Important Non-Academic Activities/Dates for Teacher Candidates

Department of Teacher Education

The items below are important activities relating to your professional credentials and career aspirations. The information is only a guide. For specific information, requirements, and dates, teacher candidates *will need to go* to the organizations (websites) directly. The final column can be used to check off completed items.

Item	Details	Date Guidelines	X
Ontario College of Teachers (OCT) Application	• OCT certifies teachers to practice in Ontario and sets the standards of practice for the profession. • Teacher candidates must apply to the OCT for certification. Upon successful graduation, Brock will automatically send a letter to the OCT to recommend the application be accepted. • The application process can be done in stages (does not need to be completed at once) beginning in September. • Original transcripts are required and can be ordered through the OCT application process. For concurrent degrees and your BEd from Brock, select the option to *send transcripts upon completion of degree*. • **An original police check is required** and must be issued within 6 months of the date received by the OCT. Vulnerable sector is NOT required. The police check is sent to the OCT by the applicant (not by the police agency and not ordered through the OCT.) • There are costs associated with this the application process. • Visit **www.oct.ca** for details.	Start: ASAP Deadline: April Suggested that students complete application before the end of the Dec./Jan. break.	
Qualification Evaluation Council of Ontario (QECO) **Evaluation**	• QECO evaluates teaching qualifications & experience for salary placement for all publically funded elementary schools (K-8) and publically funded Catholic secondary schools. • QECO evaluation is free for teacher candidates while at Brock. A fee applies if not completed by April. • Teacher candidates must attend the QECO presentation to receive the teacher candidate application. • Visit **www.qeco.ca** for more information.	Start: Application site often opens in December Deadline: April	
Ontario Secondary School Teachers Federation (OSSTF) **Evaluation**	• OSSTF establishes the pay grid for all publically funded non-Catholic secondary school teachers. • Separate process for Technological Education vs. general stream teacher candidates. • Free for teacher candidates. A fee applies if not completed by April. • Must attend the OSSTF meeting to receive application documentation. • Visit http://www.osstf.ca for more information.	Start: day of presentation Deadline: April	
Résumé and Covering letter	• Recommend that a rough draft is completed by December and that a final draft is brought to Career Information Day in January. • Visit http://www.brocku.ca/career-services for more information on résumés and covering letters.	Start: ASAP Deadline: ongoing	
Applying for Jobs	• Hiring process and timelines vary by organization. • Many boards and organizations hiring teacher candidates will be in attendance at the Career Information Day in January. **Apply To Education** • This is the organization that receives applications and posts jobs for nearly 300 educational employers (Canadian and international postings). • Visit www.**applytoeducation.com** for more information. **Overseas Opportunities** • Many overseas schools begin to post jobs and hire in January. **School Boards and Independent Schools (Ontario and Canada)** • Some boards offer information days in January and February. • Application deadlines traditionally have been February - check each board to confirm this year's dates. • *Apply To Education* is the usual vehicle for résumé submission.	Start: most hiring begins in late January and is ongoing. Visit websites of boards/organizations to confirm timelines. Look under Human Resources and/or Career Opportunities for information on hiring.	
Federations / Unions	• Federations include Ontario Teachers' Federation (OTF), Ontario Secondary School Teachers' Federation (OSSTF), Elementary Teachers' Federation of Ontario (ETFO) and Ontario English Catholic Teachers' Association (OECTA). • Federations are also known as teachers unions. • You do not need to take any action associated with the federations (unions) including OTF, OSSTF, ETFO, OECTA to become a member. Teachers hired by a publically funded school board are automatically enrolled in the appropriate federation. • You are professionally responsible to learn about each union, what its role is in education, and your responsibilities to the union upon being hired by a publically funded school board.	Attend relevant information sessions noted in the PD schedule.	