



**Ontario  
College of  
Teachers  
2013  
Registration  
Guide**

**Requirements for Becoming a  
Teacher of Students Who Are Deaf  
or Hard of Hearing in Ontario**



Ontario  
College of  
Teachers

Ordre des  
enseignantes et  
des enseignants  
de l'Ontario

## **2013 Registration Guide for Teachers of Students Who Are Deaf or Hard of Hearing**

To teach in Ontario's publicly funded 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.

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## REQUIREMENTS

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This section outlines requirements for certification as a teacher of students who are deaf or hard of hearing. Information on the proof needed to satisfy these requirements follows on pages 4 to 7.

### Education

To teach students who are deaf or hard of hearing you need a postsecondary degree. You also need to have completed a teacher education program for teaching students who are deaf or hard of hearing that is accredited by the College or an equivalent program that is acceptable to the College.

### Postsecondary degree

Your degree (for example, a BA or BSc) must include the equivalent of at least three years of full-time study or 90 credits or equivalent (in addition to the teacher education year) beyond the Ontario secondary school diploma (Grade 12) or its equivalent. Your degree must come from an accredited postsecondary institution acceptable to the College.

If you are certified in another Canadian jurisdiction, you will meet this requirement.

### Teacher education program

Your program needs to include one year of full-time postsecondary study in education – a minimum of 30 credits – or the equivalent. An acceptable teacher education program includes practice teaching and courses in education foundations and teaching methods.

The College will also consider programs that combine academic and teacher education courses equivalent to at least four years of full-time study beyond the equivalent of the Ontario Secondary School Diploma.

Your teacher education program must be academic, not employment-based, and include at least:

- 40 per cent of one year focused on teaching methods – how to teach students in particular grades or subjects

- 20 per cent of one year focused on education foundations – the history, philosophy and psychology of education
- 20 per cent in any other area of education
- a minimum of 40 days of practice teaching supervised by the program provider.

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

If your program did not have the 40 days of practice teaching, the College will accept evidence of at least one year of teaching experience after you were certified.

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

The program should prepare you to be a teacher of students who are Deaf or Hard of Hearing in the:

- Primary/Junior divisions (kindergarten to Grade 6)
- Junior/Intermediate divisions (Grades 4 to 10)
- Intermediate/Senior divisions (Grades 7 to 12).

The program should include course content in communication in American Sign Language or *langue des signes québécoise* or in aural and oral communication.

The College may give you credit for a portion of a teacher education program done via distance education if it included a face-to-face practicum or if you had one year of successful teaching experience after you were certified. **You will still have to satisfy requirements for the methodology courses in a face-to-face environment.**

### Deaf or Hard of Hearing

You must provide evidence of a hearing loss of 70 dB or greater.

### Questions? Contact the College.

Email: [info@oct.ca](mailto:info@oct.ca)

TTY: 416-061-6331

Phone: 416-961-8800

Toll-free in Ontario: 1-888-534-2222

## 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 [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-specific Info for helpful information.

## 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, like proof of identity or a criminal record check.

Other documents, like transcripts or verification letters, must come directly from the institution to the College.

If you are certified in another Canadian jurisdiction, and you are unable to provide transcripts, 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.

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

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

The College does not accept assessments of your qualifications made by other organizations.

If you completed your teacher education outside Ontario, you will find helpful information about obtaining documents at [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-specific Info.

### **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.

Some documents must be submitted to the College by a granting institution on your behalf. If the College receives an acceptable document in another language from the granting institution, we will send you a copy once you have applied. You must arrange for the translation. When you send us the original translation, include a 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](mailto:info@atio.on.ca); website: [www.atio.on.ca](http://www.atio.on.ca))

Please confirm with ATIO that the translator is certified to translate into English or French from the language of the document. 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 [www.international.gc.ca](http://www.international.gc.ca) → About the Department → Office of Protocol → Foreign Representatives in Canada
- a Canadian embassy, consulate, or high commission in the country from which the document comes; this information is available at [www.international.gc.ca](http://www.international.gc.ca) → Canadian Offices Abroad
- 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](mailto:info@costi.org) or [www.costi.org](http://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](http://www.cttic.org).

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

### **Questions? Contact the College.**

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TTY: 416-061-6331

Phone: 416-961-8800

Toll-free in Ontario: 1-888-534-2222

### **Documents you must submit**

#### ***Proof of identity***

The College requires proof of your identity, a copy of an official document that shows 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 required information:

- birth certificate
- passport
- 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. See "Acceptable Translators."***

#### ***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.

### **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.

You can obtain a criminal record check report from a local, regional or national police service or the Ontario Education Services Corporation (OESC). If the check is obtained through OESC, be sure to request a full report. A OESC identification card is not acceptable.

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](http://www.rcmp-grc.gc.ca).

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 a letter from you that explains in detail the dates, circumstances and outcomes of the events. The College assesses each report individually.

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

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

### **Statement from an audiologist**

Submit a copy of a document from an audiologist that shows you have a hearing loss of 70dB or greater.

