



Ontario
College of
Teachers

Ordre des enseignantes
et des enseignants
de l'Ontario

Registration Appeals Committee Guidelines for Oral Presentations

*Registration Appeals Committee shall
at the applicant is given an opportunity to
examine and make written submissions on
documents that the Committee intends to
making its decision on the application.*

*cept as provided by section 20 and this s
e Registration Appeals Committee need
hearing or afford to any person an oppor
bmissions before making a decision on
ection under this section.*

*e Registration Appeals Committee s
cision under this section in writing
shall serve the person*

Oral Presentations to the Registration Appeals Committee

These guidelines are intended to help applicants or members who are seeking a review of the Registrar's decision about their certificate of qualification and registration and who would like to make an oral presentation to the Registration Appeals Committee (the "Committee").

Please read these guidelines in conjunction with the *Guide to the Registration Appeal Process* (the "guide") at oct-oeeo.ca/xh6h4m. These guidelines only apply to oral presentations to the Committee. They do not apply to hearings or to the taking of oral evidence at a hearing.

The Request for an Oral Presentation

- 1.1 Parties to the appeal are you (or your representative) and the College representative.
- 1.2 The Committee does not need to hold an oral presentation. Typically, the Committee makes its decision based on documents you and the College provide.
- 1.3 You must submit a *Request for Review* form along with the appeal fee. Please visit oct-oeeo.ca/3r392t to complete the form online and pay the fee.

The *Request for Review* form must:

- be received within the prescribed timelines (see the guide)
- indicate the preference for an oral presentation
- indicate the preferred language for the oral presentation (English or French)

The College is committed to provide accessible customer service for persons with disabilities. Please indicate any accommodation needs you may have. You can find more information at oct-oeeo.ca/xa29vz.

- 1.4 The request for an oral presentation is considered on an individual basis and the Committee will inform you of its decision in writing.
- 1.5 Where the guidelines refer to a number of days, it refers to calendar days, including weekends and statutory holidays. For example, if you have to respond within 10 days of receiving a document, the day you received it does not count. Therefore, if you received a document on May 1st, the first day of the 10 day period is May 2nd. The deadline includes the last day unless it lands on a weekend or a statutory holiday. Then, the next business day is considered the last day.

Format of the oral presentation

- 2.1 A presentation to the Committee can only be made in association with and in respect of a review as defined in the *Ontario College of Teachers Act*.
- 2.2 In a presentation to the Committee, the College will be represented by the Deputy Registrar and/or a designate.
- 2.3 At the request of the Chair of the Committee, independent legal counsel and appropriate Committee support staff will be made available to the Committee.
- 2.4. You may request to have a representative (for example a friend, family member or legal representative) to act or speak on your behalf during the oral presentation. If so, you will need to identify the proposed person and inform the Committee no later than when the presentation date is confirmed. If you are represented, you will not be able to address the Committee. However, you may attend the presentation in the event the Committee wishes to ask you questions.

You may also ask to invite another person for moral support. These requests are considered on a case-by-case basis. You must let the Committee know the name of the person and your relationship to them at least 20 days prior to the presentation. The Committee will inform you, in writing, of its decision. If granted, the individual may not address the College representative or the Committee.

- 2.5 The Committee will offer a date and time for your presentation, based on its existing meeting schedule.
- 2.6 Presentations will take place in person at the offices of the College.
- 2.7 In certain circumstances, the Chair of the Committee may decide that the presentation occur via teleconference, videoconference or by other electronic means.
- 2.8 If you cannot attend the presentation but wish to attend via teleconference or video conference, you must submit your written request, with reasons, to the Committee at least 20 days prior to the presentation and indicate what electronic means you would like to use. The Committee will inform you, in writing, of its decision.
- 2.9 You are responsible for any costs incurred and associated with the preparation for and making of the presentation such as travel, accommodations, teleconference, or video conference.
- 2.10 You may ask to present in English or French. Generally, the chosen language (for the presentation and all communications, including the Committee's decision) should reflect the language of the documents included in the College's application file. When an appeal file contains documents in French or in both languages, a panel of bilingual members will be assigned to review your appeal.
- 2.11 The Chair may use supplementary guidelines to facilitate a presentation or to explain or clarify these rules.

How to prepare for an oral presentation

- 3.1 You are responsible for demonstrating that you satisfy the registration requirement for certification or that the terms, conditions and limitations imposed on your certificate should be removed or modified.
- 3.2 You must state clearly why you are appealing the Registrar's decision, and what you want the Committee to decide. You should refer specifically to the type of orders that the Committee may make.
- 3.3 An oral presentation is based on the submissions and material submitted by you and the College. All materials and submissions must be provided by both parties according to instructions and timelines as set out in the guide.

- 3.4 PowerPoint presentations or any other type of presentation software supporting slides, text, images or graphics will not be allowed during an oral presentation. This rule may not apply to a person with a disability requesting accommodations at an oral presentation. The written request, with reasons, must be provided to the Committee at least 20 days before the scheduled presentation and indicate what type of presentation software you would like to use. The Committee will inform you, in writing, of its decision.
- 3.5. In accordance with the guide, you will receive a final appeal package, including all documents received since you applied and any additional documents received in the appeal process. You, the College and the Committee members will receive the same appeal package at least 10 days before the presentation.

What happens during the oral presentation

- 4.1 Presentations are not open to the public.
- 4.2 If you fail to attend a scheduled presentation, the Committee may proceed with the review based only on the submitted written materials included in the appeal package.
- 4.3 Unless directed otherwise by the Committee's chair, the parties must respect the following rules:
 - you and the College representative will have 30 minutes to present
 - the College representative will go first, followed by you or your representative. You are entitled to attend to hear the presentation made by the College.
 - only you or your representative and the College representative will be allowed to present and answer questions
 - to ensure procedural fairness, the Committee may not consider documents that have not been submitted within the timelines as per the guide
 - both parties must bring a copy of the appeal package and should refer to the page numbers to ease all participants' reference and understanding. You may bring a laptop to access your file in place of a paper copy.
- 4.4 An oral presentation is not a hearing. As such, the parties cannot question each other during the presentation.
- 4.5 Proceedings of presentations will be recorded.
- 4.6 After their presentations, both parties will be excused to allow the Committee to determine if it has any specific questions or requires clarification. If so, both parties will be invited to return at the same time to enable both parties to hear the questions or clarifications.
- 4.7 The parties will not be permitted to ask questions of the Committee.

What happens after the oral presentation

- 5.1 Following the presentations, the Committee will deliberate on the review. The deliberations are not open to the public and are not recorded.
- 5.2 If required, the Committee may adjourn the deliberations if it requires more information from you, the College or a third party. The Committee will adjourn the deliberations and direct the Committee's support staff to inform in writing the parties or third party of the request for additional information and will indicate the timeframe in which the Committee wishes to receive the information.
- 5.3 Any response received will be shared with the parties who will have an additional delay to make written submissions on any new information provided to the Committee. The Committee will resume its deliberations following the receipt of the required information within the timeline or once the deadline is reached.
- 5.4 The Committee's written decision with reasons will be provided to you and the College via email.



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