



Ontario  
College of  
Teachers

Ordre des enseignantes  
et des enseignants  
de l'Ontario

# Registration Guide

Requirements for Becoming a Teacher  
of a Native Language in Ontario





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# Registration Guide for Becoming a Teacher of a Native Language

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.

If you are fluent in Anishinaabek, Mushkegowuk, Onkwehonwe or Lenape and wish to teach in Ontario schools, you need to complete a teacher education program designed specifically to prepare teachers of a native language. The education program for becoming a teacher of a native language is designed to be completed in multiple sessions.

Under the provisions of the *Ontario College of Teachers Act* and its regulations, applicants with certification in another Canadian province or territory will be assessed as labour mobility applicants.

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# Summary of Documents

## **You must submit**

- 7 Copy of proof of identity
- 8 Original Canadian criminal record check report

## **If applicable, you must also submit**

- 8 Copy of proof of change of name
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# Requirements

**This section outlines requirements for certification as a teacher of a native language. Information on the proof needed to satisfy these requirements follows on pages 7 to 12.**

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## Certification Requirements

To teach a native language you need to satisfy the College's language proficiency, Sexual Abuse Prevention Program, professional, and professional suitability requirements outlined below.

## Language Proficiency

You must be fluent in a language in one of these groups: Anishinaabek, Mushkegowuk, Onkwehonwe or Lenape.

You meet the College's requirement if:

- you completed your native languages teacher education program in Ontario or another Canadian jurisdiction and,
- the program is acceptable to the College.

If you completed your native language teacher education program outside Canada, you will need to provide proof of fluency in a language in one of the groups above.

## Professional Requirement – Teacher education program

You need to complete a teacher education program designed specifically to prepare teachers to teach a native language (Anishinaabek, Mushkegowuk, Onkwehonwe, Lenape). It must be completed at an Ontario faculty of education and be accredited by the College, or it must be an equivalent program acceptable to the College.

An acceptable program of teacher education must be at least four semesters of postsecondary study. In the Canadian postsecondary system, an academic year is typically two semesters.

The four-semester teacher education program generally includes:

- education foundations (for example, the history, philosophy and psychology of education)
- teaching methods suitable for two teaching qualifications in Ontario (for example, how to teach students in particular grades or subjects)

- practice teaching – a minimum of 80 days (400 hours) of practice teaching supervised by the program provider
- other areas of education to support methodology coursework, such as classroom management, supporting students with special learning needs and those from diverse communities.

Your teacher education program must be completed at the postsecondary level. It must also lead to certification or authorization to teach in the jurisdiction where you completed the program.

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

If your program did not have the minimum 80 days (400 hours) of practice teaching, the College will accept evidence of at least 80 days 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 (400 hours) of practice teaching as part of your program, but you have completed at least 80 days of teaching experience, arrange for an education authority, or a principal, to send a letter directly to the College. Your teaching experience must have occurred as a certified teacher and after the completion of your teacher education program.

The letter must verify that you taught for at least 80 days in an elementary or secondary school. It must also list the dates of your employment.

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

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## **Multi-Session Transitional Certificate of Qualification and Registration**

You may be eligible for a Multi-Session Transitional Certificate of Qualification and Registration (MTCQR) if you have completed the first session of your multi-session teacher education program.

An MTCQR is valid for six years, with a possible one-time, six-month extension. You must keep your membership in good standing to maintain your eligibility to teach.

To qualify for an MTCQR, your program must include:

- a minimum of 10 days (50 hours) of practice teaching
- 12 postsecondary credits or their equivalent. They must be:
  - Nine credits in education methods and three credits in education foundations

OR

  - Six credits in methodology and six credits in foundations.

Your MTCQR will expire if you do not complete your teacher education program within six years, unless you are granted an extension. If your MTCQR expires, you must complete your teacher education program before you can reapply to the College. You will also have to meet all requirements that are in place at the time you reapply.

Instructions for converting your MTCQR to a general CQR will be provided to you if you are certified.

If you hold a teaching certificate from another Canadian jurisdiction, you will be assessed as a labour mobility applicant under provisions of the *Ontario Labour Mobility Act*.

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## **Sexual Abuse Prevention Program**

All applicants and Ontario Certified Teachers must successfully complete the online Sexual Abuse Prevention Program (SAPP).

