

Registration Guide

Requirements for Becoming a Teacher of
a Native Language in Ontario



Ontario
College of
Teachers
Ordre des
enseignantes et
des enseignants
de l'Ontario

Registration Guide for becoming a Teacher of a Native Language

To teach in Ontario's publicly funded elementary and secondary schools, you must be a member in good standing of the Ontario College of Teachers. The College is the self-regulatory body for Ontario's teaching profession. It is our responsibility to ensure that everyone who is licensed to teach in this province is qualified.

If you are fluent in Anishinaabek, Mushkegowuk, Onkwehonwe or Lenape and wish to teach in Ontario schools, you need to complete a teacher education program designed specifically to prepare teachers of a native language. The education program for becoming a teacher of a native language is designed to be completed in multiple sessions.

Under the provisions of the *Ontario College of Teachers Act* and its regulations, applicants with certification in another Canadian province or territory will be assessed as labour mobility applicants.

Summary of Documents

You must submit

- 7 Copy of proof of identity
- 8 Original Canadian criminal record check report

If applicable, you must also submit

- 7 Copy of proof of change of name
- 8 Explanation for positive criminal record check
- 7 Withholding a name from the public register
- 8 Copy of teaching certificate

You must ask institutions to send

- 9 Transcript of teacher education program

If applicable, you must also ask institutions to send

- 10 Transcript of postsecondary studies
- 10 Letter to verify transcript of postsecondary degree
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Requirements

This section outlines requirements for certification as a teacher of a Native language. Information on the proof needed to satisfy these requirements follows on pages 6 to 11.

Certification Requirements

To teach a native language you must satisfy the College's language proficiency, professional and professional suitability requirements outlined below.

Language proficiency

You must be fluent in a language in one of these groups: Anishinaabek, Mushkegowuk, Onkwehonwe or Lenape.

You meet the College's requirement if:

- you completed your native languages teacher education program in Ontario or another Canadian jurisdiction and,
- the program is acceptable to the College.

If you completed your native language teacher education program outside Canada, you will need to provide proof of fluency in a language in one of the groups above.

Professional requirement — Teacher education program

You need to complete a teacher education program designed specifically to prepare teachers to teach a native language (Anishinaabek, Mushkegowuk, Onkwehonwe, Lenape). It must be completed at an Ontario faculty of education and be accredited by the College, or it must be an equivalent program acceptable to the College.

An acceptable program of teacher education must be at least four semesters of postsecondary study. Please note that in the Canadian postsecondary system, an academic year is usually comprised of two semesters.

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
- 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. It must also lead to certification or authorization to teach in the jurisdiction where you completed the program.

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.

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 completed a teacher education program outside Canada, and you did not complete at least 80 days of practice teaching as part of your teacher education program, but you have completed at least one year of teaching experience, arrange for an education authority, or a principal, to send a letter directly to the College. This teaching experience must have occurred as a certified teacher and after the completion of your teacher education program.

This official letter needs to verify that you taught for at least one year in a public elementary or secondary school. It must also list the dates of your employment and the grade levels and subjects you taught.

If you are certified in another Canadian jurisdiction, your teacher education program will meet the College requirements.

The College accepts distance education programs provided that they included a face-to-face practicum.

If you are in a multi-session program in Ontario or another Canadian jurisdiction

At the end of the first session of your multi-session teacher education program, you may apply to the College for a Transitional Certificate of Qualification and Registration, which allows you to teach for up to six years, with a possible one-year extension. To maintain good standing with the College during this time, you must pay your annual membership fee.

The first session of your program must have a practicum of a minimum of 10 days and 12 post-secondary credits or their equivalent. Of these, nine credits must be in education methods and three in education foundations, or six credits in methodology and six in foundations. This leads to a Transitional Certificate of Qualification and Registration.

Note: the minimum practicum requirement applies to teacher education programs that began on or after September 1, 2015.

If you were enrolled in a College-accredited, multi-session program prior to May 2010 and have not yet completed your program, you may be eligible for a Transitional Certificate of Qualification and Registration.

When you have completed the rest of the program, and the College receives confirmation to this effect from your faculty of education, you are eligible for a

Certificate of Qualification and Registration, which is your permanent licence to teach in Ontario.

