

CHECKLIST: PRE-HEARING CONFERENCE

Pre-hearing Conference: An off the record discussion held before a hearing and facilitated by an experienced member of the Discipline Committee or Fitness to Practise Committee or Roster (the Presiding Officer), that is meant to help the parties narrow the issues that are in dispute and possibly reach an agreement on some or all parts of the hearing. To ensure that the parties speak freely during the Pre-hearing Conference, the Presiding Officer will not be part of the panel that eventually hears the case, unless the parties agree otherwise.

Preparing for a Pre-hearing Conference

- Review Rule 6 of the [Rules of Procedure of the Discipline Committee and Fitness to Practise Committee](#).
- Read the College's [Practice Direction for Electronic Proceedings](#). College hearings, including motions, typically happen through videoconference.
- Read the Notice of Hearing which includes the allegations against me.
- Complete a technology set up with the Tribunals Office.
 - Tribunals staff will reach out to conduct a quick tech set up in advance of the hearing date if I am participating in my hearing.
- Consider the following issues in relation to my case and be prepared to discuss:
 - Whether I am willing to admit any of the allegations in the Notice of Hearing;
 - Whether I agree with the College on any facts alleged or evidence to be presented in the proceeding;
 - Whether I agree with the College about any other issues in the proceeding (e.g. admissibility of evidence, appropriate penalty, etc.);
 - Whether I have received all necessary information from the College;
 - Whether I intend to present any documents in my defence;
 - Whether I intend to testify in my defence;
 - How many witnesses I would like to testify on my behalf;
 - How many days I require to present my evidence at the hearing; or
 - Any other matter that may help the hearing proceed fairly and quickly.
- Receive and review the College's Pre-hearing Conference Memorandum.
- Prepare a Pre-hearing Conference Memorandum using the [Form 6A](#).

- Consider whether there are any other additional documents I wish to rely on at the Pre-hearing Conference.
- Email College Counsel the Pre-hearing Conference Memorandum and any other supporting documents at least 10 days before the scheduled pre-hearing date.
- File proof of providing College Counsel with my Pre-hearing Conference Memorandum and any other supporting documents with the Tribunals Office at least 10 days before the scheduled pre-hearing date.
- File my Pre-hearing Conference Memorandum and any other supporting documents with the Tribunals Office at least 10 days before the scheduled pre-hearing date.
- Have my calendar available during the Pre-hearing Conference in the event that dates are required to be set.

Following a Pre-Hearing Conference

- Receive and read the Presiding Officer's Report.
- Comply with the directions and orders set out in the Presiding Officer's Report.

Additional Resources

- [Tribunals Glossary](#)
- [Tribunals Book of Authorities](#)

FAQS

- [Who should a member speak with if they need an accommodation for their hearing?](#) (See also Language of Hearings and Right to Use French, [Rule 4.04](#))
- [What are the technological requirements to attend a hearing?](#)
- [What happens during a hearing?](#)

Disclaimer

The information contained in this checklist should not be taken as legal advice and is meant to provide a general high-level overview of steps that self-represented Members can take to prepare themselves for their hearing. Additional steps may be required. Self-represented Members should carefully review the [Ontario College of Teachers Act, 1996](#), [Rules of Procedure of the Discipline Committee and of the Fitness to Practise Committee](#) and the [Tribunals Book of Authorities](#) to prepare themselves for their hearing.