

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

Phone: 416-751-8300/800-267-7867 Fax: 416-751-0910

Further Information at www.osstf.ca**PERSONAL INFORMATION**

Surname: _____ Given Name(s): _____

Former Surname (if applicable): _____

Street Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Telephone Number: () - _____

OSSTF/FEESO Member Number (if known): _____

Email Address: _____ Ontario College of Teachers Member Number: _____

SCHOOL/DISTRICT INFORMATION

District School Board Name: _____ Years with Board: _____

School Name: _____ School Telephone Number: () - _____

 Academic Teacher or Technological Teacher**ACADEMIC INFORMATION****INITIAL BACHELOR'S DEGREE** (if applicable)

University: _____ Country of Origin: _____ Year obtained: _____

Degree held: _____ 3 year 4 year Other (please specify): _____**POST-GRADUATE DEGREE(S)** (if applicable) (Master's, Doctorate)

University: _____ Country of Origin: _____ Year Obtained: _____

Degree/Diploma held: _____ 1 year 2 year Other (please specify): _____**ADDITIONAL QUALIFICATION COURSES** (if applicable)

<u>Course</u>	<u>University/Institution</u>
_____	_____
_____	_____
_____	_____
_____	_____

DOCUMENTS TO BE SUBMITTED

- Certificate of Qualification or Transitional Certificate of Qualification
(Photocopy or printout from the Ontario College of Teachers website is acceptable)
- Proof of OSSTF/FEESO Membership **OR** Voluntary Member
(Photocopy of any of the following: contract, acceptance of position form, letter of intent, pay stub showing OSSTF/FEESO dues, letter from OSSTF/FEESO Bargaining Unit President or Principal confirming completion of at least one day of teaching, OSSTF/FEESO membership card)

[New members with an existing LETTER OF ASSESSMENT or LETTER OF APPRAISAL need not submit any further documentation]

ACADEMIC TEACHERS:

- Official transcript of initial Bachelor's Degree including advanced standing/transfer credit
- Official transcript(s) of Post-Graduate Degree(s) or Diploma(s) including advanced standing
- Official transcript(s) of Additional Qualification courses
- Official CEGEP transcript
- Official transcript of General Certificate of Education A-Levels

TECHNOLOGICAL TEACHERS:

- Original or Notarized * copies of the Certificate of Apprenticeship and Trade Certificate of Qualification issued by the Ministry of Training, Colleges and Universities
- Forwarded Enclosed
- Official transcript(s) of Grade 13/OACs/Grade 12 U/M
- Official transcript(s) of University course(s) and/or College course(s)
- Official CEGEP transcript
- Official transcript(s) of Additional Qualification course(s)

TRANSCRIPTS: Forwarded by Registrar Enclosed

Photocopies of transcripts are not acceptable. They must contain the seal and stamp from the issuing authority.

**Trade documents may be notarized by a Notary Public, Swearer of Oaths, Lawyer or Teacher Bargaining Unit President.*

AUTHORIZATION: I hereby consent to the collection, and use of the above-noted information by the Ontario Secondary School Teachers' Federation. This information shall be exclusive for the purposes of union administration and the representation of our members.

Signature of Applicant

Date

**NOTE: This application will NOT be processed until ALL of the required documents are received.
Allow a minimum of 8-10 weeks for processing.**