

Professional Responsibilities

Preparing for a career in Education

Table of Contents

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)**.

Applying for Graduation.....	pg. 3-4
Applying for Membership with the Ontario College of Teachers (OCT).....	pg. 5-7
Qualifications Evaluations Council of Ontario (QECO).....	pg. 8
Requesting Official Transcripts- Nipissing University.....	pg. 9
Requesting Official Transcripts- Wilfrid Laurier University.....	pg. 10
Professional Development (AQ/ABQ Courses and Professional Fridays).....	pg. 11

APPLYING FOR GRADUATION

All Concurrent Education Teacher Candidates must submit an application for graduation to both **Wilfrid Laurier University** and **Nipissing University**. Nipissing University will notify Teacher Candidates when the June, 2016 application for graduation is available online. Please do not submit your application until that time.

Nipissing University Application for Graduation



In order to graduate, Teacher Candidates must complete an Application for Graduation form on Web Advisor. Application is required of all graduates whether or not they plan to attend the Convocation ceremony. Applications for the June, 2016 Convocation must be submitted to the Office of the Registrar no later than **April 1, 2016**. Applications received after the deadline will be applied to the next graduation period.

Applications forms are available through Web Advisor under the "Academic Profile" tab. There currently is no Application for Graduation fee with Nipissing.

Teacher Candidates who are unable to attend the Convocation ceremony may request that their degree be conferred "in absentia". Degrees will be mailed to those who do not attend Convocation.

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 Visit LORIS to submit the Graduation Application (Student Services tab).

All Teacher Candidates must apply to graduate by January 15, 2016 for the Spring, 2016 Convocation. A Convocation fee of **\$23.66** will be applied to your account. Applications will be accepted between January 16, 2016 and April 15, 2016, but will be assessed a late fee of **\$82.88** which will be applied to your account. No applications are accepted after April 15, 2015.

If you are not planning to attend the Convocation ceremony, 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.

APPLYING FOR YOUR ONTARIO COLLEGE OF TEACHERS MEMBERSHIP

Ontario College of Teachers (OCT) <http://www.oct.ca/>



Watch this application tutorial online:

<http://www.youtube.com/watch?v=V0aoL3K6wfQ&feature=youtu.be>

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.

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 to support this change.**

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: a photocopy of 'Change of Name Certificate' or proof of name change acceptable to the College Registrar.

Note: 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 ONTARIO COLLEGE OF TEACHERS:

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.

a. Academic Postsecondary Degree Transcripts

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 request to have an official transcript of your program sent on your behalf directly to the Ontario College of Teachers from your 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.

Here is the address of the Ontario College of Teachers:

Ontario College of Teachers
101 Bloor Street West
Toronto ON M5S 0A1

NOTE: 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.

c. Recommendation from Faculty

The Schulich School 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. This appears as "Recommendation from Faculty" under documents. You do not need to request this.

Note: Please enter your temporary OCT registration number into Web Advisor as soon as you have initiated your OCT membership application. This is the common identifier between Nipissing University and OCT, so your recommendation cannot be sent unless it is entered.

APPLYING FOR A QECO EVALUATION



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

NEW – Professional Year Applications

Professional year students may apply to QECO/COEQ **only after being certified by the Ontario College of Teachers**. To determine if you are certified by the Ontario College of Teachers, check the [OCT Public Register](#).

Newly certified teachers from Ontario public teacher education institutions applying to QECO/COEQ for the first time will be exempt from requiring affiliate membership for 4-months after first certification. Following the 4-month exemption, teachers will be required to hold teacher affiliate membership, like all other teachers, in order to obtain further QECO/COEQ services.

View the following presentation for more information about QECO services to [Ontario Teacher Candidates 2016](#)

Contact QECO [here](#).

REQUESTING OFFICIAL TRANSCRIPTS- NIPISSING UNIVERSITY

Official transcripts must be ordered through the Office of the Registrar by submitting a **Request for Official Transcript Form**. The cost of each transcript is \$15.00.



Office of the Registrar
100 College Drive, PO Box 5002, North Bay ON P1B 8L7
Phone: (705) 474-3461, extension 4514 Fax: (705) 495-1772
Email: transcripts@nipissingu.ca

Request for Official Transcript

PLEASE PRINT CLEARLY

<p>PLEASE READ THIS PRIOR TO PLACING YOUR REQUEST</p> <ul style="list-style-type: none"> The cost of each transcript is \$15. All transcript requests, including duplicate requests, are not refundable. Requests will be processed within 2 to 3 working days. However, during busy periods such as registration time, end of term, and convocation, it may take as long as five to six working days depending on the volume of requests received. The university is not responsible for transcripts lost or delayed in the mail. Outstanding fees will prevent release of transcript. Optional Additional Fees: <ul style="list-style-type: none"> Courier Charges: \$8 to Ontario, \$20 to other Canadian Provinces, \$30 anywhere in the United States, \$50 to all other countries Fax Charges: \$4 per fax number 	<p>Student Information</p> <p>Student ID: _____ Birthdate: ____/____/____ <small>(No mandatory field of form provided)</small></p> <p>Last Name: _____ First Name: _____ Middle Name: _____ Former Name(s) (if applicable): _____ Email: _____ Current Address: _____ Contact Telephone: (____) _____ - _____ Student Signature: _____</p>
--	---

