



2017 - 2018

Policies and Procedures

**Ontario Secondary School Teachers' Federation/
Fédération des enseignantes-enseignants des écoles
secondaires de l'Ontario**



- 8.6.1.1. or Bargaining Unit, called by the Trusteeship Committee. (A.17)
The Special General Meeting will be held at the earliest possible date following exhaustion of the Trusteeship and Removal from Office Appeal process. When there is no appeal, the Special General Meeting will be held within 20 days of the report being made to the Provincial Executive under 8.5. (A.17)
- 8.7. The General Secretary shall report the results of the investigation and the decision rendered to the next meeting of the Provincial Council at the conclusion of the appeal process. (A.17)
- 8.8. In the event that the investigation results in the District or Bargaining Unit being placed in trusteeship, the Trusteeship Committee shall appoint the trustee. (A.17) Lorem ipsum
- 8.8.1. Without limiting the generality of the following, the trustee shall have full responsibility to conduct the affairs of the District or Bargaining Unit, to receive and distribute its funds and, in general, to carry out the duties which would otherwise have been carried out by the officer(s), both individually or collectively, of the District or Bargaining Unit. (A.17)
- 8.8.2. The trustee shall also be responsible for calling regular meetings of the membership to keep them informed of the status of the trusteeship and the District or Bargaining Unit business. (A.17)
- 8.9. Notwithstanding Bylaw 6, and notwithstanding trusteeship not being imposed, the Trusteeship Committee may suspend or remove from OSSTF office(s) a Member(s) of a District or Bargaining Unit Executive who has been found by the Trusteeship Committee as a result of an investigation pursuant to Procedure 8.5 to have been involved in the financial mismanagement or malpractice of a District or Bargaining Unit, or who has failed to properly represent the membership, or whose capacity to carry out their duties has been found lacking. (A.17)

- 8.10. The General Secretary, or designate, shall report to each regularly scheduled Provincial Council meeting on the status of a trusteeship and the Provincial Council may make recommendations to the Trusteeship Committee regarding any matters related to the trusteeship. (A.17)
- 8.11. Subject to the provisions of the Ontario Labour Relations Act, the term of trusteeship shall remain in effect until such time as the problem(s) has(have) been resolved. In any event, the trusteeship shall not exceed a period of one year from the date of inception, unless otherwise approved by the Ontario Labour Relations Board. (A.17)
- 8.12. Appeals of the decisions of the Trusteeship Committee may be made to the Provincial Executive: (A.17)
- 8.12.1. by written submission; (A.17)
- 8.12.2. within 10 working days of receipt of a decision of the Trusteeship Committee; (A.17)
- 8.12.3. in the case of a decision of trusteeship, only upon motion of the impacted District or Bargaining Unit Executive; and, (A.17)
- 8.12.4. in the case of Removal from Office, by the individual(s) impacted. (A.17)
- 8.13. The appeal will be discussed by the Provincial Executive (excluding the Provincial Executive members on the Trusteeship Committee) at its earliest opportunity. (A.17)
- 8.13.1. The respondent(s) will receive a written and final response from the Provincial Executive. (A.17)

Procedure 9 – Teacher Certification

- 9.1. **Evaluation of the qualifications of Ontario teachers is the responsibility of the teacher federations. For Members of OSSTF, this evaluation process, including the issuance of the Certification Rating Statement, is the responsibility of the Certification Division. (A.15)**
- 9.2. **The Certification Division**
- 9.2.1. **The Certification Division consists of (A.15)**

