

BROCK UNIVERSITY

STEP-BY-STEP TEACHER EDUCATION APPLICATION GUIDE

Fall 2024 Entry

This Application Guide is being provided as a tool to assist you in submitting a complete and accurate application to the Consecutive Teacher Education program (TEAS). Applicants should review this document carefully as it provides important details that if missed, could significantly impact your application. In addition, carefully review the Consecutive Teacher Education website for a broader overview of general program information, essential teaching skills, admission requirements and application details.

This is a highly competitive, professional program. The detail, accuracy and completeness of your file is important. All application dates and document submission deadlines provided are firm and no exceptions will be made. Application fees are non-refundable.

STEP 1: CHOOSE A PROGRAM DIVISION

Carefully review all three divisions and division requirements of the Consecutive Teacher Education (TEAS) program to ensure you choose the right selection. Please review the Fall 2024 General Admissions Criteria to review the division-specific requirements. <https://brocku.ca/admissions/consecutive/>

STEP 2: SUBMIT YOUR FALL 2024 TEAS APPLICATION

The TEAS application is available through the Ontario Universities Application Centre (OUAC) in mid-September 2023. The application closes December 1, 2023.

You will receive a confirmation email from OUAC shortly after submission of your application.

Brock will also send you an email to acknowledge the receipt of your application.

- If you submit your application between September 15 and mid-October, your acknowledgement email will arrive in mid-October.
- If you submit your application in mid-October onward, you will receive your acknowledgement email within 48 hours of submitting your application.
- The acknowledgement email will include your **Brock Campus ID** which you will need in order to set up your Brock student portal. The onus is on the applicant to check their student portal regularly as we may request additional documents (ex. WES Evaluation), and those documents are subject to the December 11, 2023 document deadline.

STEP 3: REQUEST/SUBMIT FORMS AND DOCUMENTS - ALL DOCUMENTS BELOW due December 11, 2023

Official Transcripts

- Order your official transcripts for all Ontario postsecondary institutions you attend(ed) as soon as you submit your TEAS application, using OUAC's TEAS Transcript Request Form (TRF). You must use the "IMMEDIATE" option when ordering this transcript. Brock students and Brock graduates who apply to Brock University do not need to order or send Brock transcripts.

- Transcripts not ordered through OUAC TRF can be uploaded through your Brock Student Portal. Uploaded transcripts must include your full name, the name of the institution attended, and the grades awarded. English translations must be included, where applicable. Documents you upload are considered UNOFFICIAL. While these will allow us to begin assessing your application, you will still be required to arrange for an OFFICIAL transcript to be sent to Brock directly from the issuing institution.

World Education Services (WES) Course-by-Course Evaluation (order immediately)

- If your Undergraduate, Master's or Doctorate degree was completed outside of Canada, a WES Course-by-Course Evaluation is mandatory.
- Order this immediately as it can take several weeks for WES to process, and is due by December 11, 2023, with all other documents and submissions.

Teachable Subject Clarification Form

Applicants applying for the Junior/Intermediate (B20) or Intermediate/Senior (B30) divisions must meet the requirements for their teachable subject(s).

- For the Junior/Intermediate division, a minimum two out of three teaching subject credits must be completed (with final grades) by December 11, 2023.
- For the Intermediate/Senior division, a minimum, three out of five first teaching subject credits, and a minimum of two out of three second teaching subject credits must be completed (with final grades) by December 11, 2023.
- Teachable subject credits not completed by the application deadline must show as 'in progress' on the transcript submitted at the time of application. It is your responsibility to ensure that courses in-progress show on the transcript sent by your institution for them to be considered for admission.

Submit your Experience Profile

This will be available to you via your Brock student portal shortly after submitting your TEAS application. The Experience Profile must include two different, unique instructional-related experiences, and they must be verified by the persons who supervised or managed you, in order to be considered valid and used toward your application. It is vital that you confirm the information you wish to include on your Experience Profile with your verifiers prior to submitting it.

[Learn more about the Experience Profile and important information about obtaining a verification.](#)

English Proficiency Test score (if required)

<https://brocku.ca/admissions/english-language-proficiency-requirements-for-teachers/>

Any other supporting documents

Check your Brock student portal daily. Brock may request additional documents. We will specifically request this by posting it as a document owing on your Brock student portal. We may also email you. If you need to upload a document (ex. WES Evaluation, English Proficiency Test score etc.) and there

is no space available on your Brock student portal to do so, email admissions@brocku.ca immediately.

Special Admission Consideration form

This form is optional to submit for those who would like to self-disclose additional information for special consideration of their application.

[Learn more about submitting a request for Special Consideration](#)

STEP 4: NEXT STEPS

Check your Brock student portal, your OUAC portal, and the email you provided on your application regularly. Check your junk/spam folders also. We will be communicating with applicants often over the months to come and will provide important updates or request new information/documentation from you that may be required to assess your application.

- Offers of admission will not take place until early February 2024. Those provided an offer must accept their offer no later than March 10, 2024.
- Those who are deemed inadmissible will also receive communication in early February 2024.
- Those who are admissible but did not meet the competitive score range for an offer will be placed on a waiting list. Should space become available after March 10, 2024, Admissions will contact students on the waiting list, based on their admission score.

If you have any questions about the application process, please email admissions@brocku.ca.