certificate and statement of professional standing from that jurisdiction, even if you never taught there to demonstrate professional suitability.

If you are or were authorized or certified to teach in a jurisdiction outside Ontario, you must provide a teaching certificate and statement of professional standing from each applicable jurisdiction.

### **Educated outside Ontario?**

Licensed to teach in another jurisdiction?  
Check [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info) for helpful information.

# Documents

When you apply to the College for certification, you will need to provide supporting documents.

Some documents you must submit to the College yourself, like proof of identity or an original criminal record check.

Other documents, like transcripts or verification letters, must come directly from the institution to the College.

If you have had your transcripts or documents previously sent to World Education Services (WES) directly from the granting institution, you may request that they forward a copy of these to the College. Please contact WES for more information. Note: the College will not accept any translations provided by WES, nor assessments of your credentials made by WES or any other organization.

If you are certified in another Canadian jurisdiction, and you are unable to provide official transcripts, the College will accept a certified true copy from your provincial or territorial ministry of education or college of teachers.

Any certified copy submitted must be a copy of an original document sent directly from a granting institution to the provincial or territorial ministry of education or college of teachers.

Any document, whether a birth certificate or transcript, that is not in English or French must be translated according to the College requirements outlined.

The College cannot waive requirements for any documents. The College may ask for

more information about a document or for more documents.

The College does not accept assessments of your qualifications made by other organizations.

If you completed your teacher education outside Ontario, you will find helpful information about obtaining documents at [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info).

## Translation requirements for any document not in English or French

You must arrange for a translator acceptable to the College to translate any document not in English or French.

For documents you submit yourself, such as a birth certificate, include the original translation with a copy of the certificate.

Some documents must be submitted to the College by a granting institution on your behalf.

If the College receives an acceptable document from the granting institution that is not in English or French, we will send you a copy once you have applied. You must arrange for the translation. When you send us the original translation, include a copy of the foreign-language document.

All translations must be accompanied by an original statement from the translator indicating:

- the translation is accurate and authentic
- the translator belongs to one of the acceptable categories (see “Acceptable translators”)
- the identification number and/or seal, name, address and telephone number of translator
- printed name and original signature of the translator.

### Acceptable translators

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 (email: [info@atio.on.ca](mailto:info@atio.on.ca); website: [www.atio.on.ca](http://www.atio.on.ca)).

Please confirm with ATIO that the translator is certified to translate into English or French from the language of the document. Translations completed by ATIO candidates for certification are not acceptable.

We also accept translations from:

- the consulate, high commission or embassy to Canada of the country that issued the documents; this information is available at [www.international.gc.ca](http://www.international.gc.ca) → About the Department → Office of Protocol → Foreign Representatives in Canada
- a Canadian embassy, consulate, or high commission in the country from which the document comes; this information is available at [www.international.gc.ca](http://www.international.gc.ca) → Canadian Offices Abroad
- a translator who has received accreditation through a federal, provincial or municipal government in Canada

- COSTI translation services, if no other certified translator is available; COSTI-IIAS Immigrant Services at 416-658-1600, [info@costi.org](mailto:info@costi.org) or [www.costi.org](http://www.costi.org)
- a translator certified by a professional association of translators in Canada, a list of which is available on the website of the Canadian Translators, Terminologists and Interpreters Council at [www.cttic.org](http://www.cttic.org).
- a translator certified by The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), a list of which is available at [www.ottiaq.org](http://www.ottiaq.org)

**Keep copies of what you submit as the College does not return documents.**

### Questions?

Contact the College: Client Services at [info@oct.ca](mailto:info@oct.ca), 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

### Documents you must submit

#### Proof of identity

The College requires proof of your identity, a copy of an official document that shows your:

- first, middle and last names at birth
- date and place of birth.

Submit a copy of one of the following documents. Or submit copies of more than one if needed to show all the information above:

- birth certificate
- passport
- Certificate of Indian Status
- certificate of baptism if born in Québec or in Newfoundland or Labrador before January 1994
- Permanent Resident Card (front and back)

- Canadian immigration record and visa (front and back)
- Record of Landing (front and back).

These are not acceptable as proof of identity: driver's licence, Ontario health card, Canadian citizenship card.

**All documents not in English or French must be translated. See page 5 for translation requirements and accredited translators.**

### **Proof of name change, if applicable**

If you married and changed your name, send a copy of your marriage certificate.

If you changed your name legally, send a copy of the change of name certificate or the court order that changed your name.

### **Canadian criminal record check**

You must submit an original, signed, Canadian criminal record check report.

The report must not be older than six months from the date the College receives it. The report must include your current and past full names. These will have to match your proof-of-identity documents.

The report must indicate that a search was done on all of your names (including first, middle, last and any former last name) using the Canadian Police Information Centre (CPIC) database. A vulnerable sector check is not required for registration with the College.

You can obtain a criminal record check report from a local, regional or national police service.

