



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 the College website at oct.ca → [About the College](#). 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

As of January 1, 2022, new legislation made it mandatory for all teacher applicants and Ontario Certified Teachers to successfully complete the College's sexual abuse prevention program (SAPP).

The program complements existing College resources on professional conduct and is a proactive step toward strengthening the profession by better protecting the safety and well-being of students.

How does this affect you?

All Ontario Certified Teachers who are in Good Standing must successfully complete the Sexual Abuse Prevention Program

Notation

A notation indicating whether the program is “complete” or “to be complete” will be applied to certificates and the public register.

If you do not complete the sexual abuse prevention program by your applicable deadline, your notation will change from “to be complete” to “incomplete.”

The program is offered online at no cost. Please visit oct.ca → [Becoming a Teacher](#) → [Requirements](#) → [Sexual Abuse Prevention Program](#) to learn more.

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 per cent focused on education foundations (i.e. the history, philosophy and psychology of education)
- 20 per cent focused on teaching methods suitable for two teaching qualifications in Ontario (i.e. how to teach students in particular grades or subjects)
- 20 per cent in practice teaching – a minimum of 80 days of practice teaching supervised by the program provider
- 50 per cent in any other areas of education to support methodology coursework, such as classroom management, how to use research data and new technology, supporting students with special learning needs and those from diverse communities.

Your teacher education program must be academic, not employment-based and completed at the postsecondary level. The College accepts distance education programs provided that they included a face-to-face practicum. 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 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 list on page 12) 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 (Schedule B):

- 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 academic, not employment-based • be completed at the postsecondary level • lead to certification or authorization to teach in the jurisdiction where you completed the program. 	<ul style="list-style-type: none"> • be academic, not employment-based • be completed at the postsecondary 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)	20 days (100 hours)
Methodology	Two teaching qualifications	One teaching qualification

Fulfilling Certificate Conditions

Fulfilling the conditions on your Certificate

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 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 (oct.ca → Members → Additional Qualifications → Schedules and Guidelines → Schedule C).• Find an approved provider of Additional Qualification courses, by using our search engine Find an AQ (oct.ca → Members → Find an AQ).• Inform the College. Please complete and submit the Consent Form for fulfilling Complementary Education conditions. (See link at oct.ca/members/fulfilling-certificate-conditions). You may send the completed form via email attachment, fax or mail. <p>Note: Schedule C courses or equivalent may be used to fulfill the complementary education course condition and if used, it 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**

A condition to complete one or more Additional Basic Qualification (ABQ) course(s)

- Successfully complete one or more ABQ course(s), 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 ([oct.ca](#) → [Members](#) → [Additional Qualifications](#) → [Schedules and Guidelines Schedule A](#)).
- Find an approved provider of Additional Qualification courses, by using our search engine Find an AQ. (See link at [oct.ca](#) → [Members](#)).

Note: Only Primary, Junior, Schedule A or Schedule B courses may be used to fulfill the ABQ course requirement.

A condition to complete a practicum or equivalent teaching experience

- Successfully complete a practicum related to the qualifications on your certificate from an Ontario faculty of education ([oct.ca](#) → [Becoming a Teacher](#) → [Requirements](#) → [Teacher Education Program Providers](#)).

OR

- 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.
-

If you have completed coursework at an acceptable teacher education institution outside of Ontario, the following information will help you determine whether you should pursue a request for equivalent standing for coursework in complementary education.

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

Once you have completed the coursework at an acceptable teacher education institution, you should 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 condition(s).

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 condition(s) of complementary education.

If you have questions about fulfilling conditions, please visit our [website](#), or contact us at help.oct.ca→[Ask a Question](#).

Please check your [certificate](#) (oct-oeeo.ca/certificate) for the expiry date, and review the email that confirmed your licence to teach was approved. This letter 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 practicum or teaching experience was not received.

Information Sessions: We're Here to Help

The College offers monthly information sessions for newly certified teachers. During these sessions, College staff will provide information on the following topics:

1. understanding your certificate of qualification and registration and conditions
2. adding qualifications to your certificate
3. services and information offered by the College including the website and the College library.

