



Request to Update Registry Information

Please allow 30 days to process your request.

Do not use this form to report recently completed Additional Basic Qualification or Additional Qualification courses. That information comes to the College from the course provider and you will be notified by email once the qualification is added to your record.

Please print clearly to complete this form, sign it and mail or fax it with required documents to:
Membership Services, Ontario College of Teachers, 101 Bloor Street West, Toronto ON M5S 0A1 /
Fax 416.961.8822

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

BUSINESS TELEPHONE

LANGUAGE PREFERENCE (PLEASE SPECIFY)

English

French

CHANGING PERSONAL INFORMATION

- Home, email address and employer information
(can also be updated via the member account at oct.ca/members)

If you need to update your name, provide copies by mail of one or more of the following documents that provide proof of your former and current names:

- Birth certificate
- Legal change of name document
- Certificate of baptism if born in Quebec (prior to January 1994) or Newfoundland and Labrador
- Change of name certificate

If your name changed either as a result of marriage or a legal name change, provide a photocopy of one of these documents:

- Canadian marriage certificate
- Foreign marriage certificate (must be translated into French or English. Please visit oct.ca → **Becoming a Teacher** → **Requirements** → **Document Translation** for more information)

I certify that the information provided on this form and on the following pages is true.

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.

INCORRECT INFORMATION

CORRECT INFORMATION

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CHANGING INFORMATION ABOUT DEGREES / PROGRAM OF TEACHER EDUCATION/ AND OR TECHNOLOGICAL QUALIFICATIONS

If you wish to correct the date your degree was conferred, or include an Honours designation, please provide a photocopy of the original degree transcript / copy of the degree scroll and circle/mark the changes you wish to have made.

To update the degree or the name of the granting institution, you must arrange to have the granting institution forward the transcript directly to the College.

Technological Qualifications:

- to add a trade certificate/certificate of apprenticeship, license, registration or other form of official recognition that was issued by a regulatory authority, please send a photocopy.
- to add a certificate, diploma or advanced diploma that was issued by an acceptable post-secondary educational institution, please arrange for an official transcript to be sent directly to the College.

Please note that we will only add the documents listed above to your certificate if it was a requirement for the technological education qualifications you hold.

The name of your credential will appear on your record in the language of the original document.

INCORRECT INFORMATION

CORRECT INFORMATION

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- **If a degree has not been listed on your certificate**, contact the Registrar’s office of the granting institution and arrange for them to send, directly to the College, an official transcript bearing the Registrar’s seal and signature, noting the date the degree was conferred.
- **Transcripts issued to students and photocopies are not acceptable.**
- Do not return your incorrect Certificate. You can print an updated copy of your certificate from the member account of our web site at oct.ca → [Members](#).

ADDING A QUALIFICATION EARNED IN ONTARIO

If your certificate is missing a qualification that you think should appear, list the course, the institution and the date completed. The College will verify the information with the institution before adding the course to your Certificate of Qualification and Registration.

Add or update qualifications

INCORRECT INFORMATION

CORRECT INFORMATION

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