If you do not complete your program within six years, your Transitional Certificate will expire unless you received a one year extension. If your certificate expires, you must complete a teacher education program before you can reapply to the College.

If you hold a teaching certificate from another Canadian province or territory, you will be assessed as a labour mobility applicant under the *Ontario College of Teachers Act* and its regulations.

Professional Suitability

You must demonstrate that you are of good character to be able to teach in Ontario. To assess your professional suitability, the College requires that you provide:

- a current Canadian criminal record check report
- complete responses to the Applicant Declaration questions in the online application about your suitability for registration.

The Applicant Declaration is part of the online application and provides the College with information necessary to assess your professional suitability. It includes questions about your certification/authorization to teach in other jurisdictions, previous professional disciplinary proceedings or actions and criminal background.

Questions include, but are not limited to:

- Has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction, including outside of Canada, other than for failure to pay fees?
- Have you ever been subject to an investigation or proceeding relating to working with children or students in capacities other than teaching?

- Have you ever been disciplined by an employing school district or independent authority or other educational organization?

The complete Applicant Declaration is contained in the online application. You must answer all questions and provide details and explanations where appropriate before the College can process your application.

If you completed a teacher education program in a jurisdiction outside Ontario, you must also provide a teaching certificate and statement of professional standing from that jurisdiction,

even if you never taught there to demonstrate professional suitability.

If you are or were authorized or certified to teach in a jurisdiction outside Ontario, you must provide a teaching certificate and statement of professional standing from each applicable jurisdiction.

Educated Outside Ontario?

Licensed to teach in another jurisdiction?

Check oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info for helpful information.

Certification Outcomes

The following chart provides examples of certification outcomes provided that you meet the language proficiency and professional suitability requirements for certification.

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

Please note that, once certified, the balance of coursework required to satisfy the duration and composition of the four-semester teacher education program will be listed as conditions on your certificate. You are allowed to teach in Ontario’s publicly funded schools while holding a certificate with conditions that result from incomplete registration requirements related to your teacher education program.

Enrolled in an Ontario teacher education program before September 1, 2015?

As of September 1, 2015, Ontario’s teacher education program changed. The four-semester program with an increased practicum of 80 days now includes an enhanced focus in areas such as special education, how to teach using technology, and diversity. As a result of these changes, new teacher education program requirements for certification took effect as of September 1, 2015.

The following chart will provide more information about the requirements and how they apply specifically to you.

This information is only intended to provide you with the guidance in the application process. This chart does not provide a certification decision or a credential evaluation.

Your academic or educational qualifications	Requirements needed
I began an Ontario teacher education program before September 1, 2015 and completed the program after September 1, 2015.	<p>You will not need to be assessed according to the enhanced program requirements if you were enrolled in a multi-session program on August 31, 2015, you finished the program after that date, and you meet all the pre-enhanced program certification requirements before September 1, 2022.</p> <p>If you are enrolled in a program that you were unable to complete before September 1, 2015 due to exceptional circumstances*, you will not need to be assessed according to the enhanced program certification requirements if you meet the pre-enhanced program certification requirements prior to September 1, 2022.</p>
I began a multi-session program before May 31, 2011 and have completed the first session and I am applying for a transitional certificate of qualification and registration.	<p>You will not need to be assessed according to the enhanced program requirements. You will be required to complete the program before September 1, 2020.</p> <p>In order to make use of this provision you must be certified before September 1, 2020.</p>

Your academic or educational qualifications	Requirements needed
<p>I began a multi-session program after May 31, 2011 and before September 1, 2015, and have not yet completed the first session.</p>	<p>You will not need to be assessed according to the enhanced program requirements provided you complete the first session of the program before September 1, 2022.</p> <p>In order to make use of this provision you must be certified before September 1, 2022.</p>
<p>*Exceptional Circumstances</p>	
<p>If you are or were enrolled in an Ontario teacher education program that you were unable to complete before September 1, 2015 due to exceptional circumstances, you will not need to meet the new enhanced program certification requirements if you meet pre-enhanced program certification requirements prior to September 1, 2022.</p> <p>Examples of exceptional circumstances may involve the following:</p> <ul style="list-style-type: none"> • medical condition • incomplete program requirements • military service <p>If this applies to you, please contact Client Services for a form. You will need to provide a detailed explanation and supporting documentation for our review. We will advise you if more information is required.</p>	

Documents

When you apply to the College for certification, you will need to provide supporting documents.