9.2.1.1.	The Certification Council (as outlined in Procedure 11.3 – Certification Council), (A.15)		Honour Specialist, the Three Session Specialist or the Honour Technological Education Specialist. (A.15)
9.2.1.2.	The Certification Department,	9.3.5.3.	Each Chart is divided into 4 groups recognizing various levels of specialization and/or teacher training from the basic, Group 1, through to the most advanced, Group 4. (A.15)
9.2.1.3.	The Certification Appeal Board (as outlined in Procedure 11.3 – Certification Council). (A.15)		
9.2.2.	The Role of the Certification Division is:		
9.2.2.1.	to evaluate qualifications of individual Members in accordance with the Certification Plan, and (A.15)	9.4.	Obtaining an evaluation (certification rating statement)
9.2.2.2.	to issue a Certification Rating Statement; (A.15)	9.4.1.	Application
9.2.2.3.	to assist individual Members in improving their qualifications; (A.15)	9.4.1.1.	It is the responsibility of the individual Member to apply in writing for an initial Certification Rating Statement (Bylaw 22.2, 22.3) and for an updated Certification Rating Statement: (A.15)
9.2.2.4.	to respond to requests from Members for course approvals for upgrading purposes; (A.15)	9.4.1.1.1.	after the Member has obtained additional qualifications; or (A.15)
9.2.2.5.	to answer enquiries regarding certification; (A.15)	9.4.1.1.2.	after there has been a revision of the Certification Plan. (A.15)
9.2.2.6.	to maintain files of the documents submitted. (A.15)	9.4.1.2.	Persons will not be evaluated if they are teaching under a letter of Permission, Letter of Eligibility or under any other document which is less than a basic secondary school teaching qualification but which permits the individual to be engaged by a school board in Ontario. (A.15)
9.3.	The Certification Plan		
9.3.1.	The Certification Division of the Ontario Secondary School Teachers' Federation operates in accordance with a Certification Plan approved by the Annual Meeting of the Provincial Assembly. (A.15)	9.4.1.3.	All applications for Certification Rating Statements must be submitted in writing on the official application form for an OSSTF Certification Rating Statement. (A.15)
9.3.2.	The Certification Plan consists of the Regulations and prefatory material governing the administration of teacher certification, based on recognized standards of achievement and providing individual Members with a systematic and consistent method for improving qualifications. (A.15)	9.4.1.4.	This application must be accompanied by the following: (A.15)
9.3.3.	The plan is designed to provide a high level of credibility with the membership and with external educational agencies. (A.15)	9.4.1.4.1.	eligible photocopy of the Member's Certificate of Qualification <u>and Registration</u> ; (A.17)
9.3.4.	The Certification Regulations are the sole criteria used in the evaluation of Members' qualifications. (A.15)	9.4.1.4.2.	original university transcripts and/or trade documents submitted by the university; (A.15)
9.3.5.	Charts	9.4.1.4.3.	official proof that any required additional courses have been successfully completed (original documentation); and (A.15)
9.3.5.1.	Within the Regulations of the Certification Plan are the Charts (CERT Regs. 7, 8) which reflect the various areas and levels of specialization in teacher qualifications. (A.15)	9.4.1.4.4.	copy of contract or Acceptance of Position form or proof of OSSTF membership. (A.15)
9.3.5.2.	These Charts are used to evaluate the qualifications of Members in possession of, or working towards, the	9.4.2.	Enquiries
		9.4.2.1.	All enquiries regarding current Certification Rating Statements or advancement to higher groups must be submitted in writing. (A.15)
		9.4.2.2.	Authoritative statements cannot be given verbally or by telephone. (A.15)
		9.4.2.3.	While Federation Officers and