If you wish to attend a session, you can register by sending an email to info@oct.ca. The email should include the title of the session, Newly Certified Information Session, your College registration number and the date of the session.

Registration Appeals Process: You Can Appeal the Registrar's Decision

You can appeal to the Registration Appeals Committee if the Registrar has placed terms, conditions or limitations on your certificate. Five members of the College Council sit on the committee, three of whom are elected by the profession and two who are provincial government appointees.

The request for a review (oct.ca → [Becoming a Teacher](#) → [Applying](#) → [Appealing Registration Decisions](#)) must be in writing, using the College Registration Appeals application form. The form must be accompanied by a \$99 fee. To complete the form online and pay by debit card or credit card, please visit the e-Services section of our website at oct.ca. Members with conditions may appeal at any time.

Appeal to a Higher Authority?

All parties involved in the review by the Registration Appeals Committee, including the member or the Registrar, may appeal the decision of the committee 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. Your participation in the course will ensure that you are well prepared to teach the current Ontario curriculum in today's classrooms.

I have been directed to complete one or more full courses in complementary education. What kind of course should I complete?

Schedule C courses or equivalent may be used to fulfill the complementary education course condition and if used, it will not appear on your certificate. For information on equivalent standing for coursework in complementary education, please see page 7.

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/practicum for my evaluation, can I submit this information now?

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

What is acceptable teaching experience to fulfill my practicum requirement?

To fulfill your practicum 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 or a letter from the school where you taught, signed by the principal. The letter must be on official letterhead. (See the link to the Statement of Successful Teaching Experience form at [oct.ca → Members → Forms](https://www.oct.ca/en/members/forms)).

Does experience from teaching in a private school count?

The College will recognize teaching experience from a private school that is recognized by the Ministry of Education.

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, please see page 7.

Once you have completed the coursework at an acceptable teacher education institution, you should 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 condition(s).

Please note that 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 condition(s) 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 on this process and the fees, please see our website at oct.ca → [Members](#) → [Members](#) → [E-Services](#) → [Forms](#) → [Request for Release of Personal Information](#).

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. Please read this information carefully to determine which scenario applies to you:

If you have a condition to pass the Ontario Mathematics Proficiency test, you will have until the expiry date listed on your [certificate \(oct-oeeo.ca/certificate\)](https://oct-oeeo.ca/certificate) to successfully pass the test. Your certificate will expire if you pass the test by this date and there will be no extensions.

If you pass the test by the expiry date listed on your certificate and still have conditions to fulfill, your certificate will be valid for five years from your initial certification date. You must fulfill your conditions within this time and they will be removed as you do so.

You can request a one-time, one-year extension before your certificate expires. Please note this extension **does not** apply to the Ontario Mathematics Proficiency Test condition.

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 \(oct-oeeo.ca/conditions\)](https://oct-oeeo.ca/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 a member of the College, nor will you be eligible to teach in Ontario's publicly funded schools. You will need to re-apply 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. To teach, your status must be in Good Standing, which is maintained by paying the annual membership fee.

Schedule A

Teaching Subjects for the Intermediate and Senior Divisions in General Education

Anglais (for teaching in French-language schools only — not offered in English)	Geography
Business Studies — Accounting	Health and Physical Education
Business Studies — Entrepreneurship	History
Business Studies — General	International Languages
Business Studies — Information and Communication Technology	Law
Classical Studies — Greek	Mathematics
Classical Studies — Latin	Media Arts
Computer Studies	Music — Instrumental
Dance	Music — Vocal
Dramatic Arts	Native Languages
Economics	Studies
English (not offered in French)	Philosophy
Environmental Science	Politics
Family Studies	Religious Education in Catholic Schools
First Nations, Métis and Inuit	Science — Biology
Français (for teaching in french-language schools only — not offered in English)	Science — Chemistry
French as a Second Language (not offered in French)	Science — General
	Science — Physics
	Social Studies — General
	Visual Arts