Some documents you must submit to the College yourself, such as proof of identity and an original criminal record check.

Keep copies of what you submit as the College does not return documents.

Other documents, like transcripts or verification letters, must come directly from the institution to the College. However, if you have had your transcripts or documents previously sent to World Education Services (WES) directly from the granting institution, you may request that they forward a copy of these to the College. Please contact WES for more information. Note: the College will not accept any translations provided by WES, nor any assessment of your credentials made by WES or any other organization.

Any document, whether a birth certificate or transcript, that is not in English or French must be translated according to the College requirements.

The College cannot waive requirements for any documents. The College may ask for more information about a document or for more documents.

Translation Requirements for Any Document Not in English or French

You must arrange for a translator acceptable to the College to translate any document not in English or French.

For documents you submit yourself, such as a birth certificate, include the original translation with a copy of the certificate.

If the College receives an acceptable document from the granting institution that is not in English or French, we will send you a copy.

You must arrange for the translation.

When you send us the original translation, include the copy of the foreign-language document.

All translations must be accompanied by an original statement from the translator indicating:

- the translation is accurate and authentic
- the translator belongs to one of the acceptable categories (see “Acceptable translators”)
- the identification number and/or seal, name, address and telephone number of translator
- printed name and original signature of the translator.

Acceptable translators

To obtain the name of an accredited translator, contact the Association of Translators and Interpreters of Ontario (ATIO) at 1-800-234-5030 or 613-241-2846 (email: info@atio.on.ca; website: www.atio.on.ca).

Please confirm with ATIO that the translator is certified to translate from the language of the document into English or French. Translations completed by ATIO candidates for certification are not acceptable.

We also accept translations from:

- the consulate, high commission or embassy to Canada of the country that issued the documents; this information is

available at <https://travel.gc.ca/assistance/embassies-consulates/>

- a translator who has received accreditation through a federal, provincial or municipal government in Canada
- COSTI translation services, if no other certified translator is available; COSTI-IIAS Immigrant Services at 416-658-1600, info@costi.org or www.costi.org
- a translator certified by a professional association of translators in Canada, a list of which is available on the website of the Canadian Translators, Terminologists and Interpreters Council at www.cttic.org
- a translator certified by The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), a list of which is available at www.ottiaq.org.

Keep copies of what you submit as the College does not return documents.

Questions?

Contact the College: Client Services at info@oct.ca, 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

Documents You Must Submit

Proof of identity

The College requires proof of your identity; a copy of an official document must show your:

- first, middle and last names at birth date and place of birth.

Submit a copy of one of the following documents. Or submit copies of more than one if needed to show all the information above:

- birth certificate
- passport (must list all names to be accepted)
- Certificate of Indian Status or Indian Status Card

- certificate of baptism if born in Québec or in Newfoundland or Labrador before January 1994
- Permanent Resident Card (front and back)
- Canadian immigration record and visa (front and back)
- Record of Landing (front and back).

These are not acceptable as proof of identity: driver's licence, Ontario health card, Canadian citizenship card.

All documents not in English or French must be translated according to College requirements.

Proof of name change, if applicable

If you married and changed your name, send a copy of your marriage certificate.

If you changed your name legally, send a copy of the change of name certificate or the court order that changed your name.

Withholding a name from the public register

By law, the College must maintain a public register (Find a Teacher at oct.ca) listing members' names (former and current), their qualifications, academic credentials and their status with the College.

However, there are circumstances where a name can be withheld from the register, such as:

- if a member has never taught under a former name: upon request by the member, the Registrar has the authority to delete a former name from the register. **If you have never taught under your former name, please complete and return the Request to Remove Former Name from Public Register form and include all supporting documentation with your request. This form is available at oct.ca → [Members](#) → [Members](#) → [E-Services](#).**

- exceptional circumstances: in some cases, the Registrar can remove a former name a member has taught under. The circumstances could include risk to personal safety, or reasons of personal dignity, such as gender identification or gender expression

If this applies to you, please provide a signed letter detailing the name(s) you would like withheld, the reasons why and your College application number. Additional supporting documentation may be required.

Canadian criminal record check

You must submit an original, signed, Canadian criminal record check report.