- members of the Secretariat may be prepared to advise on how to proceed, it must be emphasized that authoritative statements may be provided only by the Certification Department following a documented submission. (A.15)
- 9.4.2.4. Members working towards additional qualifications are strongly advised to seek prior written approval from the Certification Department on the acceptability of any course well in advance of the commencement date of the course. No guarantee can be given that a course which has not been given prior written approval by the Certification Department will receive recognition. (A.15)
- Submissions**
- 9.4.2.5. All applications, enquiries and related submissions should be addressed to: Certification Department, OSSTF, 60 Mobile Drive, Toronto, Ontario M4A 2P3. (A.15)
- 9.5. **CERT Reg. 1**
- 9.5.1. **Certification Rating Statement with Stamp(s)**
- 9.5.1.1. Any course which has been taken towards an extra diploma and/or degree and which has been used by the Certification Department in establishing a Member's grouping shall be noted on the Certification Rating Statement by one of the following stamps: (A.15)
- 9.5.1.1.1. Stamp A "This grouping includes recognition of work done towards an extra degree." (A.15)
- 9.5.1.1.2. Stamp B "This grouping includes recognition of work done towards extra degrees." (A.15)
- 9.5.1.1.3. Stamp C "This grouping includes recognition of work done towards an acceptable post-secondary diploma." (A.15)
- 9.5.1.1.4. Stamp D "This grouping includes recognition of work done towards a post-graduate diploma from an accredited post-secondary educational institution. (A.15)
- 9.5.2. **Certification Rating Statement with Seal**
- 9.5.2.1. The Certification Department may affix a seal to any Certification Rating Statement indicating that one or more acceptable post-graduate degrees (or acceptable post-graduate diplomas) are in excess of the requirements for the grouping in which a Member has been placed. An appropriate seal is affixed provided the following conditions are met: (A.15)
- 9.5.2.1.1. no course involved in the degree has been used in establishing the Member's grouping, and, (A.15)
- 9.5.2.1.2. the acceptable post-graduate degree (or acceptable post-graduate diploma) is at least comparable to the normal requirements for a Master's degree in Ontario, (A.15)
- 9.5.2.1.3. the acceptable post-graduate degree does not contain any teacher training. (A.15)
- 9.5.2.2. This fact will be noted on the Certification Rating Statement by one of the following Seals: (A.15)
- 9.5.2.2.1. Seal 1 "Holds in addition a graduate degree from an accredited university." (A.15)
- 9.5.2.2.2. Seal 2 "Holds in addition a second graduate degree from an accredited university." (A.15)
- 9.5.2.2.3. Seal 3 "Holds in addition a post-graduate diploma from an accredited institution" (A.15)
- 9.6. **CERT Reg. 2 – Definitions** (For the purposes of Certification)
- 9.6.1. **"Acceptable"** throughout the Certification Plan refers to courses, degrees, diplomas and certificates which have been evaluated by the Certification Division of the OSSTF and which meet current OSSTF standards. (A.15)
- 9.6.2. **"Acceptable Doctoral degree"** is a post-graduate degree from an accredited university and it is deemed to be equivalent to ten (10) full university courses. (A.15)
- 9.6.3. **"Acceptable Master's degree"** is a post-graduate degree from an accredited university and is a completed program of studies normally requiring a minimum of one year's work beyond the undergraduate level. It is deemed to be equivalent to 7.5 full university courses provided it does not contain any teacher training and/or transfer credit from courses used in establishing the Member's group placement. (A.15)
- 9.6.4. **"Acceptable post-graduate**

- diploma**” is a post-graduate diploma issued by an accredited post-secondary educational institution recognizing completion of a program of studies at least comparable to the normal requirements for a Master's degree in Ontario. (A.15)
- 9.6.5. **“Acceptable post-secondary diploma”** is an approved program of studies beyond the Secondary School Graduation Diploma issued by a member institution of the Association of Canadian Community Colleges (ACCC) as listed in the Directory of Universities, Colleges and Schools in Canada. (A.15)
- 9.6.6. **“Acceptable undergraduate 3 year university degree”** means an undergraduate degree granted by an accredited university upon the successful completion of an approved 3 year university degree program (minimum 15 full courses) provided that this degree does not contain any teacher training. All degrees will be evaluated by the Certification Division of the OSSTF based upon qualifications of accredited universities in Canada or the United States. (A.15)
- 9.6.7. **“Acceptable undergraduate 4 year university degree”** means an undergraduate degree granted by an accredited university upon successful completion of an approved 4 year university degree program (minimum 20 full courses) provided that this degree does not contain any teacher training. All degrees will be evaluated by the Certification Division of the OSSTF based upon qualifications of accredited universities in Canada or the United States. (A.15)
- 9.6.8. **“Accredited university”** means a post-secondary educational institution that: (A.15)
- 9.6.8.1. is recognized in Canada as an ordinary member of the Association of Universities and Colleges of Canada as listed in the “Directory of Canadian Universities” published by the Association of Universities and Colleges of Canada (AUCC) as revised from time to time, or (A.15)
- 9.6.8.2. is recognized in the United Kingdom by the Association of Commonwealth Universities as listed in the “Commonwealth Universities Yearbook” published by the Association of Commonwealth Universities as revised from time to time, or (A.15)
- 9.6.8.3. is recognized 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 Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, as listed in the College Handbook, published by the College Board as revised from time to time, or (A.15)
- 9.6.8.4. is recognized in a country other than Canada, the United Kingdom and the United States and which is listed as a member institution in the “International Handbook of Universities” published by the International Association of Universities, or in the “Commonwealth Universities Yearbook,” and/or the World List of Universities and other Institutions of Higher Education published by the Association of Commonwealth Universities, both as revised from time to time, or is considered equivalent by the Certification Division to a university referred to in Procedure 9.6.8.1, or (A.15)
- 9.6.8.5. is authorized to grant the degree under an Act of the Assembly, including a person who is authorized to grant the degree under the *Post-secondary Education Choice and Excellence Act, 2000*, or (A.15)
- 9.6.8.6. confers a degree that is considered by the Ontario College of Teachers to be equivalent to a degree described in Procedure. 9.6.8.5. (A.15)
- 9.6.9. **“Additional Qualification”** courses shall be considered as acceptable Additional Qualification courses only if they are completed at an Ontario Faculty of Education, appear on a university transcript, and appear on the Certificate of Qualification and Registration from the Ontario College of Teachers. (A.17)
- 9.6.9.1. **“Advanced Academic Accreditation”** is the recognition that

