



Ontario
College of
Teachers

Ordre des enseignantes
et des enseignants
de l'Ontario

Credential Assessment: For Members with Conditions on Their Certificate

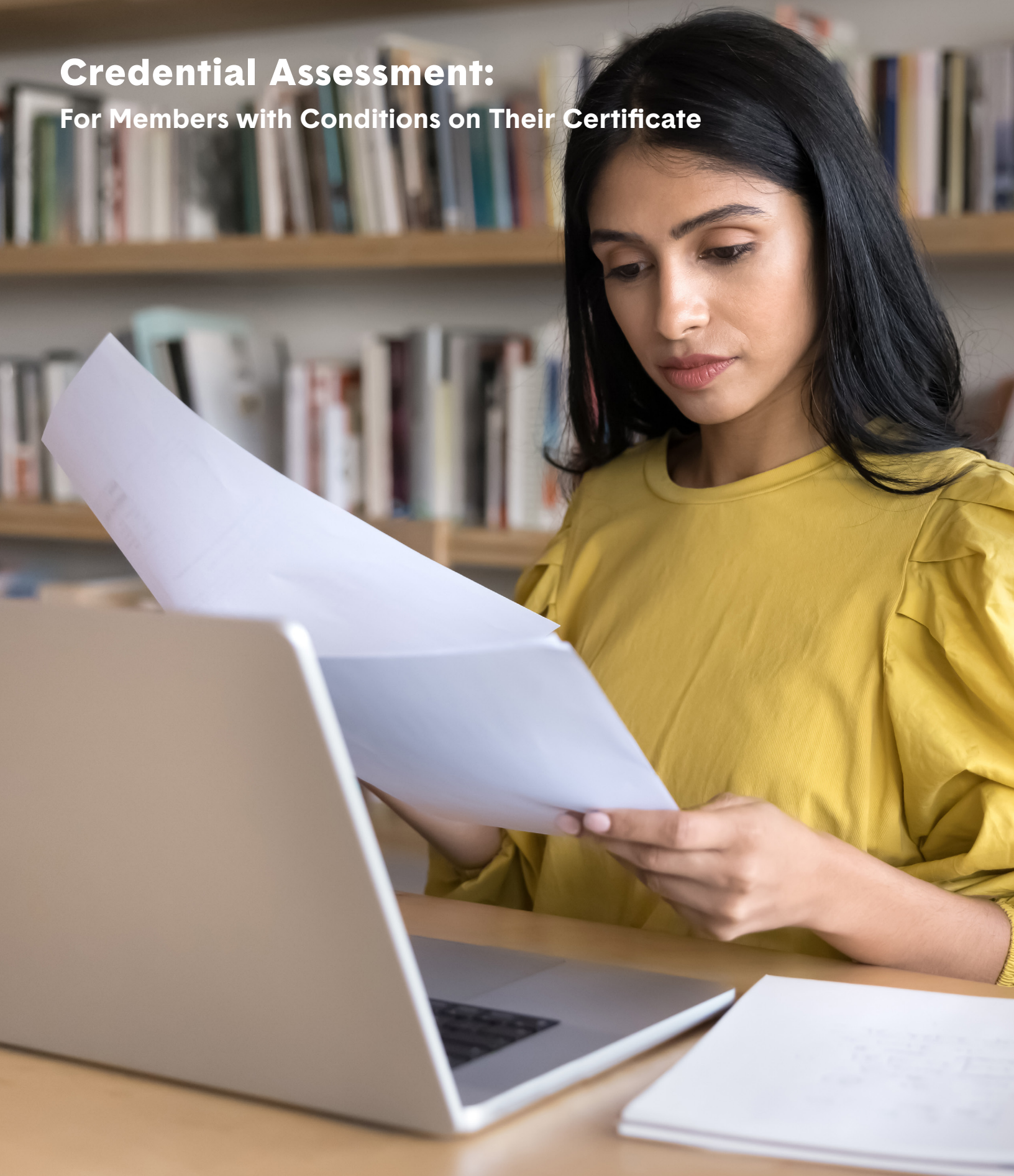


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Credential Assessment

Mandate and Responsibilities of Self-Regulation

The mandate of the Ontario College of Teachers is to license and regulate the teaching profession in Ontario in the public interest. Our responsibility includes:

- issuing teaching certificates
- setting standards of practice and ethical standards for the profession
- accrediting teacher education programs and courses
- investigating and hearing complaints about individual members.

A teaching certificate is authorization to teach in publicly funded elementary and secondary schools in Ontario. By establishing the qualifications required for issuing a teaching certificate, the College ensures that all teachers meet the same high standards and are fully competent and qualified to work in Ontario's classrooms and deliver the Ontario curriculum.