The report must not be older than six months from the date the College receives it. The report must include your current and past full names. These will have to match your proof-of-identity documents.

The report must indicate that a search was done on all of your names (including first, middle, last and any former last name) using the Canadian Police Information Centre (CPIC) database. A vulnerable sector check is not required for registration with the College (but will be accepted).

You can obtain a criminal record check report from a local, regional or national police service.

If you are applying from outside of Canada, you can obtain a criminal record check by contacting the Royal Canadian Mounted Police (RCMP) at www.rcmp-grc.gc.ca.

Having a positive declaration and/or information obtained from a criminal record check will delay the processing of your application.

Having a criminal record does not mean you are automatically ineligible for certification. If there

is something on your criminal record, your application will not proceed until the College receives an explanation from you that details all the dates, circumstances and outcomes of the events. The College assesses each report individually.

Check the date on your criminal record check. The College must receive it within six months of the issue date.

Teaching certificates from other jurisdictions, if applicable

If you completed a teacher education program outside Ontario and/or were licensed in another jurisdiction, you must submit a copy of your teaching certificate, principal's certificate, or other document that confirms you were authorized to teach. This applies even if you did not teach there.

If you were authorized to teach in more than one jurisdiction, you must provide copies of the authorizations issued by each jurisdiction.

The College knows many countries do not issue these certificates. Many applicants can meet this requirement by sending a copy of their teacher education degree or diploma scroll to the College. For more information, see oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#), or contact Client Services at the College (416-961-8800 or toll-free in Ontario 1-888-534-2222) for more information.

Documents an Institution Must Submit for You

Some documents must be submitted by institutions directly to the College on your behalf, such as transcripts. Please visit oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#) for more detailed information about your document requirements.

The College cannot accept these documents from you even if they are in a sealed envelope.

If you are certified in another Canadian jurisdiction, and you are unable to provide official documents, the College will accept a certified true copy from your provincial or territorial ministry of education or college of teachers.

Any certified copy submitted must be a copy of an original document sent directly from a granting institution to the provincial or territorial ministry of education or college of teachers.

If the documents are not in English or French, ask the institution to include an English or French covering letter that includes your full name as it appears on your College application and your College application number. When we receive the document, we will send a copy to you so that you can arrange for translation. See “Translation requirements”.

If you have difficulty obtaining a document, you may be able to submit an alternative. Check the College website at oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Required Documents](#).

Transcripts

If you completed your education in Ontario, you may be able to order transcripts from the Ontario Universities’ Application Centre (OUAC) by clicking on the OUAC Transcripts link in your online College application.

Or check with the registrar’s office at the institution where you completed your education to find out how to order your transcript.

Transcripts issued to students and submitted to the College in a sealed, unopened envelope are not acceptable and will not be returned.

You may find it useful to review the information the College has gathered about academic documents from the country where you completed your education. For more information, see oct.ca → [Becoming a Teacher](#) → [Internally Educated Teachers](#) → [Country Specific Information](#).

If some of your credits came from a different institution, you may have to get a transcript from that institution as well.

In addition to your transcript, the College may ask you for a copy of the degree, diploma or certificate you received.

The College cannot waive the requirement for any document.

Teacher education program transcript

Please review the general transcript requirements above, in addition to the information below.

The transcript must:

- have the institution’s seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the length of practicum in hours, days or weeks
- show the hours or credits of study you completed for each course according to each term or year of study
- show the specific subjects for which you completed courses in teaching methods.

The information listed on an academic transcript can vary, depending on the jurisdiction. If your transcript does not contain all of the above information, please arrange for the institution to send a verification letter containing the additional information.

This letter must have the institution’s seal and the signature of the registrar or equivalent official.

If your teacher education program was outside Canada or the US, sending a copy of your course descriptions — regardless of jurisdiction — can be helpful.

All documents not in English or French must be translated. See guidelines for translation requirements and accredited translators.

Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.

Teacher education program transcript — multi-session program

Please review the general transcript information on page 9 in addition to the information below.

If you have completed the first session of a multi-session program in Ontario or another Canadian jurisdiction, you must arrange to have your partial teacher education transcript sent to the College. Contact the institution where you completed your first session of a multi-session program and ask them to send a transcript to the College.

