

Professional Responsibilities

2011

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PROFESSIONAL RESPONSIBILITES

In preparation for graduation, teacher candidates have a number of professional responsibilities. This document outlines specific responsibilities including applying to graduate, requesting transcripts, as well as applying to the **Qualifications Evaluations Council of Ontario (QECO)** and the **Ontario College of Teachers (OCT)**. When applying for membership to OCT and QECO, you will be required to submit transcripts from Nipissing University and any additional post-secondary institution(s) you have attended.

Wilfrid Laurier University - Application for Graduation

Note: You must ensure that you have met all graduation requirements including fulfillment of degree requirements and a minimum 7.0 GPA.

All teacher candidates must apply to graduate by January 15, 2011 for the Spring 2011 Convocation. A Convocation fee of \$21.45 will be applied to your account. Applications will be accepted between January 16, 2011 and May 1, 2011, but will be assessed a \$54.65 late fee, which will be applied to your account. No applications are accepted after May 1, 2011.

If you are not planning to attend convocation, your degree will be couriered to you after the ceremony in June. You may also pick up your degree in the Office of the Registrar (Note: ID is required), or you can give a third party written authorization to pick up your degree on your behalf.

Please complete the online Application for Graduation Form located at:

https://www.wlu.ca/forms_detail.php?grp_id=1365&frm_id=496

If you are planning to teach in a publicly funded school within Ontario, you will need to become a member of the Ontario College of Teachers and hold an Ontario teaching certificate.

To enroll in an Additional Qualification or Additional Basic Qualification course you must have completed Step 1 of your application to the Ontario College of Teachers. Once you have completed Step 1 of this process you will be given a temporary registration number from OCT, which you can then use to enroll in AQ or ABQ courses. This temporary number will become your permanent membership ID once your application has been processed.

Beginning November 1, 2010, you can complete the membership application online if you are a candidate enrolled in an Ontario Faculty of Education program. **If you are enrolled in a concurrent or part-time program, you should apply for membership in your final year.**

As part of the application process there are various documents that need to be submitted to OCT. Some documents you will submit yourself while others you must arrange to have sent directly to the College on your behalf by the granting/issuing institutions.

You should arrange to have the documents required for your application sent to OCT as soon as possible. Keep in mind that it can take some time for documents to arrive, and documents are processed in the order that they are received. Your application for licensing cannot proceed until the College has received all required information.

Step 1. Documents You Must Submit:

a. Proof of Identity (Proof of Name and Date and Place of Birth)

You will need to provide your **full** first, middle and last legal names on your online application form.

To complete your registration, the College requires proof of your identity — a copy of an official document that shows your **full legal name at birth** and date and place of birth.

Please provide a photocopy of **one** of the following documents that includes this information:

- birth certificate
- Canadian or foreign passport
- baptismal certificate if you were born in Quebec or Newfoundland

- Canadian Immigration Record and visa or Record of Landing form (both sides)
- Permanent Resident Card (both sides).

If you have changed your name - through marriage or for any other reason - **you must supply further documents.**

Proof of Name Change

If your current name is different from the name you used to prove your identity, or if you have earned any of your qualifications under a name you no longer use, please provide the College with proof of your name change. The following documents are acceptable based on your personal circumstances:

- Name changed by marriage a photocopy of your marriage license
- Legal name change photocopy of Change of Name Certificate or proof of name change acceptable to the College Registrar.

Affidavits are not acceptable as proof of change of name.

b. Canadian Criminal Record Check Report

You will also need to provide an **original** signed Canadian criminal record check report. The report must indicate that a search was done using the Royal Canadian Mounted Police (RCMP) Canadian Police Information Centre (CPIC) database.

Your full name listed on the online application form must match the name appearing on the criminal record check report. The report must also indicate that a search was completed on **all names you are currently using or have used.**

The criminal record check report **must not be older than six months** from the date the College receives it.

How to Obtain a Criminal Record Check Report

You can obtain a criminal record check report from your local, regional or national police service, which will access the RCMP's Canadian Police Information Centre database electronically. The report is acceptable whether it is obtained in Ontario or any other Canadian province or territory.

