

The OSSTF/FEESO Certification Plan is designed to provide a systematic and consistent method for evaluating and improving teaching qualifications.



The Certification Division 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 using the current application form well in advance of the commencement date of the course. The Certification Division will not guarantee that a course taken by a Member may be used by the Member for upgrading unless that Member has received written approval prior to the taking of that course.

Procedure 9—Teacher Certification

## How it works

### Licensing of Ontario Teachers

Licensing of Ontario teachers is the responsibility of the Ontario College of Teachers. The Ontario College of Teachers issues Certificates of Qualification and Registration.

### Certification Department

The OSSTF/FEESO Certification Department evaluates teacher academic and professional records according to the regulations of the OSSTF/FEESO Certification Plan (found in the OSSTF/FEESO Handbook) and then issues Certification Rating Statements. These statements are used in collective agreements for salary placement. Members of the department include trained Evaluators and support staff.

### Certification Appeal Board

The OSSTF/FEESO Certification Appeal Board is composed of three teacher members who are appointed by the Provincial Executive. The Board is responsible for hearing Member appeals.

### Certification Council

The OSSTF/FEESO Certification Council is composed of six Members from across Ontario who are practicing teacher members of OSSTF/FEESO. Council formulates and interprets the OSSTF/FEESO Certification Regulations and is responsible for recommending any changes to the Regulations to the Annual Meeting of the Provincial Assembly.

## Where you start

Begin by obtaining Certification Application Form #1 from your branch president or from the OSSTF/FEESO website at [www.osstf.on.ca](http://www.osstf.on.ca)

Enclose with the application form:

- copy of your contract or proof of OSSTF/FEESO membership
- College of Teachers Certificate of Qualification and Registration
- originals of official university transcripts
- originals of any additional information pertaining to courses taken.

### Mail to:

OSSTF/FEESO  
Certification Department  
60 Mobile Drive  
Toronto, ON M4A 2P3

Applications are processed by Evaluators in the Certification Department using the Regulations of the current Certification Plan as found in the *OSSTF/FEESO Handbook*.

Allow approximately 8 to 10 weeks for processing.

Be sure to inform your district school board in writing that you have applied for an OSSTF/FEESO Certification Rating Statement, and be sure to submit your Rating Statement and letter to your employer.

Time is money  
Don't delay

Call 1-800-267-7867  
[www.osstf.on.ca](http://www.osstf.on.ca)

## You should know that...

- You must be an OSSTF/FEESO member with teaching qualifications.
- Only the Certification Department can give authoritative advice on the certification process.
- The OSSTF/FEESO Certification charts are significantly different from the QECO charts.
- Upgrading courses must be approved by the Certification Department.
- Salary is determined by your collective agreement.
- To be paid properly you must have an OSSTF/FEESO Certification Rating Statement.
- You must meet your collective agreement deadlines for submission of documents.
- A list of courses that fulfil in-the-discipline guidelines are available at [www.osstf.on.ca](http://www.osstf.on.ca)

### Don't wait! Re-evaluate!

Certification regulations change over time. If you are not in Group 4, consider applying for a reassessment to determine what, if anything, you can do to move to a higher Group.

Send your documentation for evaluation to:  
Certification Department  
OSSTF/FEESO  
60 Mobile Drive  
Toronto, ON M4A 2P3  
Call: (416)751-8300 or  
1-800-267-7867  
Fax: (416)751-0910  
[www.osstf.on.ca](http://www.osstf.on.ca)



\*Appeals to the Certification Appeal Board

- STEP 1—Contact Evaluator in Certification Department
- STEP 2—Contact Secretariat Liaison to Certification
- STEP 3—Apply for a Preliminary Certification Consultation
- STEP 4—Apply for a Formal Hearing with the Certification Appeal Board
- STEP 5—Apply for Leave to Appeal to the Appeal Committee of Provincial Council

Chairperson  
Certification Appeal Board  
OSSTF/FEESO

FSC



01/19



# Time is money

Get evaluated!  
Get re-evaluated!