



## Application for Equivalent Standing for Principal's Qualifications Part 1 and/or Part 2

### Section A – Self Assessment

This information is intended to help you determine whether you should pursue this request for equivalent standing. Please complete all areas of this form.

**Please note: Equivalent standing is only for teacher education coursework completed at an approved teacher education institution outside of Ontario**

**My courses (or course):**

were completed at

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(NAME OF INSTITUTION)

as part of an approved teacher education program

were in addition to my initial teacher education program required for certification

consisted of at least 125 hours

no more than 35 hours of that instruction used an online or distance education method of interaction

contained aspects of knowledge, abilities, skills and practice described in the Principal's Qualifications guideline found on our website at [oct.ca](http://oct.ca) → [Members](#) → [Additional Qualifications](#) → [Schedules and Guidelines](#) → [Principal's Qualification Program](#)

#### If applying for Part 2:

consisted of a minimum of 60 hours of experiential learning as part of a Leadership Practicum, as described in the PQP guideline found on our [website](http://oct.ca) at [oct.ca](http://oct.ca) → [Members](#) → [Additional Qualifications](#) → [Schedules and Guidelines](#) → [Principal's Qualification Program](#)

OR

if my program did not include 60 hours of experiential learning as part of a Leadership Practicum, I was employed for at least one year in which I demonstrated successful leadership experience as a qualified principal in a school administering elementary or secondary education. This experience must be attested to by a supervisory official.

I also confirm that:

- I hold an acceptable postsecondary degree.
- I am a member in good standing of the Ontario College of Teachers and hold a Certificate of Qualification and Registration.
- I have qualifications in Intermediate division or Technological Education for Grades 9 and 10 and any two of:
  - the Primary division,
  - the Junior division, and
  - either Senior division or Technological Education for Grades 11 and 12.
- In support of my application for Principal's Qualification, Part 1, I have completed five years of successful teaching experience in a school providing elementary or secondary education, certified by a supervisory official.

**Please select one scenario:**

I have a master's degree composed of a minimum of 30 graduate postsecondary credits in addition to those required for initial certification

**Or**

30 graduate postsecondary credits in addition to those required for initial certification

**Or**

a doctorate

**Or**

two specialist qualifications (that is, three-part Specialist or Specialist Qualification for Teaching Students Who are Deaf or Hard of Hearing or Honour Specialist qualifications). Effective September 30, 2011, qualifications in three subjects from Schedule F is deemed to be equivalent to one specialist or honour specialist qualification for the purposes of admission into Principal's Qualification, Part 1

**Or**

one Specialist or Honour Specialist qualification and half of the requirements for a master's degree – a minimum of 15 graduate postsecondary credits. The graduate postsecondary credits must have been in addition to those required for initial certification.

- I have arranged for an official transcript of the course(s) for which equivalent standing is being requested to be sent directly from the institution named above to the Ontario College of Teachers.
- I have submitted a detailed syllabus for each (of the) course(s) to be considered for equivalent standing.
- I have enclosed a fee of \$49 for each equivalency assessment requested. This fee is non-refundable.
- I have reviewed the Principal's Qualifications guideline found on the College website at [oct.ca](http://oct.ca) → [Members](#) → [Additional Qualifications](#) → [Schedules and Guidelines](#) → [Principal's Qualification Program](#), and my course(s) match(es) this guideline.

If you did not check (✓) all of the above boxes, your courses may not meet the equivalent standing criteria and it is unlikely that your request will be granted.

## Section B – Personal Information

COLLEGE REGISTRATION NUMBER	LAST NAME		
FIRST AND MIDDLE NAMES	EMAIL		
ADDRESS LINE 1	ADDRESS LINE 2		
APT.# / UNIT # / P.O. BOX / RR#	CITY	PROVINCE	POSTAL CODE / ZIP CODE
COUNTRY	PRIMARY PHONE	SECONDARY PHONE	

## Section C – Course(s) to be considered for equivalent standing

### COURSE #1

NAME OF COURSE(S)	COURSE CODE(S)
DEGREE / PROGRAM	DATE OF COMPLETION (DD/MM/YY)
NAME OF INSTITUTION	
INSTITUTION ADDRESS	

### COURSE #2

NAME OF COURSE(S)	COURSE CODE(S)
DEGREE / PROGRAM	DATE OF COMPLETION (DD/MM/YY)
NAME OF INSTITUTION	
INSTITUTION ADDRESS	

Name the qualification(s) for which you are applying for equivalent standing:

- Principal's Qualification, Part 1 Fee \$49
- Principal's Qualification, Part 2 Fee \$49

Total fee required (non-refundable) \$ \_\_\_\_\_

Please submit proof of at least five years of successful teaching experience for Principal's Qualification, Part 1 equivalency by completing the Statement of Successful Teaching Experience form found on our website at [oct.ca](http://oct.ca) → [Members](#) → [Resources](#) → [Forms](#) → [Statement of Successful Teaching Experience](#). Please ensure that it is signed by the appropriate supervisory official.

### AND/OR

If you are applying for Principal's Qualification, Part 2 equivalency and have not completed a supervised practicum of at least 60 hours as described in the Principal's Qualification program, please submit proof that you were employed for at least one year in which you demonstrated successful leadership experience as a qualified principal in a school administering elementary or secondary education. This experience must be attested to by a supervisory official. Please use the attached *Statement of Successful Experience as a Qualified Principal* form.

### Incomplete applications will not be processed.

If you require further information, visit our website at [oct.ca](http://oct.ca), email us at [info@oct.ca](mailto:info@oct.ca) or call Client Services at 416.961.8800 or toll-free in Ontario at 1.888.534.2222.

SIGNATURE

DATE (DD/MM/YY)

Please either enter a digital signature or print, sign and date this form before sending it back to the College.

## Section D – Payment

If paying by cheque or money order, please make it payable to **Ontario College of Teachers**, attach it to this form and mail to:

Membership Services  
Ontario College of Teachers  
101 Bloor Street West  
Toronto ON M5S 0A1

**Please include \$49 for each AQ equivalency assessment requested. Post-dated cheques are not accepted.**

To pay by credit card, please visit the [e-Services](#) section of our website at [oct.ca](http://oct.ca) → [Members](#) → [E-Services](#).