- a teacher has successfully completed a minimum of 20 full university courses with an acceptable undergraduate degree. (A.15)
- 9.6.9.1.1. Included in these 20 full university courses must be 15 full university courses (second class average). Concentration of 5 full university courses (second class average) in one specified subject area (9.6.19) or in a single subject area (9.6.18) or 8 full university courses (second class average) in 2 specified subject areas (9.6.19) or in 2 subject areas (9.6.18), 4 full university courses in each area, shall be included in the 15 full university courses. (A.15)
- 9.6.9.1.2. A teacher who has graduated from a 3 year general degree (minimum 15 full university courses) requires 5 full university courses beyond such a degree. (A.15)
- 9.6.10. **“Advanced Standing”**
- 9.6.10.1. Courses completed at an institution other than an "accredited University" may be considered as university courses provided they appear on an official transcript from an accredited university as advanced standing towards an acceptable undergraduate degree. (A.15)
- 9.6.10.2. If the university does not have the policy or mechanism to capture and record advanced standing courses on an official transcript, a university half course must be completed at that institution. An official transcript of the completed university half course plus a letter from the Registrar's office listing the specific courses accepted as advanced standing will be required for OSSTF Certification purposes. (A.15)
- 9.6.11. **“Alternate”** throughout the Certification Plan refers to courses, degrees, diplomas and certificates which have been evaluated by the Certification Division of the OSSTF and which have been found to meet the intent of the Certification Plan. (A.15)
- 9.6.12. **“Date of Entry into the Profession”** for certification purposes refers to the date when the Member became and remained a member of the Ontario Teachers' Federation. For the purpose of this part, a Member under contract but on a Leave of Absence approved by a Board of Education in Ontario shall be deemed to be a continuing Member of the OSSTF for certification purposes. (A.15)
- 9.6.13. **“Equivalent”** is the recognition of courses, programs, certificates, diplomas and degrees which are determined by the Certification Division to be of the same value in terms of course time spent, credit value granted and standard achieved. (A.15)
- 9.6.14. **“Reasonable progress”** means the completion of one full course within an 18 months period. (A.15)
- 9.6.15. **“Second class average”** means an average of the courses involved that meets a B or higher standing as defined by the official grading system of the institution at which courses were taken. (A.15)
- 9.6.16. **“Second class standing in an acceptable 4 year undergraduate degree”** shall be based on 15 full courses having second class average including all the courses comprising the major within the degree. (A.15)
- 9.6.17. **“Second class standing in an acceptable 3 year Technologist Diploma”** shall be based on 75 percent of the courses required for the diploma having second class average including all the courses comprising the major within the diploma. (A.15)
- 9.6.18. **“Single subject area”** refers to courses bearing the same subject codes or labels as shown on an official transcript issued by the university concerned. (A.15)
- 9.6.19. **“Specified subject area”** refers to a subject in which an Honour Specialist qualification is indicated on a Certificate of Qualification and Registration by the Ontario College of Teachers. (See O. Reg.176/10, Schedule E) (A.17)
- 9.6.20. **“Technological Qualifications”** See O. Reg. 176/10 Schedule B (A.15)
- 9.6.21. **“Three Session Qualifications”** See O. Reg. 176/10, Schedule D. (A.15)
- 9.6.22. **“Transcript”** is an official document containing a complete record of studies undertaken at a post-secondary institution bearing an official signature and the seal of the institution. It must be issued by the registrar's office of