### **Teaching certificates from other jurisdictions, if applicable**

If you completed a teacher education program outside Ontario 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 [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-specific Info or contact Client Services at the College (416-961-8800 or toll-free in Ontario 1-888-534-2222) for more information.

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

### **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 [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-specific Info 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 transcripts, the College will accept a certified true copy from your 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 once you apply so that you can arrange for translation. See "Translation requirements" on page 3.

If you have difficulty obtaining a document,

you may be able to submit an alternative. Check the College website at [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Required Documents → alternative 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 [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-Specific Info.

The College recognizes that some jurisdictions issue transcripts once only. If this is your case, bring your original academic record and diploma or degree document to the College in person or send it to us by mail for verification. In this circumstance we will return your original documents by courier.

***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**

You must arrange to have your teacher education transcript sent to the College. Contact the institution where you completed the program and ask them to send a transcript to the College.

The transcript showing that your teacher education degree or credential has been granted (conferred or awarded) must:

- have the institution's seal
- show the name of the degree or credential

- show the hours/credits for each course
- show the date it was granted
- be signed by the registrar or equivalent official.

***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.***

### **Verification letter for teacher education program, if needed**

The information listed on an academic transcript can vary, depending on the jurisdiction. In some cases the College will need, in addition to the transcript, a letter from the institution that shows you have completed all the components of an acceptable teacher education program.

The College needs this information on the transcript or in the letter:

- the dates you attended and completed the program
- the name of the credential or degree granted and the date it was granted
- the hours of study you completed for each course according to each term or year of study
- if your program focused on the secondary school level, the specific subjects for which you completed course work
- if the entire program was in English or French, verification of the language of instruction
- the specific subjects for which you completed courses in teaching methods
- method of delivery for all your courses (for example, in-class, distance or employment-based)
- the number of hours, days or weeks, grade levels and subjects you taught in the supervised practicum.

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 can be helpful.

***All documents not in English or French must be translated. See page 3 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.*

**Postsecondary studies transcript, if applicable**

Order your transcript from OUAC if you completed your postsecondary studies in Ontario, or contact the institution where you completed your postsecondary education and ask them to send an academic transcript to the College. If some of your credits came from a different institution, you may have to get a transcript from that institution as well.

The transcript showing that your postsecondary degree has been granted (conferred or awarded) 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.

**Verification letter for postsecondary degree, if needed**

If the following 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 hours of study you completed for each course according to each term or year of study
- the name of the degree or credential you were granted
- the date your degree was granted.

*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. The College cannot waive the requirement for any document.*

**Questions? Contact the College.**

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Toll-free in Ontario: 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 be a principal. This statement provides the College with a reference for your past professional practice and confirms your professional education program lead 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 that your certificate has never been suspended, cancelled or revoked.

This applies to the jurisdiction where you completed your teacher education program even if you never taught in that jurisdiction.

*Documents that an institution must send on your behalf, like a Statement of Professional Standing, must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.*

## Practice teaching verification, if applicable

If you completed a teacher education program outside Canada, and you did not complete at least 40 days (200 hours) of practice teaching as part of your teacher education program, but you have completed at least one year of teaching experience, ask an education authority, such as a principal, to send a letter directly to the College. This teaching experience must have occurred after you were certified.

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.

*All documents not in English or French must be translated. See page 3.*

## Educated outside Ontario? Licensed to teach in another jurisdiction?

Check [www.oct.ca](http://www.oct.ca) → Becoming a Teacher → Requirements → Internationally Educated Teachers → Country-specific Info for helpful information.

## **APPLYING TO THE COLLEGE**

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### **When to apply**

You may begin and complete the application process even if you are residing 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.

### **How to apply**

To begin an online application, go to [www.oct.ca](http://www.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 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 Application Status page.

Please allow 10 to 15 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 5 to 7 of this guide to avoid delays. For example, if a transcript is not received directly from the institution or does not contain all of the required information 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.

Once the College notifies you that you are eligible for certification, you will be asked to pay an annual membership fee in order to become certified.

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. Current fees are listed on the College website at [www.oct.ca](http://www.oct.ca).

## Methods of payment

You can pay your fees by:

- VISA, MasterCard or AMEX via the College website at [www.oct.ca](http://www.oct.ca), available 24/7. Our online payment system meets banking-industry standards for security and privacy, and you will get a receipt immediately
- phoning the College's automated voice system. Just call the College (416-961-8800 or 1-888-534-2222 in Ontario) and follow the voice prompts to the payment system, where you will be guided through the payment process automatically. Our automated voice system ensures that the College protects the security and privacy of your financial information
- cheque, payable to the Ontario College of Teachers and mail it to: Ontario College of Teachers, 101 Bloor Street West, Toronto, ON M5S 0A1
- visiting the College's Client Services Welcome Counter on the 14th floor at 101 Bloor Street West in Toronto to pay in person by cheque, credit card, cash or direct debit. The College is open from 8:30 a.m. to 5:00 p.m., Monday to Friday.



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Ce document est également disponible en français sous le titre  
*Exigences à satisfaire pour enseigner aux élèves  
sourds ou malentendants en Ontario 2013.*

