



Statement of Professional Standing Missing Information Form

Part I (applicant to complete)

To applicants: Please complete Part I and forward this document to the appropriate authority in each country where you were authorized to teach. Please refer to the Country Specific Information page at oct-oeeo.ca/countryinfo to find out where this document should come from.

- If you are certified/authorized to teach in a jurisdiction, please ask the official authority (please refer to Country Specific Information page) to complete Section A
- If there is no teaching regulatory authority in your jurisdiction, please ask the appropriate authority (please refer to Country Specific Information page) to complete Section B

The Statement of Professional Standing must contain the required information listed below or complete this form, and send it to the College directly. The document will not be accepted if it is not received directly from the appropriate authority listed in the Country Specific Information page and may delay your application.

Applicant name:

Application number:

Jurisdiction/country previously/currently certified:

Date of certification/license to teach:(DD/MM/YYYY)

Part II (institution to complete)

Please complete and upload the requested documentation (noted below) directly on our organization's portal at oct-oeeo.ca/fileupload. Alternatively, you may send the documents by mail to us at 101 Bloor Street West, Toronto, Ontario, M5S 0A1, CANADA.

The Ontario College of Teachers is the licensing body for the teaching profession in Ontario, and all teachers working in Ontario's publicly funded schools must be licensed by the College.

The individual named above has indicated that they were either (1) certified to teach in your jurisdiction/ country or (2) employed as a teacher in your school.

Requested Documentation

To determine whether this applicant is eligible for a teaching licence in Ontario, we require a statement from you with information about their past professional practice as a teacher.

Although they may have already requested this document from you, the statement should:

- confirm that their authorization to teach was never suspended, cancelled or revoked
- be sent directly from your institution
- confirm that the teacher education program completed by the applicant led to their authorization to teach in your jurisdiction, if applicable
- applicable dates (authorization to teach, employment)
- be an original and signed by the appropriate official
- not be more than one year old when we receive it

Alternatively, you can complete the form below and return it to the College directly. **Only complete the section applicable to you (Section A or Section B)**

Receiving these documents promptly and providing full and complete answers is crucial to the outcome of our decision and will be a great help in completing this individual's application.

Section A: If you are an official authority (e.g. ministry of education, teacher regulatory authority, etc.) Please confirm the following information:

Is the applicant authorized to teach in your jurisdiction/country? Yes No

If yes, please respond to the following:

Date when the applicant obtained authorization to teach (DD/MM/YYYY):

Has their authorization to teach been suspended, cancelled or revoked? Yes No

If yes, please provide details:

Did the teacher education program completed by the applicant lead to the authorization to teach in your jurisdiction/country? Yes No

Section B: If you are an employer (school principal, superintendent, human resources official at a school) Please confirm the following information:

Was the applicant employed in your school? Yes No

If yes, please respond to the following:

Dates of employment

Start (DD/MM/YYYY):

End (DD/MM/YYYY):

Employment type (select one): Part-time Full-time

If part-time, please include the number of hours employed per week:

What age/grade, subjects were they teaching?

Were they ever suspended for any disciplinary reasons? Yes No

If yes, please provide details:

Was their conduct satisfactory? Yes No

If no, please provide details:

Signature from Registrar or equivalent official:

Title:

Date:

Institution Seal