

TEACHERS' QUALIFICATIONS EVALUATION

PROGRAM 5

A statement of the regulations, procedures
and category definitions of the

**QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO
(QECO)**

a co-operative project of

L'Association des enseignantes et des enseignants
franco-ontariens
The Elementary Teachers' Federation of Ontario
The Ontario English Catholic Teachers' Association

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GENERAL INFORMATION

INTRODUCTION

Certification (licensing) of Ontario teachers is the responsibility of Ontario College of Teachers, which issues Ontario Certificates of Qualification and Letters of Eligibility. However, evaluation of the qualifications of Ontario teachers for category placement purposes is the responsibility of the Affiliates of the Ontario Teachers' Federation. This evaluation process, resulting in the issuance of a QECO Evaluation, is carried out by the Qualifications Evaluation Council of Ontario (QECO).

THE QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO

The purpose of the Qualifications Evaluation Council of Ontario (QECO) is to present and to administer objectively, on an organized uniform basis on which to evaluate teacher qualifications.

QECO consists of:

a) **The Evaluation Council**

Members of the Evaluation Council are practicing teachers appointed by the three Affiliates. There shall be one Certification Council member for each 10,000 teacher members or major fraction thereof, in the respective Affiliates, with no Affiliate having fewer than two members. The Evaluation Council recommends policies and procedures governing the evaluation of qualifications.

b) **The QECO Office**

The QECO Office is composed of an evaluative and clerical staff working under the direction of the Executive Director. The staff is responsible to the Evaluation Council for the following purposes:

1. to evaluate teacher qualifications;
2. to respond to requests from Members for course approvals for upgrading purposes;
3. to answer inquiries regarding evaluation;
4. to maintain files of the documents submitted.

c) **The Appeals Committee**

The Appeals Committee shall be composed of three members of the Council, one member each of the constituent Affiliates. The Chair of the Appeals Committee shall be chosen annually from and by the Committee, and will be maintained on a rotation basis from each respective Affiliate. The Evaluation Committee hears appeals of category placement from individual members according to the Appeal Protocol, which can be obtained by contacting the QECO Office.

d) **The Affiliates Committee**

The Affiliates Committee finances and oversees the work of the Qualifications Evaluation Council of Ontario. Each Affiliate is represented by two persons designated by the Affiliate concerned and empowered to act on its behalf. The appointees will usually be the President and General-Secretary of the Affiliate.

Changes governing evaluation shall be approved by the appropriate authority of the participating Affiliates, through the Affiliates Committee

ROLE OF THE QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO

The role of the QECO is two-fold:

1. To evaluate qualifications of applicants in accordance with the Evaluation Program;
2. To provide category upgrading information to applicants.

The Evaluation Program

The Evaluation Program consists of the Regulations and prefatory material governing the administration of teacher category placement based on recognized standards of achievement. It provides applicants with a systematic and consistent method for improving qualifications. The Program is designed to provide a high level of credibility with the Affiliate membership and with external educational agencies.

Charts

Incorporated within this Evaluation Program are two Charts which reflect the various areas and levels of specialization in teacher qualifications. These Charts are used to evaluate the qualifications of applicants in General Studies and in Technological Studies. The Evaluation Program is the sole criteria used in the evaluation of the applicant's qualifications. Each Chart is divided into categories recognizing various levels of specialization and/or teacher training from the basic Category through to the most advanced Category A4.

Website

The QECO website is **www.qeco.on.ca**. Application forms are available on this site. This Program, in its entirety, plus other helpful information, including upgrading information is also available.

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PROCEDURES FOR OBTAINING AN EVALUATION

Application

It is the responsibility of the individual to apply in writing for an initial QECO Evaluation and for an updated QECO Evaluation after additional qualifications are obtained.

All applications for QECO Evaluation must be submitted **in writing** on the official application form. This application must be accompanied by the following:

1. legible, unaltered photocopy of valid Ontario College of Teachers' certification,
2. legible, unaltered photocopies of university transcript bearing the university logo,
3. official proof of any additional courses that have been successfully completed,
4. proof of employment.
5. translation of any document that has been submitted that is not written in either French or English

QECO reserves the right to request official transcripts, forwarded directly by the university to the QECO Office, at its discretion.