If you are applying from outside of Canada, you can obtain a criminal record check by contacting the Royal Canadian Mounted Police (RCMP) at [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca).

Having a positive declaration and/or information obtained from a criminal record check will delay processing of your application.

Having a criminal record does not mean you are automatically ineligible for certification. If there is something on your criminal record, your application will not proceed until the College receives a signed letter from you that explains in detail all the dates, circumstances and outcomes of the events. The College assesses each report individually.

**Check the date on your criminal record check. The College must receive it within six months of the issue date.**

### **Statement from an audiologist**

Submit a copy of a document from an audiologist that shows you have a hearing loss of 70dB or greater.

### **Teaching certificates from other jurisdictions, if applicable**

If you completed a teacher education program outside Ontario or were licensed in another jurisdiction, you must submit a copy of your teaching certificate, principal's certificate, or other document that confirms you were authorized to teach. This applies even if you did not teach there.

If you were authorized to teach in more than one jurisdiction, you must provide copies of the authorizations issued by each jurisdiction.

Any certified copy submitted must be a copy of an original document sent directly from a granting institution to the provincial or territorial ministry of education or college of teachers.

The College knows many countries do not issue these certificates. Many applicants can meet this requirement by sending a copy of their teacher education degree or diploma scroll to the College. For more information, see [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info) or contact Client Services at the College (416-961-8800 or toll-free in Ontario 1-888-534-2222) for more information.

**Keep copies of what you submit as the College does not return documents.**

### **Documents an institution must submit for you**

Some documents must be submitted by institutions directly to the College on your behalf, such as transcripts. Please visit [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info) for more detailed information about your document requirements.

**The College cannot accept these documents from you even if they are in a sealed envelope.**

If you are certified in another Canadian jurisdiction, and you are unable to provide official transcripts, the College will accept a certified true copy from your provincial or territorial ministry of education or college of teachers.

If the documents are not in English or French, ask the institution to include an English or French covering letter that includes your full name as it appears on your College application and your College application number. When we receive the document, we will send a copy to you once you apply so that you can arrange for translation. See “Translation requirements” on page 5.

Any certified copy submitted must be a copy of an original document sent directly from a granting

institution to the provincial or territorial ministry of education or college of teachers.

If you have difficulty obtaining a document, you may be able to submit an alternative. Check the College website at [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/required-documents](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/required-documents).

### **Transcripts**

If you completed your education in Ontario, you may be able to order transcripts from the Ontario Universities’ Application Centre (OUAC) by clicking on the OUAC Transcripts link in your online College application.

Or check with the registrar’s office at the institution where you completed your education to find out how to order your transcript.

Transcripts issued to students and submitted to the College in a sealed, unopened envelope are not acceptable and will not be returned.

You may find it useful to review the information the College has gathered about academic documents from the country where you completed your education. For more information, see [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info).

The College recognizes that some jurisdictions issue transcripts once only. If this is your case, bring your original academic record and diploma or degree document to the College in person or send it to us by mail for verification. In this circumstance, we will return your original documents by courier.

**In addition to your transcript, the College may ask you for a copy of the degree, diploma or certificate you received.**

**The College cannot waive the requirement for any document.**

### Teacher education program transcript

You must arrange to have your teacher education transcript sent to the College. Contact the institution where you completed the program and ask them to send a transcript to the College.

The transcript showing that your teacher education degree or credential has been granted (conferred or awarded) must:

- have the institution's seal
- show the name of the degree or credential
- show the credits/hours completed in each course
- show the date it was granted
- be signed by the registrar or equivalent official.

**Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.**

### Verification letter for teacher education program, if needed

The information listed on an academic transcript can vary, depending on the jurisdiction. In some cases the College will need, in addition to the transcript, a letter from the institution that shows you have completed all the components of an acceptable teacher education program.

The College needs this information on the transcript or in the letter:

- the dates you attended and completed the program
- the name of the credential or degree granted and the date it was granted
- the hours, or credits, of study you completed for each course according to each term or year of study

- if your program focused on the secondary school level, the specific subjects for which you completed course work
- if the entire program was in English or French, verification of the language of instruction
- the specific subjects for which you completed courses in teaching methods
- method of delivery for all your courses (for example, in-class, distance or employment-based)
- length of practicum in hours, days or weeks
- the grade levels and subjects you taught in the supervised practicum.

This letter must have the institution's seal and the signature of the registrar or equivalent official.

If your teacher education program was outside Canada or the US, sending a copy of your course descriptions can be helpful.

All documents not in English or French must be translated. See page 5 for translation requirements and accredited translators.

**Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.**

### **Postsecondary studies transcript, if applicable**

Order your transcript from OUAC if you completed your postsecondary studies in Ontario, or contact the institution where you completed your postsecondary education and ask them to send an academic transcript to the College. If some of your credits came from a different institution, you may have to get a transcript from that institution as well. The transcript showing that your postsecondary degree has been granted (conferred or awarded) must:

- have the institution's seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official.