Schedule C

Qualifications

Action Research	Mathematics, Grades 7 and 8
Adapting Curriculum for Second-Language Learners	Mentoring
Adapting Curriculum for the Catholic School System	Occasional Teaching
Adult Education	Orientation to Teaching in Ontario
Alternative Education	Outdoor Experiential Education
Arts, Grades 7 and 8	Pre-School Education for Children Who Are Deaf or Hard of Hearing
Associate Teaching	Safe and Accepting Schools
Classroom Management	Science and Technology, Grades 7 and 8
Education Law	Special Education for Administrators
Environmental Education	Student Assessment and Evaluation
First Nations' School Leader Program: Leadership	Teaching and Learning Through e-Learning
First Nations' School Leader Program: Supporting Indigenous Learning and Holistic Well-Being	Teaching Cayuga
Français — 7 ^e et 8 ^e année (for teaching in French-language schools only — not offered in English)	Teaching Combined Grades
Geography, Grades 7 and 8	Teaching Cree
Health and Physical Education, Grades 7 and 8	Teaching First Nations, Métis and Inuit Children
History, Grades 7 and 8	Teaching Inuktitut
Integrated Arts	Teaching Lenape
Language, Grades 7 and 8 (for teaching in English-language schools only — not offered in French)	Teaching LGBTQ Students
	Teaching Michif
	Teaching Mohawk
	Teaching Ojibwe
	Teaching Oji-Cree
	Teaching Oneida

Teaching Onondaga

Teaching Seneca

Teaching Tuscarora

Teaching in a French Immersion Setting
(For teaching in English-language schools
only — not offered in French)

Teaching in the Catholic School System

Teaching Students with Behavioural Needs

Teaching Students with Communication
Needs (Autism Spectrum Disorders)

Teaching Students with Communication
Needs (Learning Disability)

Teaching Students with Communication
Needs (Speech and Language)

Teaching Students with Intellectual Needs
(Developmental Disability)

Teaching Students with Intellectual Needs
(Giftedness)

Teaching Students with Intellectual Needs
(Mild Intellectual Disability)

Teaching Students with Multiple Needs

Teaching Students with Physical Needs

Use and Knowledge of Assistive Technology

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, and curriculum and instruction and are related to specific grade levels (divisions) in Ontario. The courses enable certified teachers to add to what they are already qualified to teach.

Additional Qualification (AQ)

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

Dates show when the member successfully completed the qualification courses.

Approved Provider

Institutions approved by the College to offer Additional Qualification courses.

Terms, conditions and limitations

These are placed on a certificate and are either (1) additional requirements that must be completed within a specific timeframe, or (2) restrictions on a member's practice.

Course in complementary education

This means that members 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

Ontario has a Divisional Court. If an applicant is not satisfied with the decision of the Registration Appeals Committee they can appeal to this provincial court.

Enhanced Teacher Education Program

The four-semester program has a practicum of 80 days and includes an enhanced focus in areas such as special education, how to teach using technology, and diversity. The enhanced teacher education program requirements for certification took effect on September 1, 2015.

Expiry date

Please make sure that you fulfill the condition(s) on your certificate before it expires. Should your certificate expire, you will be required to complete the conditions prior to reapplying to the College.

Faculties or schools of education

Faculty within a postsecondary institution offering undergraduate and graduate programs in the field of education.

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.

Practicum, 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 appeal 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 five members of the College's Council. 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. This document can be viewed on the College's website at oct.ca → [About the College](#).

Schedule A

The list of subjects from the Teachers' Qualifications Regulation that are related to Intermediate and Senior Divisions and reflect the Ontario curriculum for general education in secondary schools.

Schedule B

The list of subjects from the Teachers' Qualifications Regulation that are related to Grades 9 and 10, and Grades 11 and 12, and reflect the Ontario curriculum for technological education elementary and in secondary schools.

Schedule C

One-session Additional Qualifications courses extend teachers' knowledge and skills in design and delivery of specific programs. They also support professional practice by preparing 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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