The transcript must show you have completed 10 days of supervised practiced teaching and 12 post-secondary credits — or their equivalent — and must:

- have the institution’s seal
- show the date the credits were completed and the hours or credits for each course
- be signed by the registrar or equivalent official.

Note: the minimum practicum requirement applies to teacher education programs that began on or after September 1, 2015.

When you have completed the rest of your program, contact the institution where you completed the program and ask them to send a transcript to the College.

The transcript must:

- have the institution’s seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the length of practicum in hours, days or weeks
- show the hours or credits of study you completed for each course according to each term or year of study
- show the specific subjects for which you completed courses in teaching methods.

Postsecondary studies transcript, if applicable

Please review the general transcript requirements on page 9 in addition to the information below.

Your transcript must:

- have the institution’s seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the hours or credits of study you completed for each course according to each term or year of study.

If this information is not included on your transcript, ask the institution to also send the College a letter with the institution’s seal and the signature of the registrar or equivalent official verifying the additional information.

Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.

Questions?

Contact the College: Client Services at info@oct.ca, 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

Statement of Professional Standing

The College requires a Statement of Professional Standing from each jurisdiction outside Ontario where you have been authorized to teach or to be a principal. This statement provides the College with a reference for your past professional practice and confirms your professional education program led to a licence to teach in the jurisdiction.

The statement must not be older than one year from the date the College receives it. The licensing authority (most likely an education ministry) must send it directly to the College. The statement must verify whether your certificate has ever been suspended, cancelled or revoked.

The College requires a Statement of Professional Standing from the jurisdiction where you completed your teacher education program even if you never taught in that jurisdiction.

The Statement of Professional Standing must come directly from the institution to the College. The College cannot accept it from you, even in an unopened, sealed envelope.

All documents not in English or French must be translated. See page 6 for translation requirements and accredited translators.

Educated Outside Ontario?

Licensed to teach in another jurisdiction? Check [oct.ca](#) → [Becoming a Teacher](#) → [Internally Educated Teachers](#) → [Country Specific Information](#) for helpful information.

Applying to the College

You may begin and complete the application process even if you reside outside of Canada.

You can begin your application at any time, even if you are about to begin or are currently enrolled in a teacher education program.

You will be required to provide several documents. Some must be submitted on your behalf. To prevent delays, you should request documents, particularly from international institutions, at the beginning of your application process.

The College is unable to assess your application and render a decision until all required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the processing of your application and rendering of a certification decision. **Once you submit your application, it will remain open for two years.**

How to apply

To begin an online application, go to oct.ca → [Becoming a Teacher](#) → [Applying](#) → [Apply Now](#). You must submit a registration fee with your application. If you completed a teacher education program outside Ontario and are not certified to teach elsewhere in Canada, you must also pay an evaluation fee.

Approximately 10 to 15 business days after your payment has been processed, we will provide you with a complete list of documents you need to submit or have sent on your behalf to the College by posting on your online Document Status page. This process may take longer at times.

Please allow 10 to 15 business days to update your page after we receive a document. At times it can take longer. When submitting documents to the College, it is important to follow the requirements set out on pages 6 to 11 of this guide to avoid delays. For example, if a transcript is not received directly from the institution it will not be accepted.

Once the College has received all your required documents — including the documents submitted on your behalf — we will make best efforts to advise you within 120 days whether you are eligible for certification. Generally this process takes less time.

You may incur additional costs associated with the College application process, including expenses related to translation, language proficiency tests, criminal record checks or obtaining transcripts or other documents. You are responsible for payment of these fees.

Methods of Payment

You can pay your fees by:

- going through the online application system with your debit or credit card.
- using a web banking/telephone banking system, by adding the Ontario College of Teachers as a payee to your bill payment listing with your financial institution with the seven digit online application number provided in step seven of the online application
- cheque or money order, payable to the Ontario College of Teachers. Please include your registration number with your payment and mail it to:

Ontario College of Teachers
101 Bloor Street West,
Attn: Finance Unit
Toronto ON M5S 0A1.

We do not accept post-dated cheques.

- visiting our service counter on the 14th floor at 101 Bloor Street West in Toronto to pay in person by cheque, credit card, cash or debit. The College is open from 8:30 a.m. to 5:00 p.m., Monday to Friday.

Fees are non-refundable and include applicable HST.



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Setting the Standard
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