The program complements existing College resources on professional conduct and is a proactive step toward strengthening the profession by better protecting the safety and well-being of students.

### **Ontario applicants and internationally educated teachers**

You must successfully complete the program to be considered eligible for certification.

If you successfully complete the SAPP and become certified, your public register profile will identify the SAPP as "Completed."

### **Canadian certified teachers**

If you are applying to the College under the *Ontario Labour Mobility Act* (OLMA), you must successfully complete the SAPP within one year of your certification date.

Your public register page will identify whether the SAPP is "Completed" or "To Be Complete."

If you do not complete the SAPP by your deadline, your certificate will be administratively suspended. You can restore your certificate to good standing by successfully completing the SAPP and paying the reinstatement fee. You will also need to pay the annual membership fee for the current calendar year if you have not previously paid it.

The program is offered online at no cost. More information about the Sexual Abuse Prevention Program, including available accommodations, is available on the College website at [oct.ca](http://oct.ca).

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## **Professional Suitability**

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

- a current Canadian criminal record check report
- complete responses to the Applicant Declaration questions in the College's online application.

The Applicant Declaration includes questions about your certification or authorization to teach in other jurisdictions, previous professional disciplinary proceedings or actions, as well as any criminal background.

If you are certified or authorized to teach in another jurisdiction, refer to the Country-Specific Information section on [oct.ca](http://oct.ca).

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, for reasons other than 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?

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.

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

## Certification Outcomes

The following chart provides examples of certification outcomes related to your initial teacher education program.

These only apply if you meet the academic, language proficiency, sexual abuse prevention program and professional suitability requirements for certification.

If necessary, 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.

You are eligible to teach in Ontario's publicly funded schools while holding a certificate with conditions that result from incomplete registration requirements.

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 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 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)	10 days (50 hours)
Methodology	Two teaching qualifications	One teaching qualification

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# Documents

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

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Some documents you must submit to the College yourself, such as proof of identity and an original criminal record check.

Other documents, such as transcripts or verification letters, must be sent directly to the College by the granting institution. Any documents that are not in English or French must be translated according to the College requirements.

The College cannot waive requirements for any documents. We may require additional information or documents from you.

If you completed your teacher education outside Ontario, refer to the Internationally Educated Teachers section under Becoming A Teacher on [oct.ca](http://oct.ca).

## Translation Requirements

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

For documents you submit yourself, include the original translation with a copy of the document.

For documents that are sent directly to the College from an institution, we will send you the official document in its original language (if it is not English or French) to translate. You must receive the official document from us before arranging for translation.

You are responsible for arranging translation. When you send us the original translation, include the copy in its original language (if it is not English or French.)

You must arrange for the translation. When you send us the original translation, include the copy of the document in its original language.

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 the following section)
- the identification number and/or seal, name, address and telephone number of the translator
- printed name and original signature of the translator.

### Acceptable Translators

To find 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: [atio.on.ca](http://atio.on.ca)).

Confirm with ATIO that the translator is certified to translate from the language of the document into English or French. 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 [travel.gc.ca/assistance/embassies-consulates](http://travel.gc.ca/assistance/embassies-consulates)
- 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. Contact

COSTI-IIAS Immigrant Services at 416-658-1600, [info@costi.org](mailto:info@costi.org) or [costi.org](http://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 [cttic.org](http://cttic.org)
- a translator certified by The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), a list of which is available at [ottiaq.org](http://ottiaq.org).

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

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### Documents You Must Submit

#### Proof of identity

Your official proof of identity document must show 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 (must list all names to be accepted)
- Certificate of Indian Status or Indian Status Card
- Certificate of baptism if born in Québec or in Newfoundland and Labrador before January 1994

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

You cannot submit a driver's licence, provincial health card, or a Canadian citizenship card as proof of identity.

### 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.

### Withholding a name from the public register

By law, the College must maintain a public register (Find a Teacher on [oct.ca](http://oct.ca)) listing members' names (former and current), their qualifications, academic credentials and their status with the College.

There are circumstances where a name can be withheld from the register, such as:

- if you have never taught under a former name, complete and submit a Request to Remove Former Name from Public Register form, which is available on [oct.ca](http://oct.ca). Include all supporting documentation with your request.
- exceptional circumstances: in some cases, the Registrar can remove a former name a member has taught under. The circumstances could

include risk to personal safety, or reasons of personal dignity, such as gender identification or gender expression.