Inquiries

Because of the complexity of the evaluation process, the danger of misinterpretation of verbal information, and the need to serve members on a first-come first-served basis, any request for category upgrading requirements must be presented in writing with appropriate documentation.

QECO shall not be required to provide specific upgrading information by telephone.

Verbal statements concerning category placement are not considered authoritative.

Teachers are cautioned not to pursue courses for category upgrading purposes without having received written approval from the QECO Office.

Submissions

All applications, inquiries and related submissions should be addressed to:

Qualifications Evaluation Council of Ontario,
1300 Yonge St., 2nd Floor
Toronto, Ontario
M4T 1X3

Appeal Procedure

A teacher who wishes to appeal a decision of the QECO staff may do so by following the Appeal Protocol, a copy of which may be obtained by contacting the QECO Office.

Local Collective Agreements

The extent to which categories are related to salary scales is entirely a matter for negotiations at the local level. QECO has no authority in the field of salary. The possible salary implications of the evaluation of a teacher's qualifications must not in any way influence the decisions of the QECO staff, the Evaluation Council or the Appeals Committee. Nor can the QECO administer local qualifications clauses in collective agreements which are at variance with or in addition to the policies as outlined in the QECO Program.

Clauses within local collective agreements, which concern deadlines for retroactive payment for category change, special allowances, etc., are not the responsibility of the QECO.

Responsibility of Users of this Document

It is the responsibility of the individual teacher to apply **in writing** for an evaluation after additional qualifications have been received.

Teachers are advised to apply for upgrading of their category placement periodically to insure that they are following correct routes to higher category placements. Inquiries of this nature are best addressed in the period from January to June.

Grade reports or documentation of all courses completed since the last evaluation **must** be submitted. The Ontario College of Teachers and other institutions do **not** automatically share information with QECO.

Teachers are responsible for providing their school board with changes to their QECO category placement.

Affiliate Membership

Membership in a participating Ontario Teachers' Federation Affiliate is a requirement for evaluation by QECO.

Membership in one of the four Affiliates of the Ontario Teachers' Federation is automatic when a teacher is employed to teach with a Public, Catholic or French School Board in Ontario. The Board will deduct from the teacher's salary the appropriate federation fee and submit that fee to the Affiliate. Members of the three Affiliates listed below are eligible for a QECO evaluation.

Voluntary/Associate membership in an Affiliate may be obtained by written application to one of the Affiliates. The addresses of the Affiliates for this purpose are:

AEFO

681 Belfast Rd.
Ottawa, Ontario
K1G 0Z4

ETFO

1000 – 480 University Ave.
Toronto, Ontario
M5G 1V2

OECTA

65 St. Clair Ave. E., 4th Floor
Toronto, Ontario
M4T 2Y8

A student in a teacher certification program at a Faculty of Education may use the services of QECO and obtain a Student Letter of Evaluation if application is made by a student in an Ontario Faculty of Education between January 1 and April 30 or when employment has been secured with a School Board, which will result in membership in one of QECO's three constituent teachers' organizations.

A member of one of the three Affiliates who is now retired on a pension is also eligible to receive a Statement of Evaluation, upon application, should the need arise.

Acknowledgement of Correspondence

During peak periods (September through December) QECO will provide each applicant with a post-card bearing the date of receipt of the application and the anticipated number of weeks required to process the request.

Teachers are advised to use the Acknowledgement of Correspondence card to signal to the employing board that application has been made for a QECO Evaluation.