Regulated Requirements for Certification in Ontario

The academic, professional, language proficiency, and professional suitability requirements for certification are set out in regulations made under the *Ontario College of Teachers Act* and are available for review on oct.ca. Internal procedures and quality assurance checks ensure that the regulations and procedures are applied consistently.

The number and types of conditions on certificates vary for everyone and can include a combination of any of the following:

Sexual Abuse Prevention Program

All Ontario Certified Teachers (OCTs) must complete the online Sexual Abuse Prevention Program (SAPP). The SAPP is offered at no cost and can be accessed from your online College account at any time. Provincial legislation does not permit the College to grant exemptions.

Notation

The public register identifies whether you have met this requirement by listing one of two statuses:

- **Complete:** You have met the requirement by successfully completing the SAPP. No further action is required.
- **To Be Completed:** You have not completed the SAPP, but you have not reached your individual deadline to meet the requirement. For example, if you were certified pursuant to the *Ontario Labour Mobility Act*, you have one year from your initial certification date to complete the SAPP.

If you do not complete the SAPP by your deadline, your teaching certificate will be administratively suspended. If your teaching certificate is administratively suspended, you will be ineligible to teach in Ontario's publicly funded school system. You can restore your teaching certificate to good standing by

completing the SAPP and paying a reinstatement fee. You will also be required to pay the annual membership fee if you have not previously paid it for the current calendar year.

More information about the Sexual Abuse Prevention Program, including available accommodations, is available on oct.ca.

Mathematics Proficiency Test

Effective February 1, 2025, passing the Mathematics Proficiency Test (MPT) is a College certification requirement for most applicants.

In some cases, you may be certified with a condition to pass the MPT. For example, if you apply to the College as an Internationally Educated Teacher (IET) you will be required to pass the MPT within two years of your initial certification date or your teaching certificate will expire and be cancelled.

More information about how the MPT requirement applies to various applicant groups can be found on oct.ca.

About the MPT

The Education Quality and Accountability Office (EQAO) is responsible for developing, facilitating, and evaluating the MPT. The MPT can be taken online at no cost to applicants. You can attempt the MPT as many times as needed to pass.

EQAO will automatically notify the College within 10 days of you passing the MPT.

EQAO will not provide the College with your MPT scores or how many attempts were required for you to pass, and this information will not appear on the public register.

More information about the MPT, including how to register for a sitting, is available on their website at mathproficiencytest.ca.

Notation

The public register will identify whether you are required to pass the MPT under the Terms, Conditions, and Limitations heading.

Professional (teacher education) requirement

Some certificates will have conditions if the professional education program does not fully meet our certification requirement.

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

- 10% focused on education foundations (for example, the history, philosophy and psychology of education)
- 20% focused on teaching methods suitable for two teaching qualifications in Ontario (for example, how to teach students in particular grades or subjects)
- 20% focused on supervised practice teaching (a minimum of 80 days (400 hours) of practice teaching supervised by the program provider)
- 50% focused on any other areas of education to support methodology coursework (for example, classroom management and supporting students with special learning needs and those from diverse communities).

Your teacher education program must be completed at the post-secondary level. The College accepts distance education programs provided that they included face-to-face supervised practice teaching. 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 supervised practice teaching, the College will accept evidence of at least one year of teaching experience as a certified teacher.

If you are a general education teacher, 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 (see Schedule A on oct.ca) at those levels.

If you are a technological education teacher, the program should prepare you to teach Grades 9 and 10 or Grades 11 and 12 in one of the following technological education subjects (see Schedule B on oct.ca):

- Communications Technology
- Computer Technology
- Construction Technology
- Green Industries
- Hairstyling and Aesthetics
- Health Care, Hospitality and Tourism
- Manufacturing Technology
- Technological Design
- Transportation Technology.

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 College does not consider nor accept assessments of your qualifications made by other organizations.

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

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 must:	<ul style="list-style-type: none"> • be completed at the post-secondary level • lead to certification or authorization to teach in the jurisdiction where you completed the program. 	<ul style="list-style-type: none"> • be completed at the post-secondary level • lead to certification or authorization to teach in the jurisdiction where you completed the program.
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

Fulfilling Certificate Conditions

The information in the chart below will help you understand your conditions and how to fulfill them.

You may be required to complete more than one type of condition on your certificate.

