

Certificates

Certificate of Registration

Your Certificate of Registration is issued only once – when you first register with the College. It provides proof of your registration with the College.

Certificate of Qualification

The Certificate of Qualification is your annual licence to teach in Ontario. The College updates and mails it to you each year after receiving your membership fee.

This certificate, which outlines your teaching qualifications, is separated into four sections: Degree(s), Program of Teacher Education, Basic Qualifications and Additional Qualifications.

Basic Qualifications (BQ) identify the school system divisions for which you have successfully completed studies in teaching methodology: Primary (Grades K-3), Junior (Grades 4-6), Intermediate (Grades 7-10) and Senior (Grades 11-OAC). Every Ontario teacher must be qualified in at least two consecutive divisions, for example, Primary/Junior. Junior/Intermediate teachers must also be qualified in at least one teaching subject from the list of academic subjects; teachers in the Intermediate/Senior division must be qualified in two teaching subjects.

Additional Qualifications (AQ) identify courses in education methodology or administration completed after pre-service training. If you complete an Additional Qualification course during the year, it will be listed on the Certificate of Qualification you receive the following year.

Adding Additional Qualifications

When you complete an Additional Qualification course, the faculty of education automatically sends confirmation that you have successfully completed the course to the College. This confirmation is known as the recommendation.

The College adds the Additional Qualification to your record and sends you an acknowledgement letter. You can use this letter, along with your current Certificate of Qualification, as official confirmation for employers, faculties of education, and Qualifications Evaluation Council of Ontario (QECO) and Ontario Secondary School Teachers' Federation Certification, who evaluate teacher's qualifications for salary purposes.

The Additional Qualification appears on your Certificate of Qualification the following year. If you prefer, you may request an updated certificate immediately. The fee for this service is \$25. It takes about two weeks.

Other Certificates

Some teachers have only partially fulfilled the requirements for certification to teach in publicly funded schools in Ontario, or are restricted in the subjects they can teach. The certificates of qualification issued to them are:

Certificate of Qualification (Limited)

A Certificate of Qualification (Limited) is issued to teachers who have completed the first part of the technological education internship program at Queen's University/Ottawa University or to teachers of native ancestry who have completed the first session of the teacher education program for Primary/Junior Divisions. It is valid for one year. After you have completed one year of teaching and the second session of the teacher education program, you are eligible for a Certificate of Qualification. If you cannot complete the year of teaching between sessions, the Certificate of Qualification (Limited) can be renewed.

Certificate of Qualification (Restricted)

A Certificate of Qualification (Restricted) is issued to teachers who have completed a one-year teacher education program for Dance, Native Language as a Second Language or Teaching the Developmentally Delayed. It means you are fully qualified to teach, but are restricted to teaching the subject named on your certificate.

Certificate of Qualification (Limited, Restricted)

A Certificate of Qualification (Limited, Restricted) is issued to teachers who have completed the first part of the teacher education program for Dance, Native Language as a Second Language or Teaching the Developmentally Delayed. It is valid for one year. After you have completed the teaching requirement and the final session of the teacher education program, you are eligible for a Certificate of Qualification (Restricted). If you cannot complete the year of teaching between sessions, the Certificate of Qualification (Limited, Restricted) can be renewed.

Interim Certificate of Qualification

The Interim Certificate of Qualification is issued to teachers trained outside Ontario who meet the academic and professional qualification requirements. Teachers trained in Canada but outside Ontario may be issued an Interim Certificate of Qualification directly on application. Teachers trained outside Canada are first issued a Letter of Eligibility with which they may seek employment. Upon a written offer of employment as a teacher, they are issued an Interim Certificate of Qualification. It is valid for six years.

Interim Certificate of Qualification with Conditions

The Interim Certificate of Qualification with Conditions is issued to teachers trained outside Ontario who are certified elsewhere and meet the requirements for registration with the exception of having two teaching subjects in the Intermediate/Senior division. It is valid for six years.

Converting an Interim Certificate to a Certificate of Qualification

Teachers with an Interim Certificate of Qualification must complete 10 months of successful teaching in Ontario in order to apply for a Certificate of Qualification. You must complete your teaching experience in classes for which you are qualified or for which a Temporary Letter of Approval has been granted. Teachers wanting to convert an Interim Certificate of Qualification with Conditions must also meet this condition.

Two hundred days or 1,000 hours of relevant, successful part-time or occasional teaching may be considered equivalent to 10 months or one year of full-time teaching. Successful teaching in six evening or summer credit courses may also be considered equivalent.

To convert an Interim Certificate after you have completed your teaching requirement, fill in an Application for Conversion of an Interim Certificate of Qualification to a Certificate of Qualification. A copy of the form was sent with your Interim Certificate, or you can call the College for one. A Statement of Successful Teaching Experience (also supplied with your Interim Certificate of Qualification), filled out by the relevant academic supervisory officer for each of your teaching assignments, must accompany your application.

To find an academic supervisory officer to fill out a Statement of Successful Teaching Experience, if you have completed your experience in:

- a publicly funded school, contact your school board
- a private school, contact Field Services Branch, Ministry of Education, Mowat Block, 900 Bay Street, Toronto ON M7A 1L2
- a provincial school, contact the school's supervisory officer
- a school run by a band council or a Native education authority or the Department of Indian Affairs and Northern Development, contact Field Services Branch, Ministry of Education, Mowat Block, 900 Bay Street, Toronto ON M7A 1L2.

Please keep a copy of these documents for your records and send the original to the College. There is no fee for converting an Interim Certificate of Qualification to a Certificate of Qualification.