- the institution. (A.15)
- 9.6.23. **“University Course”** is a course recognized for credit towards the granting of an approved degree. It is a full course when it extends over a period of 2 semesters or its equivalent in concentration (as in summer school) and is recognized as a full course by the university concerned. A university course is a half course when it extends over a period of one semester or its equivalent in concentration (as in summer school) and is recognized as a half course by the university concerned. 2 half courses may be submitted for one full course. For OSSTF Certification purposes 2 half courses or 6 semester hours or 9 quarter-hours will constitute one full course. (A.15)
- 9.6.24. **“Teacher Training”** means the completed basic teacher education program of study that leads to a Certificate of Qualification and Registration from the Ontario College of Teachers. (A.17)
- 9.7. **CERT Reg. 3**
- 9.7.1. It shall be fundamental to the application of the Certification Plan that no qualification may receive duplicate recognition. (A.15)
- 9.8. **CERT Reg. 4**
- 9.8.1. University courses in Education may be recognized as “university courses” for placement beyond Group 1 provided such courses neither duplicate nor parallel work done towards either professional qualifications or previous group placement. (A.15)
- 9.9. **CERT Reg. 5**
- 9.9.1. To obtain a Certification Rating Statement the member must submit the current application form to the Certification Department of the OSSTF and must include (A.15):
- 9.9.1.1. originals of all university transcripts, (A.15)
- 9.9.1.2. a valid teaching Certificate issued by the Ontario College of Teachers, (A.15)
- 9.9.1.3. official proof that any required additional courses have been successfully completed, and (A.15)
- 9.9.1.4. proof of OSSTF membership. (A.15)
- 9.9.2. Incomplete applications or unsubstantiated documentation shall not be evaluated by the Certification Department. (A.15)
- 9.10. **CERT Reg. 6**
- 9.10.1. Where there has not been an acceptable number of courses within a degree required for the Certificate of Qualification and Registration issued by the Ontario College of Teachers, a Member may not proceed to Group 2 or beyond until the deficiency has been removed by acceptable university courses. (A.17)