Condition	What you need to fulfill it
A condition to pass the Math Proficiency Test (MPT)	Pass the MPT. You can register for the MPT at mathproficiencytest.ca .
A condition to complete one or more courses in complementary education of your choice	<ul style="list-style-type: none">• Successfully complete one or more additional qualification courses listed in Schedule C. View the complete list of Schedule C courses on oct.ca.• Find an approved provider of Additional Qualification courses by using our search engine Find an AQ on oct.ca.• Inform the College. Complete and submit the Consent Form for Fulfilling Complementary Education Conditions available on oct.ca. You can send the completed form via our Member and Applicant File Upload Portal on oct.ca. You can also send it by fax or mail. <p>Note: Schedule C courses or equivalent may be used to fulfill the complementary education course condition. If used for this purpose, the courses will not appear on your certificate.</p> <p>You cannot change your decision once you inform us of your decision to fulfill a condition with a Schedule C course.</p>

Condition	What you need to fulfill it
<p>A condition to complete one or more Additional Basic Qualification (ABQ) courses</p>	<ul style="list-style-type: none"> • Successfully complete one or more ABQ courses, according to the instructions on your certificate. • Choose a teaching subject if your condition requires you to complete an Intermediate or Senior ABQ. View the complete list of subjects in Schedule A on oct.ca. • Find an approved provider of Additional Qualification courses by using our Find an AQ search engine on oct.ca. <p>Note: Only Primary, Junior, Schedule A or Schedule B courses may be used to fulfill the ABQ course requirement.</p>
<p>A condition to complete supervised practice teaching or equivalent teaching experience</p>	<ul style="list-style-type: none"> • Successfully complete supervised practice teaching related to the qualifications on your certificate from an Ontario faculty of education Refer to oct.ca for a list of providers. <p>OR</p> <ul style="list-style-type: none"> • Provide proof of successful teaching experience in Ontario, as certified by a school principal. This teaching experience must occur while you hold a valid Certificate of Qualification and Registration. <p>For more information on acceptable teaching experience visit oct.ca.</p>

Equivalent Standing

In order to meet the requirements for equivalent standing, the coursework must be completed at an acceptable teacher education institution, in addition to your initial teacher education program required for certification.

Once you have completed the coursework at an acceptable teacher education institution, you must arrange for an official transcript to be sent directly to the Ontario College of Teachers from the institution. Once we have received the transcript, the College will determine if the course meets the requirements for equivalent standing and fulfilling your conditions.

Note: the College does not conduct pre-assessments of coursework. We can only provide an assessment outcome once we have received an official transcript. Only Schedule C coursework is guaranteed to fulfill the conditions of complementary education.

Check your certificate for the expiry date, and review the email that confirmed your application for certification was approved. That email lists your conditions, whether or not you are eligible for an extension, and your qualifications. Contact Client Services if evidence of your professional education coursework and supervised practice teaching or teaching experience was not received.

Information Sessions: We're Here to Help

The College offers monthly information sessions for newly certified teachers on the following topics:

1. understanding your Certificate of Qualification and Registration and conditions
2. adding qualifications to your certificate
3. services offered by the College.

A schedule of upcoming sessions and information on how to register is available on oct.ca.

Registration Appeals Process: You Can Request a Review of the Registrar's Decision

You can request the Registration Appeals Committee to review the Registrar's decision if the Registrar has placed terms, conditions or limitations on your certificate. The Committee is comprised of three members of the College and three non-members. A roster of eligible panellists is also maintained to support the work of the Committee by serving on panels.

The request for a review must be in writing, using the College Registration Appeals application form. The form must be accompanied by payment of the \$99 fee and is available on oct.ca.

The registration appeals process does not apply to the Math Proficiency Test (MPT) condition.

Appeal to a Court?

All parties involved in the review by the Registration Appeals Committee, including the member or the Registrar, may appeal the committee's decision to the Ontario Superior Court of Justice's Divisional Court (ontariocourts.on.ca).

Frequently Asked Questions by Members with Conditions

Why was I asked to take an Additional Basic Qualification course when I'm already familiar with the subject content?

We are directing you to complete a methodology course for a subject in the Ontario curriculum. This is not a “content” or “academic” course but a teacher preparation course on teaching methods. Completing the course will prepare you to teach the current Ontario curriculum in today's classrooms.

I have teaching experience outside Ontario. Was this considered in my evaluation?

If you have acquired certified teaching experience outside Ontario that was not provided during your initial application, please arrange for an education authority, such as a principal, to send a letter to the College.

I did not disclose all of my teacher education coursework/supervised practice teaching for my evaluation. Can I submit this information now?

If there is evidence of teacher education coursework or supervised practice teaching/teaching experience that was not provided, contact Client Services as soon as possible for more information.

What is acceptable teaching experience to fulfill my supervised practice teaching requirement?

You need to be teaching in a publicly funded school after you have been certified by the College. You can also teach in a private

school as long as the school is recognized by the Ministry of Education. We will also consider experience outside of Ontario if it is an Ontario international school.

You can submit a Statement of Successful Teaching Experience form or a letter from the school where you taught, signed by the principal. The letter must be on official letterhead. The form is available on oct.ca.

Are there specific courses that can complete my conditions?

If you have been directed to complete an Additional Basic Qualification, you must complete a qualification in the Primary or Junior division or a qualification in Schedule A or B.