1. Transcript to be sent:	<input type="checkbox"/> Immediately	<input type="checkbox"/> After Degree is Conferred	<input type="checkbox"/> After current term grades are in
Quantity _____	Mailing Name and Address Information		Send transcripts by:
	To: _____		<input type="checkbox"/> Regular Mail
	Address: _____		<input type="checkbox"/> Courier <small>(Service not available to PO boxes)</small>
	Telephone No. <small>(required for courier only)</small> : _____		<input type="checkbox"/> Fax <small>(signature by regular mail)</small>
	Fax To: _____		<input type="checkbox"/> Pick up <small>(to be filled upon arrival)</small>
	Fax Number: (____) _____		<input type="checkbox"/> After current term grades are in
2. Transcript to be sent:	<input type="checkbox"/> Immediately	<input type="checkbox"/> After Degree is Conferred	<input type="checkbox"/> After current term grades are in
Quantity _____	Mailing Name and Address Information		Send transcripts by:
	To: _____		<input type="checkbox"/> Regular Mail
	Address: _____		<input type="checkbox"/> Courier <small>(Service not available to PO boxes)</small>
	Telephone No. <small>(required for courier only)</small> : _____		<input type="checkbox"/> Fax <small>(signature by regular mail)</small>
	Fax To: _____		<input type="checkbox"/> Pick up <small>(to be filled upon arrival)</small>
	Fax Number: (____) _____		<input type="checkbox"/> After current term grades are in

<p>Protection of Privacy Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992. Pursuant to the Freedom of Information and Protection of Privacy Act you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs". Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.</p>	
<p>Method of Payment (Payment is required prior to your request being processed.)</p> <p><input type="checkbox"/> Cash or Debit <input type="checkbox"/> Visa or Mastercard (You must include the Credit Card Authorization Form) <input type="checkbox"/> Cheque or Money Order (payable to Nipissing University*)</p>	<p>For Office Use Only</p> <p>Amount Paid \$ _____ Received By: _____ Date sent: _____</p>



Credit Card Authorization

This is to authorize the debit of your credit card for the service(s) specified below (check one).

- Degree Audit Letter Proof of Enrollment
 Graduation Application Request for Official Transcript
 Other _____
(Specify)

Student ID: _____ Student Name: _____

Credit Card Information

Check one only: Visa MasterCard

Amount for Service(s): \$ _____

Name of Cardholder (please print) _____ Cardholder's Signature _____

Credit Card Number: _____

Credit Card Expiry Date:

M	M	Y	Y

PLEASE NOTE:

In order to process your credit card payment, this form **MUST** accompany the requested service form (i.e. Proof of Enrollment, Request for Official Transcript, etc.)

Protection of Privacy: Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992. Pursuant to the Freedom of Information and Protection of Privacy Act you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs". Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.

More information as well as the Official Transcript Request Form can be found here:

<http://www.nipissingu.ca/departments/admissions-registrar/Documents/Transcript%20Request.pdf>

REQUESTING OFFICIAL TRANSCRIPTS- WILFRID LAURIER UNIVERSITY

Procedures to order an OFFICIAL Transcript are as follows:

1) Online Ordering

- Order online at www.wlu.ca/transcripts

2) Rush Transcript Orders:

- You may place a **RUSH order** for an **additional fee of \$30** via the online ordering form (www.wlu.ca/transcripts) anytime **OR**
- In-person at Service Laurier Brantford (Monday-Friday 9:00 AM - 4:30 PM):
Service Laurier Brantford
Grand River Hall (GRH202)
171 Colborne Street
Brantford, ON N3T 6C9

UNOFFICIAL ELECTRONIC RECORD OF COURSEWORK:

Through Career Centre Navigator, you have access to an electronic, unofficial record of your coursework (transcript). There is no charge for this. We recommend that you check with the recipient that this type of unofficial document is acceptable to them.

If you have any questions about transcripts, please contact us by e-mail (servicelaurier@wlu.ca) or phone at 519-756-8228 ext. 5885.

More information can also be found here: http://legacy.wlu.ca/page.php?grp_id=2307&p=20684

EXPLORING PROFESSIONAL DEVELOPMENT

ADDITIONAL QUALIFICATION 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 approximately 20 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.

You can view more information about ABQ and AQ courses on the Professional Development section of Nipissing University's website: <http://www.nipissingu.ca/academics/faculties/schulich-school-of-education/pd-for-teachers/Pages/default.aspx>

PROFESSIONAL FRIDAYS

All graduating students are expected to attend a series of Professional Fridays. A variety of information sessions and professional development workshops will be held each week. **Workshops are required for Teacher Candidates in Year 5.**

Please mark the following Fridays on your calendar. Workshops will be held from approximately 9:00 am – 4:30 pm.

- Friday, January 8, 2016
- Friday, January 15, 2016
- Friday, January 22, 2016
- Friday, January 29, 2016

- Friday, February 5, 2016

A detailed schedule and additional details will be available on the Nipissing website:
<http://www.nipissingu.ca/departments/brantford/graduating-concurrent-education-students/Pages/Professional-Fridays.aspx>