



Guidelines for Applying to the Ontario College of Teachers for a Teaching Certificate



Introduction

Canadian students must apply for both a New York State and Province of Ontario teaching certificate.

Effective March 1, 2007, applicants, regardless of the completion date of their New York State teacher education program, must apply for a New York State teaching license using the New York State Education Department's online registration system (TEACH) and will be required to provide evidence of New York State certification to the Ontario College of Teachers (OCT).

For information on the New York State teaching certificate, refer to the "Guidelines For Applying For A New York State Teaching Certificate" at <http://www.medaille.edu/studentteaching/>.

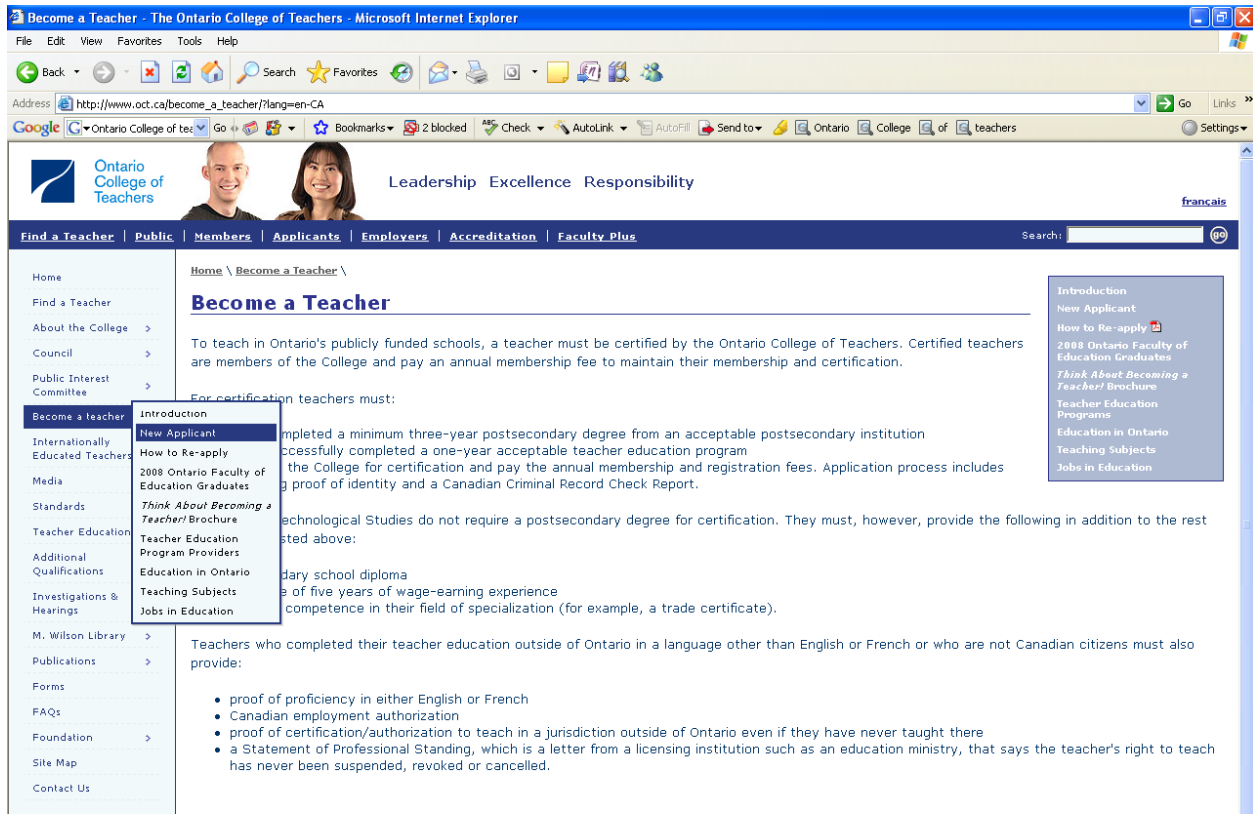
Basic Requirements for a Teaching Certificate

The specific requirements needed to qualify for a Province of Ontario teaching certificate are:

- **Academic Qualifications:** A degree that includes the equivalent of at least three years of full-time study (in addition to the teacher education year) beyond the equivalent of the Ontario Secondary School Diploma (Grade 12) from an accredited postsecondary institution acceptable to OCT.
- **Teacher Education Program:** An acceptable program needs to include the equivalent of a year of full-time postsecondary study in education – a minimum of 30 credits, and include practice teaching, courses in foundations and teaching methods.
- **Certification in Another Jurisdiction:** You must have been certified/authorized to teach in the jurisdiction where you completed your teacher education program, even if you have never taught there. For Medaille students, this would mean a New York State teaching certificate.
- **Proficiency in English or French.**

