



Memo

Date: April 27, 2020
To: Additional Qualification Providers, Deans and Directors, Ontario Faculties of Education
From: Linda Zaks-Walker, Director of Membership Services
Subject: **Additional Qualification (AQ) Candidate Admission and Reporting**

This replaces previous College memos dated January 25, 2005, December 12, 2008, April 19, 2016 and March 3, 2020, and specifically addresses a change in the admission of recent Ontario graduates to Additional Qualifications courses.

AQs are intended for members of the Ontario College of Teachers, including individuals who are certified with conditions. Recent Ontario graduates and others may be admitted to AQs, but providers should be aware of specific requirements and limitations.

Providers encounter a variety of applicants for AQs, and should note the following:

Teacher Candidates Currently Enrolled in Programs

AQ courses are not to be completed by teacher candidates who are enrolled but have not yet successfully completed an Ontario accredited pre-service teacher education program.

Recent Graduates

Recent graduates of accredited teacher education programs in Ontario who seek admission to AQs that are offered during intersession are eligible for admission to an AQ program offered by a faculty of education as follows:

- after the candidate has successfully completed all of the graduation components for their initial teacher education program, and the College has received a report from the Dean or Director, and
- after the candidate started the registration process to become a member of the College.

In order to confirm the above, please request a copy of the candidate's OCT online application document status page. The confirmation of the received report from the Dean or Director will read as "Report from Faculty – Complete".

In light of the COVID-19 pandemic and the disruption to services, the College has revised its practice of requiring recent graduates of an accredited Ontario teacher education program to be certified members of the College, in good standing, before the end of the course. A qualification will be awarded provided that:

- The candidate was admitted to the additional qualification as per the admission requirements noted above
- The candidate completes their application and becomes a member of the College in good standing within two years from the date of application for licensure. The two year timeframe is in keeping with the College practice that an application is valid for two years from the date of the completed application.

Upon completion of the course, providers must still report all students who have completed the course, and the date they completed the course, to the College. As the file is reviewed, if the application for certification is still valid, the AQ will be awarded.

For those who are not certified members of the College, in good standing, before the end of two years from the date of application to the College for licensure, the AQ will be considered by the College to have been taken for personal professional learning purposes and will never appear on the member's Certificate of Qualification and Registration. Providers should ensure that course participants are aware of this requirement.

Providers may be contacted for further information if the date of completion of the course is unclear.

Members with Transitional Certificates

College members holding a Transitional Certificate of Qualification and Registration (TCQR) are not eligible to take AQ courses until they have successfully completed the final session of their program, including all practice teaching. The qualification can only be reported if the member holds a General Certificate of Qualification and Registration before completing the course.

Members wishing to convert their TCQR to a CQR in order to complete an AQ are required to arrange for a transcript and report from the faculty confirming completion of their program. As these documents are not subject to any disruption in service, members holding TCQRs are not included in the change of practice described above related to individuals who have completed a program of professional education in Ontario and must provide all of the documentation required for initial certification.

Members Who are Certified with Conditions to complete complementary education coursework

Members with conditions to complete one or more courses in complementary education are eligible to take Schedule C courses. Members must [inform the College in writing](#) whether the course will be used to satisfy a condition or whether they wish to have the AQ recorded on their certificate. At the completion of the course, providers must report all those who have completed the course to the College. The College will then determine whether the course will appear on the certificate. Providers are advised that unless candidates have repeated the course, they must only be reported once to the College.

Members with conditions to complete one or more Additional Basic Qualification (ABQ) course(s) may enroll in Primary, Junior, Schedule A or Schedule B courses to fulfill the ABQ requirement. At the completion of the course, providers must report all those who have completed the course to the College. Provided the member meets all eligibility criteria, the ABQ will be awarded and recorded on the member's certificate

Applicants Who Have Been Denied Certification

Ontario faculties of education may admit applicants who have been denied certification by the College and have been informed of the requirement to complete additional teacher education coursework (for example, ABQ course(s) or one or more full courses in education of their choice). If an applicant has been informed of the requirement to complete an ABQ course, the teaching qualification will be recorded on the certificate once all requirements for certification have been completed. If an applicant has been informed of the requirement to complete one or more full courses in education of their choice and choose to complete an ABQ or an AQ course, the qualification will not be recorded on the certificate as the coursework will be used towards satisfying minimum requirements for initial certification. When reporting completion of the course, providers should use the date of completion for the date of the report to the College

Former Members Who are Retired or Suspended

Providers may admit and report AQs for members who have a College member status of Retired or Suspended Non-Payment of Fees. However, providers should advise these members that the qualifications will not appear on their record until they are in good standing with the College.

Non-members

Providers can admit individuals who are not members of the College to AQ courses. However, they should make clear to non-members that they cannot be reported to the College for successful completion of the course at the time they complete it or later on should they become members of the College. The College advises providers to have these individuals sign a waiver acknowledging that they will not be reported upon completion of the course or at a later date should they become members.

For General Information

Prior to admission, or at the outset of the AQ course, please remind new Ontario faculty of education graduates that the qualification will only be reported if they have met the requirements identified in the section 'Recent Graduates'.

Providers are reminded to report individuals to the College only once, at the completion of the course, using the completion date of the course as the report date.

Providers are asked to check the public register at www.oct.ca -> [Find a Teacher](#), or the Employer's Area before reporting AQs for individuals other than 'Recent Graduates' to confirm that they are certified members in good standing. Please email employersarea@oct.ca for information on how to establish an account.

I hope this information is of assistance, and if you have any questions, please contact me at 416-961-8800, extension 410 (or toll-free in Ontario at 1-888-534-2222), or by email at lzakswalker@oct.ca.

Sincerely,

A handwritten signature in black ink that reads "Linda Zaks-Walker". The script is cursive and fluid, with the first name "Linda" and last name "Zaks-Walker" clearly distinguishable.

Linda Zaks-Walker
Director of Membership Services

MS/smb