



2015 - 2016

Policies and Procedures

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

Website: www.osstf.on.ca



- 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 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.15)
- 9.11. **CERT Reg. 7 Academic Chart (All Members with Primary, Junior, Intermediate and/or Senior Qualifications on their valid teaching Certificate issued by the Ontario College of Teachers will use the following chart) (A.15)**
- 9.11.1. **GROUP 1**
- 9.11.1.1. An acceptable three (3) year undergraduate degree, (pass standing) (A.15)
- 9.11.2. **GROUP 2**
- 9.11.2.1. An acceptable four (4) year undergraduate degree, (pass standing) or (A.15)
- 9.11.2.2. An acceptable three (3) year undergraduate degree, with a concentration of five (5) full university courses (second class average) in a single subject area or eight (8) full university courses in two (2) subject areas (four (4) full courses in each area) or (A.15)
- 9.11.2.3. An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.15)
- 9.11.2.3.1. Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses to a total of three (3) full courses (A.15)
- 9.11.2.3.2. A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.2.3.3. Parts 1 and 2 of a Three Session Specialist qualification (A.15)
- 9.11.3. **GROUP 3**
- 9.11.3.1. An acceptable four (4) year undergraduate degree, second class standing or (A.15)
- 9.11.3.2. An acceptable undergraduate degree plus an Honour Specialist qualification or (A.15)
- 9.11.3.3. An acceptable undergraduate degree with the Advanced Academic Accreditation with nine (9) full university courses (second class average) in one specified subject area or 14 full university courses in two (2) specified subject areas with no fewer than six (6) full university courses in each area or (A.15)
- 9.11.3.4. An acceptable four (4) year undergraduate degree, pass standing plus one of the following: (A.15)
- 9.11.3.4.1. A Three Session Specialist qualification
- 9.11.3.4.2. Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of two (2) full courses (A.15)
- 9.11.3.4.3. A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) or (A.15)
- 9.11.3.5. An acceptable three (3) year undergraduate degree, with a concentration of five (5) full university courses (second class average) in a single subject area or eight (8) full university courses in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.15)
- 9.11.3.5.1. Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses (A.15)
- 9.11.3.5.2. A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.3.5.3. A Three Session Specialist qualification or (A.15)
- 9.11.3.6. An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.15)
- 9.11.3.6.1. A Three Session Specialist qualification plus two (2) additional full university courses (second class average) (A.15)
- 9.11.3.6.2. Parts 1 and 2 of a Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses (A.15)