REGULATIONS

1. A QECO Evaluation may be issued only when a teacher has obtained a teaching certificate valid in the schools of Ontario and specified in the QECO Evaluation Program. Regardless of the qualifications a person may hold of an academic or other nature, no evaluation can take place until certification from the Ontario College of Teachers has been obtained.
2. The QECO will not evaluate the qualifications of those whose authority to teach is a Letter of Permission.
3. A fundamental principle is that no qualification may receive duplicate recognition.
4. Where a teacher holds a graduate or post-graduate degree, it shall be clearly indicated on the QECO Evaluation whether or not the degree was used in determining the category placement.
5. Teachers who have studied outside Ontario shall have their qualifications evaluated on a basis no less favourable but no more favourable than that applied to teachers prepared within the Province of Ontario. Where basic teacher training forms an integral part of the basic university degree, a minimum of five full courses (30 semester hours) may be deducted from the university studies. The acceptability for evaluation purposes of all certificates, diplomas, degrees and courses from outside Ontario shall be at the discretion of the QECO.
6. Deficiencies in the requirements for Category A1 must be removed before an applicant can proceed towards placement in a higher category.
7. Minimum requirements for any category must be fully attained before that category will be assigned.
8. QECO will cease to evaluate on Programme 3 as of September 1, 2001 and Programme 4 as of September 1, 2004. QECO Evaluation Program 5 shall be the only operative Evaluation Program as of that date.
9. Any teacher holding an Evaluation issued on a previous QECO Evaluation Program shall not lose the category previously assigned. All QECO letters stating upgrading requirements will be honoured.
10. It is the responsibility of the individual teacher to apply **in writing** for an evaluation or for any change in evaluation after additional qualifications have been achieved. The QECO takes no responsibility to inform individual teachers of any changes in Ontario College of Teachers' policies or other institutional policies, which may impact on the operation of this evaluation program, or upon the qualifications of individual teachers.

11. The QECO shall give an official ruling on the acceptability of any course to be used for upgrading.

The acceptability of any specific course shall be determined provided full particulars have been submitted **in writing** at least two months in advance, whenever possible, of the commencement date of the course.

Teachers are cautioned not to pursue a course for category upgrading purposes without having first obtained written authorization from the QECO Office that the course is both acceptable and applicable to the individual teacher's upgrading.

OF SPECIAL NOTE

QECO evaluates teacher qualifications based upon the documentation supplied by the teacher.

QECO exercises its best efforts to advise any teacher, who makes an inquiry as to those qualifications, which would be required to achieve a better rating.

However, QECO does not and cannot provide explanations of all possible methods of achieving a better QECO rating. Individual preferences on upgrading and the availability of course offerings often dictate how a teacher will choose to upgrade qualifications. Changes in university or the Ontario College of Teachers policy may also have a bearing on future upgrading.

Consequently, the teacher applicant must make a written inquiry of QECO to determine what effect a course credit or other qualification will have upon the QECO rating. The rating varies according to the qualifications earned and qualifications vary from teacher to teacher.

The information, which is provided with any evaluation, is valid for one year from the date of issuance.

GENERAL STUDIES CHART

IMPORTANT NOTE: For QECO evaluation purposes all Additional Qualification courses and Additional Basic Qualification courses referred to in this chart must appear on the Certificate of Qualification or Acknowledgement of Additional Qualification/Degree issued by the Ontario College of Teachers.

CATEGORY A

Valid certification from the Ontario College of Teachers with no university degree.

Pay equity Agreements apply.

CATEGORY A1

Valid certification from the Ontario College of Teachers with an acceptable university degree.

CATEGORY A2

1. Valid certification from the Ontario College of Teachers with an acceptable four year undergraduate degree.

OR

2. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree including five full university courses (overall second class average) in a single specified subject area or eight full university courses (overall second class average) in two specified subject areas (four full courses in each area).

OR

3. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree which has first or second class standing.

OR

4. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus Part I and Part II of a three-part Specialist qualification, additional to the approved degree and basic teacher training.

OR

5. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus **ONE** of:

- (a) 3 full additional approved university degree-credit courses
- (b) 3 Additional Qualification courses or approved equivalent courses
- (c) a combination of (a) and (b) to a total of three courses
- d) an ARCT or ATCM Diploma or approved equivalent
- e) a Diploma from the Institute of Child Study
- f) a three year Diploma from a CAAT, exclusive of university degree.

CATEGORY A3

1. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus an Honour Specialist qualification.

OR

2. Valid certification from the Ontario College of Teachers with an acceptable four year undergraduate university degree (first or second class standing).