<p>9.12. CERT Reg. 8 TECHNOLOGICAL CHART - All Members with Technological Education Qualifications on their valid teaching Certificate issued by the Ontario College of Teachers will use the following chart: (A.15)</p> <p>9.12.1. GROUP 1</p> <p>9.12.1.1. Valid teaching Certificate issued by the Ontario College of Teachers (A.15)</p> <p>9.12.2. GROUP 2</p> <p>9.12.2.1. 3 acceptable full courses as outlined in 9.12.5 (A.15)</p> <p>9.12.3. GROUP 3</p> <p>9.12.3.1. 6 acceptable full courses as outlined in 9.12.5 (A.15)</p> <p>9.12.4. GROUP 4</p> <p>9.12.4.1. 6 acceptable full courses, as outlined in 9.12.5, plus one of the following: (A.15)</p> <p>9.12.4.1.1. The Honour Technological Education Specialist Qualification, (A.15)</p> <p>9.12.4.1.2. Three Session Specialist Qualification, or (A.15)</p> <p>9.12.4.1.3. <u>An acceptable Master's degree at the post-graduate level or PhD.</u> (A.17)</p> <p>9.12.5. Acceptable Courses</p> <p>9.12.5.1. An acceptable course must have a minimum of 75 hours duration for full credit or forty hours duration for half credit (A.15)</p> <p>9.12.5.2. The course must be offered by an accredited institution and must form part of an accepted program of studies leading to an acceptable undergraduate degree, post-secondary Diploma or post-secondary Certificate (A.15)</p> <p>9.12.5.3. Additional Qualification courses completed at an Ontario Faculty of Education may be considered for Groups 2, 3, or 4 but any used for admission to the Honour Technological Education Specialist must be replaced with equivalent courses before using the Specialist for Group 4 (A.15)</p> <p>9.12.5.4. Grade 12 U/M, OAC's, and Grade 13 courses may be considered for upgrading purposes (A.15)</p> <p>9.12.5.5. A Certificate of Qualification or Statement of Membership (as issued by the Ministry of Training, Colleges & Universities or the Ontario College of Trades) with a Red Seal (representing interprovincial standing) shall be deemed equivalent to 3 full courses.</p>	<p>9.13. APPEALS TO THE CERTIFICATION APPEAL BOARD</p> <p>9.13.1. An OSSTF member who decides to appeal a decision of the Certification Department may apply to the Certification Appeal Board provided that: (A.15)</p> <p>9.13.1.1. the grounds and documentation presented in an appeal to the Certification Appeal Board are the same as those originally submitted to the Certification Department; and (A.15)</p> <p>9.13.1.2. any new information has been reviewed by the Certification Department in advance. (A.15)</p> <p>9.13.2. Preliminary Certification Consultation</p> <p>9.13.2.1. Prior to a formal Appeal hearing a Preliminary Certification Consultation shall be held to attempt to reach a resolution. Those present at the Consultation may include the appellant, an OSSTF member advisor for the appellant and evaluator, the Secretariat Liaison to the Certification Council and the Chair of the Certification Appeal Board. (A.15)</p> <p>9.13.2.2. An application for a Preliminary Certification Consultation shall be made in writing to the Secretariat Liaison to the Certification Council not later than 30 teaching days after receiving the decision of the Certification Department. (A.15)</p> <p>9.13.2.3. Failing resolution at the Preliminary Certification Consultation, an application for a formal hearing shall be made in writing to the Chairperson of Certification Appeal Board stating the grounds for the appeal and the relief being sought from the Certification Appeal Board. (A.15)</p> <p>9.13.2.4. The application must be made not later than 30 teaching days after the Preliminary Certification Consultation (A.15).</p> <p>9.13.2.5. Consultation may be in the form of electronic communication, conference call, or a personal meeting, at the</p>
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- discretion of the Secretariat Liaison to the Certification Council. (A.15)
- 9.13.3. The Provincial Office shall forward to the appellant 10 days prior to the date set for the hearing: (A.15)
- 9.13.3.1. the date set for the hearing; (A.15)
- 9.13.3.2. a statement of the Certification Appeal Board's understanding of the basis of the application for a hearing; (A.15)
- 9.13.3.3. a copy of all documentation on file that pertains to the appeal; and (A.15)
- 9.13.3.4. a copy of the Formal Hearing Procedures. (A.15)
- 9.13.4. The appellant shall be requested to indicate if there is an agreement with the basis of the appeal and the documentation. (A.15)
- 9.13.5. The appellant shall be advised that an OSSTF member may be selected as an advisor to assist with the presentation. (A.15)
- 9.13.5.1. Upon written request, the General Secretary shall assign a Secretariat member as advisor. (A.15)
- 9.13.6. The Certification Appeal Board may deny the member a hearing on the basis that the Appeals Committee of Provincial Council has already ruled on the same issue. (A.15)
- 9.13.6.1. Such a denial may be appealed to the Appeals Committee of the Provincial Council (A.15)
- 9.14. **APPEALS FROM A DECISION OF THE CERTIFICATION APPEAL BOARD**
- 9.14.1. An OSSTF member who wishes to appeal the decision of the Certification Appeal Board may appeal to the Appeals Committee of the Provincial Council in accordance with Bylaw 7, Appeal Procedures. (A.15)
- 9.14.2. Within 5 days of receipt of a request for an Appeal of a decision of the Certification Appeal Board, the Chair of the Appeals Committee of the Provincial Council shall request the representatives of the Appellant and Respondent to submit their arguments within fifteen days. (A.15)
- 9.14.3. No Appeal from a decision of the Certification Appeal Board may be granted if a prior decision has been made by the Appeals Committee of Provincial Council on a similar issue within the previous 5-year period. (A.15)

- 9.14.4. The Appeals Committee of the Provincial Council cannot rule in any manner that would change or amend the regulations made under the Certification Plan. (A.15)