Step 2. Documents You Must Have Sent on Your Behalf Directly From the Granting Institution to the College:

a. Academic Postsecondary Degree Transcripts

The following documents **must be received directly from the granting institution**. Photocopies, faxes, issued-to-student documents and hand-delivered documents in sealed envelopes are not acceptable.

If you completed your postsecondary degree in Ontario, you can order your transcript electronically from the Ontario Universities' Application Centre. Please ensure that you order the transcript once the degree is conferred to avoid having to send multiple transcripts to the OCT.

If you do not wish to request official transcripts of your postsecondary degrees (undergraduate and, if applicable, graduate degrees) from the OUAC, you may arrange to have them sent directly to the College from the granting institution.

The transcripts must include the seal and signature of the institution's registrar and confirm the month and year your degree was granted. It must also include your name as it appears on your online application.

b. Teacher Education Degree Transcript

Once your teacher education program is completed, please arrange to have an official transcript of your program sent directly to the College from your Ontario Faculty of Education. The transcript must indicate that the Bachelor of Education was conferred and must also include the seal and signature of the institution's registrar.

Your Faculty of Education will **automatically** send verification to the College that you have completed your teacher education program and recommend that you be granted a Certificate of Qualification.

NOTE

Unlike the transcript requirements for QECO, the Ontario College of Teachers will only accept transcripts that state that your degree has been conferred. It is important to remember that the Ontario College of Teachers also requires that these transcripts be sent to them directly from the granting institutions on your behalf as outlined in Step 2a.

Reminder that OCT takes approximately ten working days to complete. Check the public registry online. "In good standing" means that all is complete.



**Qualifications Evaluations Council of Ontario
(QECO)** <http://www.qeco.on.ca/>

As a student registered in an Ontario Faculty of Education program you are able to apply for your QECO evaluation between January 1st and April 30th, 2011. Applications must be received in the QECO office no later than April 30th 2011.

If you do not submit your application to QECO by April 30th, 2011 then your application for evaluation must be accompanied by a valid Certificate of Qualification from the Ontario College of Teachers and proof of employment (i.e. a pay stub).

Please follow the instructions on the QECO website to complete the application process: <http://www.qeco.on.ca/qeco/index.cfm?do=c.candidates>

The QECO web site offers you assistance in completing your QECO application. Please review and follow the steps of the application process to ensure that all information requirements are met when you submit your application.

At the end of this online process, you will be able to complete and print an application form. Please note that all completed applications must be submitted in **printed** form. Ensure that all required supporting documentation is also included with the application. **All supporting documentation must be received by July 15, 2011.** Applications cannot be submitted electronically at this time. **QECO does not accept any documentation received by fax, printed from websites, or forwarded by email.**

Please note that there are 3 different application forms that are identified by a large letter in the upper right hand corner of the application form. If you are applying **between January 1st and April 30th, 2011** you will be completing the **Student Evaluation (S)** form. If you are applying **after April 30th, 2011** you will be completing **Initial Application (I)** form. The third form is the **Re-Evaluation Form (R)** and is intended only for someone previously evaluated by QECO.

To complete a **Student Evaluation (S)** please ensure your completed application form is accompanied by:

1. Official university transcripts (both from Nipissing and any additional post-secondary institution attended). No photocopies are allowed.
2. A covering letter if you wish to receive upgrading information. This letter will outline the best route for you to take to get to the maximum pay level in the shortest period of time.

To complete an **Initial Application (I)** please ensure your completed application form is accompanied by:

1. Official university transcripts (both from Nipissing and any additional post-secondary institution attended). No photocopies are allowed.
2. Proof of employment (a copy of a pay stub indicating federation fees for the current school year or a letter of appointment from a school board)
3. Valid, i.e. current certificate of qualification from the Ontario College of Teachers
4. A covering letter if you wish to receive upgrading information. This letter will outline the best route for you to take to get to the maximum pay level in the shortest period of time.

What happens after you send in your application to QECO?

- Following examination by a QECO evaluator, a Statement of Evaluation showing category placement will be issued.
- Incomplete application forms or failure to provide complete documentary evidence will make issuance of a Statement of Evaluation impossible.
- Authoritative statements cannot be given orally or over the phone.
- Applications are dealt with on a first-come, first serve basis.
- During peak periods, (generally August to December), QECO mails to each applicant a postcard. This Acknowledgement of Correspondence Cards will bear the date that the application was received.
- Teachers are advised to use the Acknowledgement of Correspondence card to inform their school board that application has been made for a QECO Statement of Evaluation.