OR

3. Valid certification from the Ontario College of Teachers with an acceptable four year undergraduate university degree plus a three part Specialist qualification additional to the approved degree and basic teacher training.

OR

4. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree including five full university courses (overall second class average) in a single specified subject area or eight full university courses (overall second class average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification, additional to the approved degree and basic teacher training.

OR

5. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus a three part Specialist qualification additional to the approved degree and basic teacher training, plus two additional approved full university degree-credit courses (second class overall average).

OR

6. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree and with the requirements of the Advanced Baccalaureate Credit.

OR

7. Category A2 plus **ONE** of:
 - (a) 5 full additional approved university degree-credit courses (overall second class average)
 - (b) 5 Additional Qualification courses or approved equivalent courses
 - (c) a combination of (a) and (b) to a total of five courses
 - (d) an ARCT or ATCM Diploma or approved equivalent
 - (e) a Diploma from the Institute of Child Study
 - (f) a three year Diploma from a CAAT, exclusive of the university degree.

CATEGORY A4

1. Valid certification from the Ontario College of Teachers with an acceptable four year undergraduate university degree which has first or second class standing, plus an Honour Specialist qualification.

OR

2. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree and the requirements for the Advanced Academic Accreditation, plus an Honour Specialist qualification.

OR

3. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree and with the requirements for the Advanced Academic Accreditation plus a three part Specialist qualification, which is additional to the requirements of the AAA and basic teacher training.

OR

4. Valid certification from the Ontario College of Teachers with an acceptable four year undergraduate university degree (first or second Class Standing) plus a three part

Specialist qualification, which is additional to the approved degree and basic teacher training.

OR

5. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree and with the requirements of the **Advanced Baccalaureate Credit** plus a three part Specialist qualification, which is additional to the requirements of the ABC and basic teacher training.

OR

6. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree including five full university courses (overall second class average) in a single specified subject area or eight full university courses (overall second class average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification, which is additional to the approved degree and basic teacher training, with an approved Diploma exclusive of both the degree and the Specialist qualification. The Diploma must be directly related to the area of specialization and involve a minimum of one full year of study.

OR

7. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus a three part Specialist qualification, which is additional to the approved degree and basic teacher training, plus two additional university degree-credit courses (overall second class average) with an approved Diploma exclusive of the degree, the Specialist qualification and the two additional courses. The Diploma must be directly related to the area of specialization and involve a minimum of one full year of study.

OR

8. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree including five full university courses (overall second class average) in a single specified subject area or eight full university courses (overall second class average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification, which is additional to the approved degree and basic teacher training, plus a second independent three part Specialist qualification, which is additional to the approved degree and basic teacher training.

OR

9. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree plus a three part Specialist qualification, which is additional to the approved degree and basic teacher training, plus two additional

university degree-credit courses (overall second class average), plus a second independent three part Specialist qualification, which is additional to the approved degree, basic teacher training and the two additional courses.

OR

10. Valid certification from the Ontario College of Teachers with an acceptable undergraduate university degree and with the requirements of the Advanced Baccalaureate Credit plus the Additional Basic Qualifications in each of the Primary, Junior, Intermediate and Senior divisions in General Studies.

OR

11. Category A3 plus **ONE** of:
- a) 5 full additional approved university degree-credit courses (overall second class average)
 - b) 5 Additional Qualification courses or approved equivalent courses
 - c) a combination of (a) and (b) to a total of five courses
 - d) an ARCT or ATCM Diploma or approved equivalent
 - e) a Diploma from the Institute of Child Study
 - f) a three year Diploma from a CAAT, exclusive of the university degree

OR

12. Category A2 plus a completed approved Master's Degree , which is exclusive of any teacher training, plus **ONE** of:
- a) two full additional approved university degree-credit courses (overall second class average)
 - b) two Additional Qualification courses or approved equivalent courses
 - c) a combination of (a) and (b) to a total of two full courses.

TECHNOLOGICAL STUDIES CHART

IMPORTANT NOTE: For QECO evaluation purposes all Additional Qualification courses and Additional Basic Qualification courses referred to in this chart must appear on the Ontario Certificate of Qualification or Acknowledgement of Additional Qualification/Degree issued by the Ontario College of Teachers.