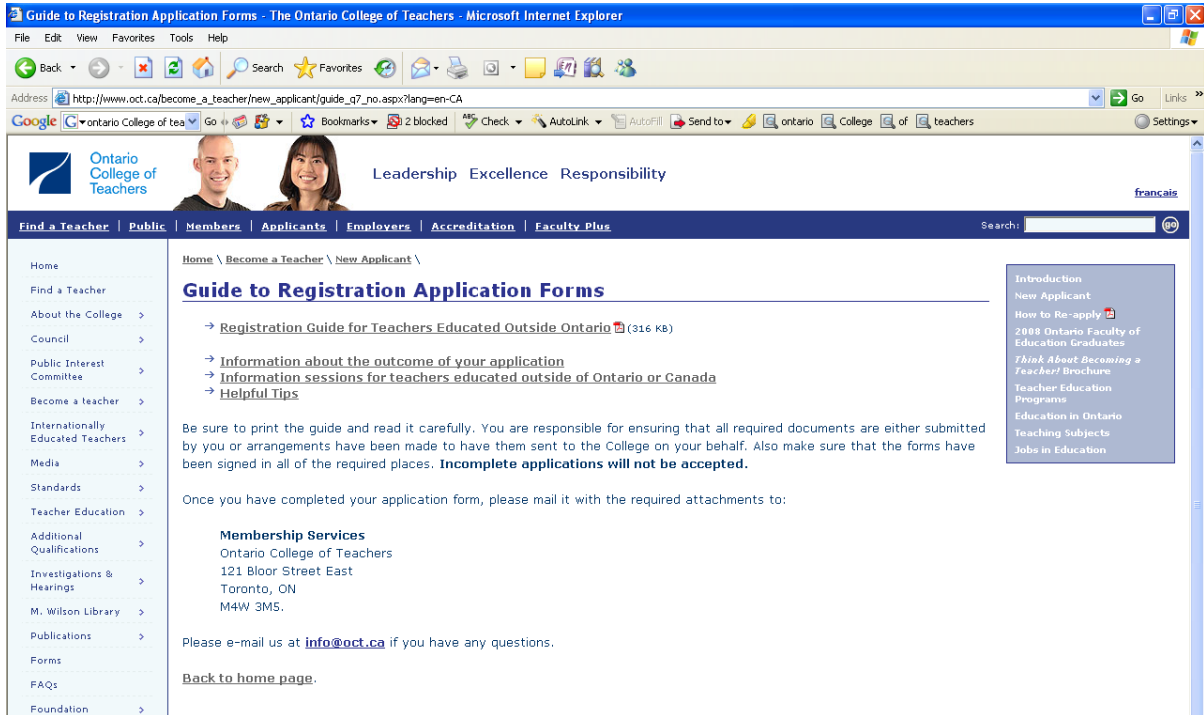
Applying for a Teaching Certificate

1. Go to the Ontario College of Teachers website at <http://www.oct.ca>. Select English from the bottom of the screen. From the left column, roll on “Become a teacher” and select “New Applicant” from the drop down box that appears.



2. On the New Applicant screen, click on the Globe icon at the bottom for “Teachers Educated Outside Ontario.” This will take you to the “Guide to Registration Application Forms” screen. This screen will have a series of questions to be answered (see below).
3. Select your citizenship status (Canadian Citizen, Landed Immigrant, Other). If you select Canadian Citizen, continue on to #4 below. If you select Landed Immigrant or Other, answer the questions until you come to “Do you have a postsecondary degree?” and continue with #4 below.
4. On “Do you have a postsecondary degree?”, select **Yes**.
5. “Was your postsecondary degree completed in Ontario?”, select **No**.

6. “Does your degree include teacher education?”, select Yes.
7. You should now see the screen seen below. Click on the first bulleted item: Registration Guide for Teachers Educated Outside Ontario.



This will open up the Ontario Colleges of Teachers 2008 Registration Guide PDF document for teachers who were educated outside of the Province of Ontario. This booklet contains the **Ontario College of Teachers 2008 Registration Form for Teachers Educated Outside Ontario**. Print and read the Registration Guide.

8. Complete the registration form (pages 10-15 of the Registration Guide).
 - a. On page 12, Program of Teacher Education, the name of the degree awarded at Medaille College is the Master of Science in Education Grades 1-6.
 - b. Be sure to sign the Applicant’s Declaration on the last page of the registration form (page 15 of the Registration Guide).
9. Since you are completing your teacher education program outside the Province of Ontario, you will need to either mail or hand deliver the completed form with the additional documents required along with the application fees (see page 5 of the Registration Guide for the list of fees) to:

**Ontario College of Teachers
121 Bloor Street East
Toronto, ON M4W 3M5**

Documents Needed for Applying to OCT for Certification

See pages 4-8 of the Registration Guide for details on each of the required documents.

Documents you must submit:

1. 2008 Registration Form
2. Proof of Identity
3. Proof of Name Change (if applicable)
4. Canadian Employment Authorization (if applicable)
5. Teaching Certificate(s). You must submit a copy of a document confirming that you were authorized to teach after completing your teacher education program.
6. Canadian Criminal Record Check Report.
7. Fees (see page 5 of the Guidelines)
8. During the evaluation of your file, a copy of your secondary school diploma may be required. You may include this in your initial application packet.

Documents Institutions Must Submit for You:

1. Academic Record of Teacher Education. Submit the Medaille College: Recommendation Form for a New York State Teaching Certificate needed for New York State certification also authorizes Medaille College to send an official transcript to the Ontario College of Teachers after your degree has been conferred.
2. Academic Record of Postsecondary Degree(s).
3. Statement of Professional Standing. **No longer required by OCT.**
4. Proficiency in English or French. **This is not required** as teacher education programs completed in the United States satisfy the proficiency requirements for English.

If you need help:

Information Sessions: If you need additional help applying to the Ontario College of Teachers (OCT) for certification, OCT has information sessions designed specifically for teacher educated outside of Ontario or Canada. Go to <http://www.oct.ca>. From the left column, select “Internationally Educated Teachers” and select “College Information Sessions” for a list of session dates.