- 9.11.3.6.3. A three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.4. **GROUP 4**
- 9.11.4.1. An acceptable four (4) year undergraduate degree, with second class standing, or with the Advanced Academic Accreditation, plus one of the following: (A.15)
- 9.11.4.1.1. Honour Specialist Qualification (A.15)
- 9.11.4.1.2. Three Session Specialist Qualification (A.15)
- 9.11.4.1.3. Acceptable Master's degree at the postgraduate level or PhD (A.15)
- 9.11.4.1.4. Acceptable Master's degree at the post-graduate level (which includes teacher training) plus 1.5 additional full university courses at the post-graduate level (second class average) or (A.15)
- 9.11.4.2. An acceptable four year undergraduate degree, pass standing plus one of the following: (A.15)
- 9.11.4.2.1. Two Three Session Specialist qualifications (A.15)
- 9.11.4.2.2. A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or university courses (second class average) to a total of two (2) full courses (A.15)
- 9.11.4.2.3. A Three Session Specialist qualification plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.4.2.4. Acceptable Master's degree at the postgraduate level (which includes teacher training) plus two (2) additional full university courses (second class average) at the post-graduate level or (A.15)
- 9.11.4.3. An acceptable three (3) year undergraduate degree with a concentration of five (5) full university courses (second class average) in a single subject area or eight (8) full university courses (second class average) in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.15)
- 9.11.4.3.1. Two Three Session Specialist qualifications (A.15)
- 9.11.4.3.2. A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or university courses (second class average) to a total of five (5) full courses (A.15)
- 9.11.4.3.3. A Three Session Specialist qualification plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.4.3.4. Acceptable Master's degree at the post-graduate level or PhD plus Additional Qualification courses and/or university courses (second class average) to a total of two (2) full courses (A.15)
- 9.11.4.3.5. Acceptable Master's degree at the post-graduate level which includes teacher training plus 2.5 additional full university courses at the post-graduate level (second class average) (A.15)
- 9.11.4.3.6. Acceptable two (2) year Master's degree at the post-graduate level (exclusive of teacher training) or (A.15)
- 9.11.4.4. An acceptable three (3) year undergraduate degree (pass standing) plus one of the following: (A.15)
- 9.11.4.4.1. Two Three Session Specialist qualifications plus two (2) additional university courses (second class average) (A.15)
- 9.11.4.4.2. A Three Session Specialist qualification plus two (2) full university courses (second class average) plus a three (3) year post-secondary Diploma (exclusive of the undergraduate degree) (A.15)
- 9.11.4.4.3. A Three Session Specialist qualification plus Additional Qualification courses completed at an Ontario Faculty of Education and/or additional university courses (second class average) to a total of five (5) full courses plus two (2) full university courses (second class average) (A.15)
- 9.11.4.4.4. Acceptable Master's degree at the post-graduate level which includes teacher training and 2.5 additional full university courses at the post-graduate level (second class average) plus Additional Qualification courses and/or university courses (second class average) to a total of two (2) full courses (A.15)
- 9.12. **CERT Req. 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)
- 9.12.1. **GROUP 1**
- 9.12.1.1. Valid teaching Certificate issued by the Ontario College of Teachers (A.15)
- 9.12.2. **GROUP 2**
- 9.12.2.1. Three (3) acceptable full courses as outlined in 9.12.5 (A.15)
- 9.12.3. **GROUP 3**
- 9.12.3.1. Six (6) acceptable full courses as outlined in 9.12.5 (A.15)
- 9.12.4. **GROUP 4**
- 9.12.4.1. Six (6) acceptable full courses, as outlined in 9.12.5, plus one of the following: (A.15)
- 9.12.4.1.1. The Honour Technological Education Specialist Qualification (A.15)
- 9.12.4.1.2. Three Session Specialist Qualification or (A.15)
- 9.12.4.2. An acceptable four (4) year undergraduate degree, second class standing plus an acceptable Master's degree at the post-graduate level or PhD or (A.15)

- 9.12.4.3. An acceptable undergraduate degree with the Advanced Academic Accreditation plus an acceptable Master's degree at the post-graduate level or PhD or
- 9.12.4.4. An acceptable three (3) year undergraduate degree with a concentration of five (5) full university courses (second class average) in a single subject area or eight (8) full university courses (second class average) in two (2) subject areas (four (4) full courses in each area) plus one of the following: (A.15)
- 9.12.4.5. Acceptable Master's degree at the post-graduate level or PhD plus Additional Qualification courses and/or university courses (second class average) to a total of two (2) full courses (A.15)
- 9.12.4.6. Acceptable Master's degree at the post-graduate level which includes teacher training plus 2.5 additional full university courses at the post-graduate level (second class average) (A.15)
- 9.12.4.7. Acceptable two (2) year Master's degree at the post-graduate level (exclusive of teacher training) (A.15)
- 9.12.5. **Acceptable Courses**
- 9.12.5.1. An acceptable course must have a minimum of seventy-five hours duration for full credit or forty hours duration for half credit (A.15)
- 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)
- 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)
- 9.12.5.4. Grade 12 U/M, OAC's, and Grade 13 courses may be considered for upgrading purposes (A.15)
- 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 three (3) full courses. Individually, a Certificate of Apprenticeship and Certificate of Qualification/Statement of Membership, as issued by the Ministry of Training, Colleges & Universities or the Ontario College of Trades, are equivalent to one (1) full course. (A.15)
- 9.13. **APPEALS TO THE CERTIFICATION APPEAL BOARD**
- 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)
- 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)
- 9.13.1.2. any new information has been reviewed by the Certification Department in advance. (A.15)
- 9.13.2. Preliminary Certification Consultation
- 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 Certification Council and the Chair of the Certification Appeal Board. (A.15)
- 9.13.2.2. An application for a Preliminary Certification Consultation shall be made in writing to the Secretariat Liaison to Certification Council not later than 30 teaching days after receiving the decision of the Certification Department. (A.15)
- 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)
- 9.13.2.4. The application must be made not later than 30 teaching days after the Preliminary Certification Consultation (A.15).
- 9.13.2.5. Consultation may be in the form of electronic communication, conference call, or a personal meeting, at the discretion of the Secretariat Liaison to Certification Council. (A.15)
- 9.13.3. The Provincial Office shall forward to the appellant ten 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)