CATEGORY A1

Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies.

CATEGORY A2

1. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus three acceptable courses.*

OR

2. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus ONE of the following:
 - a.) an acceptable three-year Diploma from an accredited Institute of Technology or College of Applied Arts and Technology (CAAT).
 - b.) an acceptable Art or Music Diploma

OR

3. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies qualification plus the Ontario Secondary School Honour Graduation Diploma or six OAC courses.

CATEGORY A3

1. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus six acceptable courses.*

OR

2. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus an acceptable three-year diploma from an accredited Institute

of Technology or College of Applied Arts and Technology (CAAT) or an acceptable Art or Music Diploma, plus two acceptable courses.*

OR

3. Valid certification from the Ontario College of Teachers plus the Honour Technological Studies Specialist qualification plus ONE of the following:
- a) an acceptable three-year diploma from an accredited Institute of Technology or College of Applied Arts and Technology (CAAT)
 - b) an acceptable Art or Music Diploma

OR

4. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus the Ontario Secondary School Honour Graduation Diploma or six OAC courses, plus three acceptable courses.*

OR

5. Valid certification from the Ontario College of Teachers with basic qualifications in Technological Studies plus ONE of the following:
- a) an acceptable three-year diploma (second-class standing) from an accredited Institute of Technology or College of Applied Arts and Technology (CAAT)
 - b) an acceptable Art or Music Diploma (second-class standing)
 - c) an acceptable Professional Appellation.

CATEGORY A4

Valid certification from the Ontario College of Teachers plus the Honour Technological Studies Specialist qualification, plus ONE of the following:

- a) six acceptable courses.*
- b) an acceptable three-year Diploma from an accredited Institute of Technology or College of Applied Arts and Technology (CAAT) plus two acceptable courses.*
- c) an acceptable Art or Music Diploma plus two acceptable courses.*
- d) the Ontario Secondary School Honour Graduation Diploma or six OAC courses, plus three acceptable courses.*

- e) an acceptable three-year diploma (second-class standing) from an accredited Institute of Technology or College of Applied Arts and Technology (CAAT)
- f) an acceptable Art or Music Diploma (second-class standing)
- g) an acceptable Professional Appellation.

* **Please consult Definitions, Technological Studies for information on acceptable courses.**

NOTES FOR TECHNOLOGICAL STUDIES CHART

- *1. An “**acceptable course**” is one which meets the following conditions:
- i) The course must have received approval from the QECO after submission of the course criteria (see Regulation 11).
 - ii) The course must have a minimum duration of seventy-five hours for full credit or forty hours for half credit.
 - iii) The credit value and grade of the course must be indicated by diploma and/or transcript from the institution offering the course.
 - iv) The course must be offered by a recognized educational institution and must form part of an accepted program of studies leading to a degree, a post-secondary diploma, or an Additional Qualification course completed at a Faculty of Education in Ontario and for which an official examination report or transcript is submitted.
2. Additional Basic Qualifications in Technological Studies may be considered as courses for Categories A2, A3, or A4, but any such courses used for admission to the **Honour Technological Studies Specialist** must be replaced with equivalent courses before using the **HTSS** for Category A3 or A4.
3. **Professional Appellation.** This refers to designations awarded by certain professional associations. For example:
- | | |
|--------|---|
| ACIS | Associate of the Chartered Institute of Secretaries |
| CA | Chartered Accountant |
| CGA | Certified General Accountant |
| P.Eng. | Professional Engineer |
| RCA | Associate of the Royal Academy of Arts |
| RIA | Registered Industrial Accountant |
| CMA | Certified Management Accountant. |
4. All diplomas will be evaluated on an individual basis for use on this Chart.

