

## OECTA/OCSTA ADDITIONAL QUALIFICATION COURSES IN RELIGIOUS EDUCATION - FALL 2009

### **Please Note:**

The Toronto Catholic District School Board will not be offering SPRING Intercession Religious Education. Those interested in Parts I, II or III may register for either the Fall 2009 course or the Summer 2010 course. No Intercession 2010 will be offered by TCDSB.

### **TO ALL REGISTRANTS - Please read carefully:**

A copy of your 2009 Certificate of Qualification or a copy of your 2009 Interim Certificate of Qualification from the Ontario College of Teachers **MUST** accompany this registration form. A copy of your Ontario College of Teachers membership card is not adequate for registration.

**One important policy in the Religion AQ program is that in order to be recommended for this Additional Qualification Course a candidate must attend and participate in all classes. Should something arise which makes it impossible for you to attend a class, you need to contact the Instructional Leader and the Course Director. A make-up assignment *equal to the number of hours missed* will be assigned. The Ontario College of Teachers mandates full 100% attendance for all Additional Qualification Courses.**

- The application form will **NOT** be processed without the tuition fee and the necessary documentation accompanying it. Incomplete application forms will be returned.
- A service charge of \$25.00 will be levied for any cheques that do not clear the bank.
- Course location Marshal McLuhan Secondary School
- Tentative dates for the course are as follows: Wed. Sept. 16, Sat. Sept. 19, Wed. Sept. 23, Sat. Sept. 26, Wed. Sept. 30, Wed. Oct. 07, Wed. Oct. 14, Sat. Oct. 17, Wed. Oct. 21, Wed. Oct. 28, Wed. Nov. 04, Sat. Nov. 07, Wed. Nov. 11, Wed. Nov. 18, Wed. Nov. 25, Wed. Dec. 02, Wed. Dec. 09, Wed. Jan. 06, Wed. Jan. 13, Wed. Jan. 20, Wed. Jan. 27. Plus 12 hours of book club time. Final dates will be mailed to candidates who are accepted into the program. The course runs on weeknights from 5:15 p.m. to 9:15 p.m. and on Saturdays from 8:30 a.m. until 3:00 p.m.
- To submit your completed registration package, it is NOT recommended that you use the Board courier as this does not operate in the summer months. Rather, you should either drop off your completed application package to OECTA between 8:00 am – 5:00 pm in June and between 8:00 am – 4:00 pm in July/August or mail it in to OECTA.
- Should you need further information, please contact the Course Director, Fr. Michael Lehman at [michael.lehman@tcdsb.org](mailto:michael.lehman@tcdsb.org) or the Registrar at OECTA at [r.stanley@oecta.on.ca](mailto:r.stanley@oecta.on.ca)
- You will be notified in August as to whether or not you are in the program.

## **Part I Registrants – Toronto CDSB Employees**

A \$100.00 non-refundable commitment fee for course withdrawal is required with your application form. The cheque should be made payable to OECTA and can be post-dated to the first day of the course (no money orders please).

### **The process for entry into the Part I is as follows:**

- ♦ Those in their second year of teaching or greater will get top priority based on a first-come, first-served basis then:
- ♦ Those in their first year of teaching are next based on a first-come, first-served basis then:
- ♦ New hires based on a first-come, first-served basis:
- ♦ Occasional teachers will be put on a waiting list and will be contacted if space becomes available. Occasional teachers must pay the \$500.00 tuition fee.

## **Part II and Part III Registrants**

- ♦ If you **ARE** a Toronto CDSB teacher, the Course Director will get the superintendent's signature for you. If you are **NOT** a Toronto CDSB teacher, you must contact your own Board and get the required superintendent's signature.
- ♦ The tuition fee for the course is \$500.00 and the cheque should be made payable to **OECTA**. It can be post-dated to September
- ♦ Entry in Part II and Part III are on a first-come, first-served basis.

**OECTA/OCSTA ADDITIONAL QUALIFICATION COURSES  
IN RELIGIOUS EDUCATION  
FALL 2009**

If you are considering taking Religious Education Part I through another Board, please note that approval is required PRIOR to registering in order to ensure the availability of funds. Please contact Kevin Malcolm via email at [kevin.malcolm@tcdsb.org](mailto:kevin.malcolm@tcdsb.org)

Clearly indicate with a  which you wish to register for:

- PART I   
PART II   
PART III

Name: \_\_\_\_\_  
(Last name) (First name)

Social Insurance Number: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_  
\*Probationary date is required. (Permanent status excluding any supply teacher experience with our Board)

College of Teachers Registration Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ (mm/dd/yyyy)

Are you: Full Time   
Part Time   
Long Term Occasional   
Short Term Occasional  Occasional teachers will be placed on a waiting list and will be contacted once space becomes available. They must pay the full tuition fee of \$500.00

Home Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-mail address (home or school) \_\_\_\_\_

Name and telephone number of school where you are currently assigned:

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ADDRESS ALL COMMUNICATIONS TO:  
The Registrar  
Ontario English Catholic Teachers' Association  
65 St. Clair Avenue, East  
Toronto, Ontario  
M4T 2Y8

**REGISTRANTS FOR PARTS II AND PART III ONLY  
MUST COMPLETE THE ATTACHED FORM.**

**PART II APPLICANTS ONLY**

All applicants must attach a copy of:

Part 1 certificate \_\_\_\_\_ Location \_\_\_\_\_ Year \_\_\_\_\_

**OR**

Part I equivalency certificate \_\_\_\_\_ Year \_\_\_\_\_

**Non TCDSB employees only:** Contact your board office for the signature of the appropriate supervisory officer required below.

This is to certify that \_\_\_\_\_, has a minimum of one year of successful teaching experience in or outside Ontario.

\_\_\_\_\_  
SIGNATURE - Supervisory Officer (Superintendent)

\_\_\_\_\_  
PLEASE PRINT NAME

**The 194 days of teaching begins as of the issue date that appears on the Certificate of Qualification**

**PART III APPLICANTS ONLY**

All applicants must attach a copy of:

Part II certificate \_\_\_\_\_ Location \_\_\_\_\_ Year \_\_\_\_\_

**OR**

Part II equivalency certificate \_\_\_\_\_ Year \_\_\_\_\_

**Non TCDSB Employees only:** Contact your board office for the signature of the appropriate supervisory officer required below.

This is to certify that \_\_\_\_\_, has a minimum of two years successful teaching experience, one of which has been in an Ontario Catholic School.

\_\_\_\_\_  
SIGNATURE - Supervisory Officer (Superintendent)

\_\_\_\_\_  
PLEASE PRINT NAME

**The 388 days of teaching begins as of the issue date that appears on the Certificate of Qualification**

**Part 1 - Commitment Fee (\$100.00) payable to OECTA.  
Parts 2 & 3 TUITION FEE (\$500.00) payable to OECTA.**

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