### **Verification letter for postsecondary degree, if needed**

If the following information is not included on your transcript, ask the institution to also send the College a letter with the institution's seal and the signature of the registrar or equivalent official verifying:

- the hours, or credits, of study you completed for each course according to each term or year of study
- the name of the degree or credential you were granted
- the date your degree was granted.

**Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope**

### **Questions?**

Contact the College: Client Services at [info@oct.ca](mailto:info@oct.ca), 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

### **Statement of Professional Standing**

The College requires a Statement of Professional Standing from each jurisdiction outside Ontario where you have been authorized to teach or be a principal. This statement provides the College with a reference for your past professional practice and confirms your professional education program lead to a licence to teach in the jurisdiction.

The statement must not be older than one year from the date the College receives it. The licensing authority (most likely an education ministry) must send it directly to the College. The statement must verify if your certificate has ever been suspended, cancelled or revoked.

This applies to the jurisdiction where you completed your teacher education program even if you never taught in that jurisdiction.

**Documents that an institution must send on your behalf, like a Statement of Professional Standing, must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.**

This official letter needs to verify that you taught for at least one year in a public elementary or secondary school. It must also list the dates of your employment and the grade levels and subjects you taught.

**All documents not in English or French must be translated. See page 5 for translation requirements and accredited translators.**

### **Educated outside Ontario?**

Licensed to teach in another jurisdiction? Check [www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info](http://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info) for helpful information.

# Applying to the College

You may begin and complete the application process even if you reside outside of Canada.

You can begin your application at any time, even if you are about to begin or are currently enrolled in a teacher education program.

You will be required to provide several documents. Some must be submitted on your behalf. To prevent delays, you should request documents, particularly from international institutions, at the beginning of your application process.

The College is unable to assess your application and render a decision until all required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the processing of your application and rendering of a certification decision.

## How to apply

To begin an online application, go to [www.oct.ca/becoming-a-teacher/applying](http://www.oct.ca/becoming-a-teacher/applying). You must submit a registration fee with your application. If you completed a teacher education program outside Ontario and are not certified to teach elsewhere in Canada, you must also pay an evaluation fee.

Approximately 10 to 15 days after your payment has been processed, we will provide you with a complete list of documents you need to submit or have sent on your behalf to the College by posting on your online Document Status page. This process may take longer at times.

Please allow 10 to 15 days to update your page after we receive a document. At times it can take longer. When submitting documents to the College, it is important to follow the requirements set out on pages 5 to 10 of this guide to avoid delays. For example, if a transcript is not received directly from the institution or does not contain all of the required information it will not be accepted.

Once the College has received all your required documents – including the documents submitted on your behalf – we will make best efforts to advise you within 120 days whether you are eligible for certification. Generally this process takes less time.

You may incur additional costs associated with the College application process, including expenses related to translation, language proficiency tests, criminal record checks or obtaining transcripts or other documents. You are responsible for payment of these fees. Current fees are listed on the College website at [www.oct.ca](http://www.oct.ca).

## Methods of payment

You can pay your fees by:

- Visiting E-services through the College's website at [www.oct.ca](http://www.oct.ca) for secure online payment. We accept debit and credit.
- Through a web banking/telephone banking system, by adding the Ontario College of Teachers as a payee to your bill payment listing with your financial institution.

- Contacting Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222. We will connect you to our secure automated payment system, where you will be guided through the payment process.

- Cheque or money order, payable to the Ontario College of Teachers. Please include your registration number with your payment and mail it to:

Ontario College of Teachers  
101 Bloor Street West,  
Attn: Finance Unit  
Toronto ON M5S 0A1.

We do not accept post-dated cheques.

- Visiting our Client Services' Welcome Counter on the 14th floor at 101 Bloor Street West in Toronto to pay in person by cheque, credit card, cash or debit. The College is open from 8:30 a.m. to 5:00 p.m., Monday to Friday. Fees are non-refundable and include applicable HST.





# TEACHING GENERAL EDUCATION

General education includes the Primary (kindergarten to Grade 3) and Junior (Grades 4–6) divisions and academic subject areas in the Intermediate (Grades 7–10) and Senior (Grades 11–12) divisions.

## Intermediate / Senior Teaching subjects:

Anglais	Business Studies – Accounting	Business Studies – Entrepreneurship
Business Studies – General	Business Studies – Information & Communication technology	Classical Studies – Greek
Classical Studies – Latin	Computer Studies	Dance
Dramatic Arts	Economics	English
Environmental Science	Family Studies	Français
French as a Second Language	Geography	Health and Physical Education
History	International Languages	Law
Mathematics	Media Arts	Music – Instrumental
Music – Vocal	Native Languages	Native Studies
Philosophy	Politics	Religious Education in Catholic Schools
Science – Biology	Science – Chemistry	Science – General
Science - Physics	Social Sciences - General	Visual Arts

This guide contains the current requirements for certification. Requirements may change without notice.



Ontario  
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