If this applies to you, please provide a signed letter detailing the names you would like withheld, the reasons why and your College Registration Number. Additional supporting documentation may be required.

### 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. The names must 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 names) using the Canadian Police Information Centre (CPIC) database. A vulnerable sector check is not required, but will be accepted.

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 [rcmp-grc.gc.ca](http://rcmp-grc.gc.ca).

Having a positive declaration and/or information obtained from a criminal record check will delay the 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 an explanation from you that details all the dates, circumstances and outcomes of the events. The College assesses each report individually.

### **Sterling Backcheck**

You may be able to satisfy the criminal record check requirement by requesting Sterling Backcheck to submit one on your behalf.

This option is only available to applicants who:

- have a home address in Canada
- have no former names
- do not have a commonly used name (examples: John Smith, Mei-Lin Lee, Amir Ibrahim)
- declare that they have no criminal history

To request a Sterling Backcheck report, select the Online Criminal Record Check option while completing your College application. You are responsible for paying any service fees.

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

If you completed a teacher education program outside Ontario and/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.

Many countries do not issue these certificates. You may be able to meet this requirement by sending a copy of your teacher education degree or your diploma scroll to the College. You can find country-specific information in the Internationally Educated Teachers section under Becoming A Teacher on [oct.ca](http://oct.ca).

## **Questions?**

Visit [help.oct.ca](http://help.oct.ca).

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## Documents an Institution Must Submit on Your Behalf

Some documents, such as transcripts, must be submitted directly to the College by the granting institution.

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 documents, the College will accept a certified true copy from your provincial or territorial ministry of education or college of teachers.

Any certified copies 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 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 Registration Number. When we receive the document, we will send a copy to you so you can arrange for translation.

You can find more information about document requirements in the Internationally Educated Teachers section under Becoming A Teacher on [oct.ca](http://oct.ca).

If you have difficulty obtaining a document, you may be able to submit an alternative. You can find more information in the Forms For Applicants section under Becoming A Teacher on [oct.ca](http://oct.ca).

## Transcripts

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

You can also find out how to order a transcript by contacting the registrar's office at your granting institution.

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. You can find country-specific information in the Internationally Educated Teachers section under Becoming A Teacher on [oct.ca](http://oct.ca).

If some of your credits came from a different institution, you may have to get a transcript from that institution as well.

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 any document requirements.

## Teacher education program transcript

Your transcript 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
- show the length of practice teaching in hours, days or weeks
- show the hours or credits of study you completed for each course according to each term or year of study
- show the specific subjects for which you completed courses in teaching methods.

The information listed on an academic transcript can vary, depending on the jurisdiction. If your transcript does not include all of the above information, arrange for the granting institution to send a verification letter that includes the additional required information.

The verification 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 U.S.A., sending a copy of your course descriptions can be helpful.

## Teacher Education Transcripts

### If you are in a multi-session program in Ontario or another Canadian jurisdiction

If you have completed the first session of a multi-session program in Ontario or contact the granting institution and ask them to send your teacher education transcript directly to the College.

The transcript must show you have completed 10 days of supervised practice teaching and 12 postsecondary credits or their equivalent.

### Postsecondary studies transcript, if applicable

Your transcript 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
- show the hours or credits of study you completed for each course according to each term or year of study.

If this information is not included on your transcript, arrange for the granting institution to send a verification letter that includes the additional information directly to the College. The verification letter must also include the institution's seal and the signature of the registrar or equivalent official.

The College cannot accept verification letters sent by you, even if they are in a sealed envelope.

## 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 to be a principal. This statement provides the College with a reference for your past professional practice and confirms your professional education program led to a licence to teach in the jurisdiction.

The College requires a Statement of Professional Standing from the jurisdiction where you completed your teacher education program even if you never taught in that jurisdiction.

Statements of Professional Standing must be sent directly to the College by the licensing authority and it must not be older than one year from the date the College receives it. The statement must verify whether your certificate has ever been suspended, cancelled or revoked.

The College cannot accept Statements of Professional Standing sent by you, even if they are in a sealed envelope.

**Questions?**

Visit [help.oct.ca](https://help.oct.ca).









**Ontario  
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Ontario's Teaching Regulator

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