

Your Path to Becoming a Certified Teacher in Ontario

Document and Fees Checklist

This page lists the documents and fees you are required to send to the Ontario College of Teachers.

Items <u>You</u> need to submit to the College:	READY
Registration Guide	
Photocopy of Proof of Identity If you have changed your name since you graduated from your teacher education program and became authorized to teach in your jurisdiction, a proof of name change is required.	
Photocopy of Employment Authorization Applicable if you are you are not a Canadian citizen.	
Photocopy of Certificates of your Program of Teacher Education	
Original Canadian Criminal Record Check Report	
Fee of \$345 CDN	

Documents that <u>Institutions</u> need to send in for you:	READY
Academic record of Post-Secondary Degree(s)	
Academic Record of Teacher Education	
Statements of Professional Standing Document must show that you were authorized to be a teacher in the jurisdiction you graduated from.	
Language Proficiency Test Report If applicable, from a list of acceptable English/French proficiency tests.	

If you are a teacher of <u>Technological Studies</u>, <u>You</u> also need to send:	READY
Photocopy of your Secondary School Diploma	
Evidence of Wage-Earning Experience Provided by your previous employers	
Proof of Competence in your Technical Field	

Please Note:

You must submit the application, payment and the documents together in one package. The file will remain in application processing while the College waits for other documents to arrive from other institutions.

If you submit your application without the fee or one of the documents you need to submit (for example, criminal record check), the file will not be processed. The College will contact you to inform you what is still needed and hold the file for two weeks while waiting for the information. If the missing item does not arrive after the College has contacted you, the College will return the package to you.