What do you do with your Statement of Evaluation once it is received?

- Take the Statement of Evaluation or Letter of Evaluation to your school board, so you can begin to get paid at the correct category.

NOTE

Unlike the transcript requirements for the Ontario College of Teachers, QECO will accept transcripts regardless of whether your degree has been conferred or not.

Wilfrid Laurier University - Transcript Request Form



Office of the Registrar

TRANSCRIPT REQUEST

75 University Ave. Waterloo, Ontario, Canada N2L 2C2 Telephone: (519) 884-1900 Fax: (519) 884-8029

Our office is open from 9:00 am to 5:00 pm Monday to Friday. We do not process requests on Saturdays or Sundays. Please allow 4-6 weeks for processing of your request. Checks payable to WLU. This form should be filled out by the student.

WE DO NOT ACCEPT EMAIL or PHONE REQUESTS. Request will not be processed until we receive payment in full.

For credit name payments ONLY, names are accepted (519-884-8029). Please use one line only per request. If you request more information to be included on transcript, line items will be returned.

STUDENT INFORMATION:

WLU Name: _____
 From the year: _____
 Last Name: _____
 First Name: _____
 Full Name: _____
 Date of Birth: _____
 Gender: _____

Request Transcript:

(Check 1 only)
 Interimatory (2-5 business days)
 After Degree has been conferred

For Current students only:
 After Term Release for:
 Spring Term
 Summer Term
 Fall Term
 Winter Term

Availability:
 Open
 From Campus
 Money Order
 Account Statement
 Date Book

Payment Information:
 VISA MASTERCARD
 CREDIT CARD NUMBER: _____
 EXPIRY DATE: _____

WLU ID NUMBER: _____


NAME AND ADDRESS (Please use mailing address and return address)

NAME	Address	City	State	Country	Phone Number (519-884-1900)

This information is collected under the authority of the Wilfrid Laurier University Act to administer the university's student records. This includes but is not limited to maintaining an accurate and complete record of enrollment, and other personal and identifying information as is appropriate to the operation of the university. Contact the Privacy Officer if you wish to request access to or correction of your personal information. Privacy questions may be directed to privacy@wlu.ca.

Student Signature: _____ Date: _____

Mailing Labels (Please fill out as required)


 Wilfrid Laurier University
 Office of the Registrar
 75 University Avenue West
 Waterloo, ON N2L 2C2


STUDENT INFORMATION:

Student Name: _____

WLU ID Number: _____

Additional Comments: _____

Print Name and Address if None
 Please forward _____ to the appropriate address.


 Wilfrid Laurier University
 Office of the Registrar
 75 University Avenue West
 Waterloo, ON N2L 2C2


STUDENT INFORMATION:

Student Name: _____

WLU ID Number: _____

Additional Comments: _____

Print Name and Address if None
 Please forward _____ to the appropriate address.


 Wilfrid Laurier University
 Office of the Registrar
 75 University Avenue West
 Waterloo, ON N2L 2C2

STUDENT INFORMATION:

Student Name: _____

WLU ID Number: _____

Additional Comments: _____

Print Name and Address if None
 Please forward _____ to the appropriate address.

<https://www.wlu.ca/forms/527/Transcript-nocode.pdf>

Additional Qualifications Courses

As a Nipissing University BEd graduate, you have the unique opportunity to expand your qualifications through our spring intensive program. During May, June and July, Nipissing offers a variety of Additional Basic Qualification courses and Additional Qualification courses. All of our professional development courses are degree credit courses and are recognized by OCT, which may be an important factor for pay category purposes with QECO and OSSTF.

*In your considerations for furthering your education upon graduation, please note that we must have 12-15 students registered in each course in order to offer them.

Additional Qualifications (AQ) and Additional Basic Qualification (ABQ) courses will tentatively be offered during May, June and July.

INFORMATION SESSION

All graduating teacher candidates are encouraged to attend an information session about ABQ/AQ course offerings.

Date: Friday, March 11, 2011

Time: 9:30-11:30 a.m.

Location: 50 Wellington Street, Lecture Theatre