DEFINITIONS

For the purpose of this Evaluation Program

- a) **Acceptable** throughout the Evaluation Program refers to courses, degrees, diplomas and certificates which have been evaluated by the QECO and which meet current standards of the QECO.
- b) **Accredited University** means an educational institution recognized:
 - i) in Canada as an Ordinary member of the Association of Universities and Colleges of Canada as listed in “Universities and Colleges of Canada”, published by the AUCC, as revised from time to time.
 - ii) in the United Kingdom by the Association of Commonwealth Universities as listed in “Commonwealth Universities Yearbook”, as revised from time to time.
 - iii) in the United States by one of the following regional accrediting agencies:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools
 - Northwest Association of Schools and Colleges
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
 - iv) in a country other than Canada, the United Kingdom and the United States and which is listed in “International Handbook of Universities” published by the International Association of Universities, or in “Commonwealth Universities Yearbook”, published by The Association of Commonwealth Universities, both as revised from time to time.
 - v) by the Ontario College of Teachers for the purpose of issuing an Ontario Certificate of Qualification. When invoking this definition, the onus is on the applicant to provide complete documentation as to the acceptability of the degree.

c) **Advanced Academic Accreditation (AAA)** is the recognition that a teacher has successfully completed a minimum of 20 full university courses exclusive of basic teacher training with an acceptable undergraduate university degree. Included in those 20 full courses must be 15 full courses with a second class overall average. A concentration of 5 full courses in a single specified subject area (second class overall average) or 8 full courses (second class overall average) in two specified subject areas, 4 full courses in each area, shall be included in the 15 full courses.

d) **Advanced Baccalaureate Credit (ABC)** is the recognition that a teacher has successfully completed four years of university study exclusive of basic teacher training with an acceptable undergraduate university degree, to a total of at least 20 full courses of which 15 full courses shall have an overall second class average. In this degree program the candidate shall have an overall average of at least second class standing in one or two specified subjects. A minimum of 9 full courses constitutes one specified subject and a minimum of 14 courses, with not fewer than 6 full courses in either of the two subjects, constitutes two specified subjects. (See definition “r” for further information on specified subjects).

Only those courses within a degree program designated by the university as “extra to the degree” will be considered for higher category placement beyond the degree program when that degree is used in the ABC.

e) **ARCT** means Associate of the Royal Conservatory of Toronto

f) **ATCM** means Associate of the Toronto Conservatory of Music

g) **Basic Teacher Training** is the program of teacher education required by the Ontario College of Teachers for the granting of a licence to teach in Ontario.

h) **CAAT** means College of Applied Arts and Technology

i) **Degrees and Diplomas**

i) **Acceptable undergraduate three year university degree** means an undergraduate degree granted by an accredited university upon the successful completion of an approved three year (minimum 15 full courses) university degree program provided that this degree does not contain any basic teacher training. All degrees will be evaluated by the QECO based upon requirements of accredited universities of Canada or the United States.

ii) **Acceptable undergraduate four year university degree** means an undergraduate degree granted by an accredited university upon successful completion of an approved four year (minimum 20 full courses) university degree program provided that this degree does not contain any basic teacher training. An Honours degree conferred by an Ontario university is an acceptable undergraduate university degree. All degrees will be

evaluated by the QECO based upon requirements of accredited universities of Canada or the United States.

- iii) **Acceptable Master's Degree in Education** – QECO considers an approved Master's Degree in Education to have the credit value of eight (8) full courses. Teachers who submit for credit courses taken in partial fulfillment of an approved Master's degree in Education, may be requested to submit an official statement from the university outlining the total requirements for their individual degree program. Courses completed in partial fulfillment of an approved Master's Degree in Education will be credited on a pro-rated basis to the appropriate fraction of eight (8) full courses.

The Master's Degree in Education must be beyond the undergraduate degree level, basic teacher training and certification.

Since a complete approved M.Ed. degree is given a value of 8 full university courses by QECO, each of the courses taken towards the M.Ed. is pro-rated to the appropriate fraction of 8 full courses. For example, in a 10 "half-course" M.Ed. degree, each "half-course" is pro-rated to 4/5 of a full course.

M.Ed. courses taken beyond the issuance of a M.Ed. degree or taken in excess of M.Ed. requirements will be credited at the pro-rated value.

