

SECTION 1: TO BE COMPLETED BY THE APPLICANT

Legal Name: _____

OCT #: _____ Queen's Student # (if applicable): _____

- 1) Please indicate the course subject(s) and days of experience you have in each subject. You may use this form for multiple courses and subject areas you plan on taking in the future if you currently meet the experience requirements. **You will need to fill this section out prior to sending the form to your Supervisory Official.**
- 2) Send this form to your Supervisory Official for confirmation of teaching experience.

Experience Definitions:

- Selecting **194 days** of teaching experience confirms that you have accrued 194 days of teaching experience since becoming an Ontario-certified teacher.
- Selecting **388 days** of teaching experience confirms that you have accrued 388 days of teaching experience since becoming an Ontario-certified teacher, 194 days of which are in the corresponding subject area.

COURSE INFORMATION	EXPERIENCE	
	194 DAYS	388 DAYS
AQ COURSE NAME		
<i>e.g. SPECIAL EDUCATION PART 1</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: TO BE COMPLETED BY A SUPERVISORY OFFICIAL *

Name: _____

Title: _____

School Board: _____

I certify that I have confirmed this experience with the individual to whom the applicant reports. By signing this form, I certify that the above-named applicant meets the teaching experience requirements indicated above.

Signature: _____ Date: _____

* The Ontario College of Teachers defines a "Supervisory Official" as the Superintendent/Assistant Superintendent of the school board for a teacher employed by a Board of Education. A principal or headmaster is not recognized in this capacity. For a teacher employed by a private school, the "Supervisory Official" is the Ministry of Education Official (Education Officer) appointed to your school. For verification of overseas teaching experience, the appropriate Supervisory Official to confirm this is the person a teacher's principal reports to.

Office of Continuing Teacher Education
 511 Union St. W. Room B245, Faculty of Education, Queen's University
 Kingston, Ontario, Canada, K7M 5R7
 Tel: (613) 533-2387 | Fax: (613) 533-6702 | E-mail: cedmail@queensu.ca
www.coursesforteachers.ca



EMAIL THIS COMPLETED FORM TO CEDMAIL@QUEENSU.CA | ORIGINAL NOT REQUIRED

The personal information collected on this form is done under the legal authority of the Royal Charter of 1841, as amended, and the Ontario College of Teachers Act. This information will be used for registration purposes at Queen's University and the Ontario College of Teachers. Questions or concerns about the information collected or how it will be used can be directed to the Dean of Education at (613) 533-6210.