Or, if you have been directed to complete coursework in complementary education, you must complete a course from Schedule C (or the equivalent). For information on equivalent standing for coursework in complementary education, visit oct.ca.

Once you have completed the coursework at an acceptable teacher education institution, you must arrange for an official transcript to be sent directly to the Ontario College of Teachers from the institution. Once we have received the transcript, the College will determine if the course meets the requirements for equivalent standing and fulfilling your conditions.

The College does not conduct pre-assessments of coursework. We can only provide an assessment outcome once we

have received an official transcript. Only Schedule C coursework is guaranteed to fulfill the conditions of complementary education.

Can I fulfill my conditions through online courses?

Yes.

What if I can't find a half course in complementary education?

To fulfill this condition, you must take a course from Schedule C or its equivalent. All Schedule C courses are full courses.

My certificate is valid for five years. Do I have to pay my annual membership fee?

Yes, you need to pay your fee to maintain your status in good standing.

I have been directed to complete additional coursework, and the Ontario institution requires my transcripts for previous studies. Can the College assist me in providing my transcripts?

If you have been directed to complete coursework at an Ontario institution, you may request that the College send copies of your transcripts to an institution of your choice. For more information visit oct.ca.

What happens if I do not fulfill all the conditions on my certificate before it expires?

Depending on your conditions, you may be eligible for an extension. Read the below information carefully to determine which scenario applies to you:

If you have a condition to pass the Mathematics Proficiency Test you will have until the expiry date on your certificate to pass the test. Your certificate will expire if you do not pass the test by this date and there will be no extensions. If you pass the

test before the expiry date listed on your certificate, you must fulfill all remaining conditions within five years of your initial certification date.

If you only have conditions related to your professional teacher education program, you will have five years from your initial certification date to fulfill your conditions. You may request a one-time, one-year extension to fulfill your conditions before your certificate expires. Conditions will be removed from your certificate as they are fulfilled.

If your certificate expires, you will no longer be eligible to teach in Ontario's publicly funded schools. You will need to reapply and before doing so, fulfill your conditions and meet all certification requirements in place at the time.

Can I teach with conditions on my certificate?

Yes, you can apply for teaching positions and teach while fulfilling the conditions listed on your certificate. Your status must be in good standing, which is maintained by paying the annual membership fee.

Glossary of Terms

Additional Basic Qualification (ABQ)

Professional course that qualifies candidates to teach in another division/subject area. These courses cover learning and development, curriculum and instruction, and are related to specific grade levels (divisions) in Ontario. The courses enable Ontario Certified Teachers to add to what they are already qualified to teach.

Additional Qualification (AQ)

Additional Qualifications are courses in teaching specialties or administration that the member has completed after graduation from a teacher education program.

Approved provider

Institutions approved by the College to offer AQ courses.

Terms, conditions and limitations

These are placed on a certificate and are either (1) additional requirements that must be completed by a specified date, or (2) restrictions on a teacher's practice.

Course in complementary education

This means you can take any Schedule C course that is offered by an approved provider or the equivalent.

Division (General Education)

A range of grade levels in Ontario. For certification, candidates must be assessed

as having the qualifications to teach in two consecutive divisions.

Kindergarten to Grade 3	Primary
Grades 4 – 6	Junior
Grades 7 – 10	Intermediate
Grades 11 – 12	Senior

Divisional Court appeal

If you or the Registrar are not satisfied with the decision of the Registration Appeals Committee, they can appeal to this provincial court.

Full course

A course that runs over two semesters. In Ontario, a full course is six credits.

Half course

A course that runs over one semester. In Ontario, a half course is three credits.

Methodology

A course in the methods of teaching a specific subject or subjects in particular grades. Also known as a curriculum and instruction course.

Supervised practice teaching

A supervised and assessed practice teaching placement completed as part of a teacher education program and supervised by the program provider.

Registration Appeals Committee

A committee that reviews the request of an applicant who has been denied membership with the College or a member who has terms, conditions and limitations placed on their certificate. It is comprised of three members of the College and three non-members. A roster of eligible panellists is

also maintained to support the work of the Committee by serving on panels. Staff involved in the original decision are not involved in the Registration Appeals Committee decision.

Teachers' Qualifications Regulation

The Ontario legislation that sets out the requirements for teacher certification.

Schedule A

Subjects from the Teachers' Qualifications Regulation that are related to Intermediate and Senior Divisions and based on the Ontario curriculum for general education in secondary schools.

Schedule B

Subjects from the Teachers' Qualifications Regulation that are related to Grades 9 and 10, and Grades 11 and 12, and are based on Ontario curriculum for technological education in elementary and secondary schools.

Schedule C

One-session Additional Qualifications courses that expand knowledge and skills in design and delivery of specific programs. They also prepare teachers for specific roles. Schedule C courses may be used to fulfill the complementary education course requirement.



**Ontario
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Ontario's Teaching Regulator

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