- iv) **Acceptable Master's degree** is a post-graduate degree, exclusive of basic teachers training, from an accredited university normally requiring a minimum of one year's work beyond the undergraduate degree. It is deemed to be equivalent to eight full courses. Courses leading to an acceptable Master's degree will be credited at transcript value until the degree is conferred.
- v) **Acceptable Doctoral degree** is a post-graduate degree from an accredited university. It is deemed to be equivalent to ten full courses. Courses leading to an acceptable Doctoral degree will be credited at transcript value until the degree is conferred.
- vi) **Approved Diploma** is an award usually from a tertiary level institution to recognize advanced study consisting of at least a full year of study, but not resulting in a degree. The QECO will assess the acceptability of diplomas not named in the category definitions.

Where an accredited university has given advanced standing towards a degree for courses within a three year diploma from an Ontario College of Applied Arts and Technology (CAAT), the diploma will be considered to have been used in its entirety, and no further credit will be given. However, a person who has received advanced standing may replace that advanced standing using additional university degree-credit courses on a course for course basis, to "free" the CAAT diploma for consideration.

- j) **Equivalent** is the recognition of courses, programs, certificates, diplomas and degrees which are considered by the QECO to be of the same value in terms of course time spent, course value granted and standard achieved.
- k) **Honour Specialist qualification** is an entry on the Ontario Certificate of Qualification. Admission to the Honour Specialist Qualification course is granted by an appropriate Faculty of Education based on criteria established by the Ontario College of Teachers. **Inquiries concerning requirements for admission to the Honour Specialist qualification courses should be directed to a Faculty of Education at the addresses supplied in this publication.**
- l) **Independent Three Part Specialist qualification** means that all three parts of the Ontario College of Teachers' three part Specialist Additional Qualification must be completed, independent of any other three part Specialist qualification.
- m) **Interim Certificate of Qualification** is a document granting authority to teach in Ontario which the Ontario College of Teachers may issue to persons whose academic and professional studies were completed outside Ontario.
- n) **Letter of Eligibility** is a document granting authority to teach in Ontario, which the Ontario College of Teachers may issue to persons whose academic and professional studies were completed outside Ontario, and who have not yet secured employment in Ontario.
- o) **Overall Second Class average** in the QECO evaluation procedures means at least a B minus standing as recognized by the granting institution at the time the work was completed.
- p) **Second Class Standing on Degrees**
 - i. **“Second class Standing”** in an acceptable four year undergraduate university degree in QECO procedures means at least a B minus standing as recognized by the granting institution at the time the work was completed.

Where there is doubt about the granting of such a degree, and where there is no information available from the university concerned as to what the overall standing of the degree must be, the average of the last fifteen (15) full courses will be the measure used by QECO to determine the standing on that degree.

- ii. **“Second class standing”** in an acceptable three year undergraduate university degree in QECO procedures means at least a B minus standing as recognized by the granting institution at the time the work was completed.

Where there is doubt about the grading of such a degree, and where there is no information available from the university concerned as to what the overall standing of the degree must be, the average of the last ten (10) full courses will be the measure used by the QECO to determine the standing on that degree.

- q) **Second Class Standing on Diplomas** in an acceptable diploma for QECO purposes shall be based on seventy-five percent of the courses required for the diploma having an overall second class average.
- r) **Specified Subject Area** for QECO purposes means
- i) courses bearing the same subject code or label on the transcript issued by the university concerned . For example, five full courses labelled “Labour Studies” would satisfy this definition as would, for example, a combination of four full courses labelled “Psychology” plus four full courses labelled “Sociology”.
 - ii) a subject in which an Honour Specialist qualification is issued by the Ontario College of Teachers. In the case of “umbrella disciplines” such as Contemporary Studies, Science, etc., the five courses required as a concentration in a single specified academic subject area must come from one of the subject components within the umbrella area. For example, in Contemporary Studies, the 5 courses must be from one of Psychology, Sociology, Anthropology, Economics or Political Science. In the case of a double concentration, the 8 full courses must be drawn from two of Psychology, Sociology, Anthropology, Economics or Political Science (4 full courses in each).
 - iii) subjects in which Honour degrees are offered by Ontario universities. Because Ontario universities sometimes offer an Honours Degree in a “themed” subject area involving a number of disciplines (eg. Women’s Studies), the QECO reserves the right to create separate policy on utilization of such subject areas.
- s) **Transcript** is an official document containing a complete record of studies undertaken at a post-secondary institution and bearing an official signature and the seal of the institution.

For QECO purposes clear, unaltered photocopies of transcripts bearing the university logo are acceptable.

- t) **University Course** is a course recognized for credit towards the granting of an approved degree. It is normally a unit of instruction consisting of three lecture hours per week, or equivalent, throughout the academic year. For QECO purposes two half-courses, six semester hours or nine quarter-hours will constitute one full course.

Additional university courses used for upgrading may not duplicate the course content of university studies previously completed.

Additional Qualification courses offered at an Ontario university Faculty of Education are considered “university degree-credit courses” when they appear on a university transcript or grade report with grade and credit value listed.

Courses in education offered by a Faculty of Education for both degree-credit purposes and for an entry on the Ontario Certificate of Qualification or Acknowledgement of Additional

Qualification/Degree will be used by QECO as either one Additional Qualification course, or as a maximum of one full university course, but not both.

University practicum courses credited on an university transcript towards a degree, other than the basic teacher training, will be credited at transcript value.

- u) **Valid Certification** is certification from the Ontario College of Teachers for the year in which the application for evaluation is received. (Example: a 2000 Certificate of Qualification for applications received in the year 2000)

ONTARIO COLLEGE OF TEACHERS

Certification (licensing) is the prerogative of the Ontario College of Teachers, and all inquiries about certificates should be directed to:

The Registrar
Ontario College of Teachers
121 Bloor St. E. 6th Floor
Toronto, Ontario
M4W 3M5

Please note that the QECO does not issue, administer or make changes to the Ontario Certificate of Qualification. The Certificate of Qualification is the responsibility of the Ontario College of Teachers.

FACULTIES OF EDUCATION

Inquiries concerning the academic requirements for admission to courses leading to Additional Qualification entries and Honour Specialist entries on the Ontario Certificate of Qualification should be addressed to a Faculty of Education.

- | | | | |
|--|--|---------|---|
| 1) | The Faculty of Education
Brock University
500 Glenridge Ave.
St. Catharines | L2S 3A1 | Tel. (416) 688-5550
Fax (416) 688-0544 |
| 2) | Faculty of Education
Lakehead University
955 Oliver Road
Thunder Bay | P7B 5E1 | Tel. (807) 343-8178
Fax (807) 346-7771 |
| 3) | Ecole des sciences de l'éducation
Centre d'éducation permanente
Université Laurentienne
Chemin du Lac Ramsey
Sudbury | P3E 2C6 | Tel. (705) 675-1151
Fax (705) 675-4897 |
| 4) | Faculty of Education
Nipissing University
100 College Drive, Box 5002
North Bay | P1B 8L7 | Tel. (705) 474-3461
1-800-655-5154
Fax (705) 495-1772 |
| 5) | Faculty of Education
University of Ottawa
145 Jean-Jacques Lussier St.
P.O. Box 450
Ottawa | K1N 6N5 | Tel. (613) 562-5800
Fax (613) 562-5987 |
| The University of Ottawa offers programs in both English and French. | | | |
| 6) | Faculty of Education
Queen's University
Duncan McArthur Hall
Kingston | K7L 3N6 | Tel. (613) 533-6205
Fax (613) 533-6203 |
| 7) | OISE/University of Toronto
252 Bloor Street West
Toronto | M5S 1V6 | Tel. (416) 926-4762
Fax (416) 923-7834 |

- 8) Faculty of Education
University of Western Ontario
1137 Western Road
London N6G 1G7
Tel. (519) 661-2092
Fax (519) 661-3833
- 9) Faculty of Education
University of Windsor
401 Sunset Avenue
Windsor N9B 3P4
Tel. (519) 253-4232
Fax (519) 971-3694
- 10) Faculty of Education
York University
4700 Keele Street, N802 Ross Building
North York M3J 1P3
Tel. (416) 736-5003
Fax (416) 736-5023