



TEACHERS' QUALIFICATIONS EVALUATION

Program 5

Revised September 1, 2013

The regulations, procedures and category definitions of

**The Qualifications Evaluation Council of Ontario/
Le Conseil Ontarien d'Évaluation des Qualifications**

QECO/COEQ

A not-for-profit corporation of:

L'Association des enseignantes et des enseignants franco-ontariens

The Elementary Teachers' Federation of Ontario

The Ontario English Catholic Teachers' Association

QECO/COEQ
1300 Yonge Street
Suite 308
Toronto, Ontario
M4T 1X3
www.qeco.on.ca

416-323-1969
1-800-385-1030

TABLE OF CONTENTS

	Page
General Information	3
Role of the Qualifications Evaluation Council of Ontario	4
Procedures for Obtaining an Evaluation	5
Appeal Procedure	6
Local Collective Agreements	6
Responsibility of Users	6
Affiliate Membership	7
Teachers, Students and Retired Teachers	7
Regulations	8
General Education Chart	10
Technological Education Chart	16
Notes for Technological Education Chart	18
Definitions	20
Ontario College of Teachers	26

GENERAL INFORMATION

INTRODUCTION

Certification (licensing) of Ontario teachers is the responsibility of Ontario College of Teachers, which issues Ontario Certificates of Qualification and Registration. However, evaluation of the qualifications of Ontario teachers for salary category placement purposes is the responsibility of the participating Affiliates (AEFO, ETFO and OECTA) of the Ontario Teachers' Federation and is carried out solely by the Qualifications Evaluation Council of Ontario (QECO/COEQ).

THE QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO

The purpose of the Qualifications Evaluation Council of Ontario (QECO/COEQ) is to present and to objectively administer, on an organized uniform basis on which to evaluate teacher qualifications.

a) The QECO/COEQ Office

The QECO/COEQ Office is composed of an evaluative and clerical staff working under the direction of the Executive Director. The staff is responsible to the Affiliates Committee for the following purposes:

1. To evaluate teacher qualifications;
2. To respond to requests from Members for course approvals for category placement purposes;
3. To answer inquiries regarding evaluation;
4. To maintain files of the documents submitted.

b) The Affiliates Committee

The Affiliates Committee is the QECO/COEQ board of directors which finances and oversees all aspects of its service to teachers. Each of the participating Affiliates (AEFO, ETFO, and OECTA) is represented by two people designated by each Affiliate to act on its behalf. The appointees will usually be the President and General-Secretary of the Affiliate.

Changes governing QECO/COEQ shall be approved by the appropriate authority of the participating Affiliates, through the Affiliates Committee.

ROLE OF THE QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO

The role of the QECO/COEQ is two-fold:

1. To evaluate qualifications of applicants in accordance with the Evaluation Program;
2. To provide category upgrading information to applicants.

The Evaluation Program

The Evaluation Program consists of the Regulations and prefatory material governing the administration of teacher category placement based on recognized standards of achievement. It provides applicants with a systematic and consistent method for improving qualifications. The Program is designed to provide a high level of credibility with the Affiliate membership and with external educational agencies.

Evaluation Charts

Incorporated within this evaluation program are two charts which reflect the various areas and levels of specialization in Ontario teacher qualifications. These charts are used to evaluate the qualifications of applicants in General Education and in Technological Education. The evaluation program is the sole criterion used in the evaluation of the applicant's qualifications. Each chart is divided into categories recognizing various levels of specialization and/or teacher training from the basic Category A through to Category A4.

Website

The QECO/COEQ website is www.qeco.on.ca. Current application forms are available only on this site. The program, plus other helpful information, including general application procedures are also available on the website.

Copyright

Users are invited to view, download or copy the program in whole or in part to aid in the widespread distribution of its contents to other interested parties.

PROCEDURES FOR OBTAINING AN EVALUATION

Application

It is the responsibility of the individual to apply in writing for an initial QECO/COEQ Evaluation and for an updated QECO/COEQ Evaluation after additional qualifications are obtained. Instructions for application completion accompany the application forms.

All applications for QECO/COEQ evaluation or for formal category upgrading advice must be submitted on the appropriate application form available at www.qeco.on.ca.

QECO/COEQ reserves the right to request official transcripts, forwarded directly by the institution to the QECO/COEQ Office, at its discretion.

Inquiries

QECO/COEQ is pleased to provide telephone service for teachers. Clarification of the application procedure, assistance interpreting the routes provided in a teacher's upgrading letter and general information about evaluation timelines and policies may be provided.

Any request for an individual's routes for a higher category must be submitted in writing on the appropriate application form. QECO/COEQ will not provide any specific upgrading advice in any form other than an individual upgrading letter.

Teachers are advised to pursue upgrading routes only after having received their individual upgrading letter from QECO/COEQ.

Submissions

All applications, inquiries and related submissions should be addressed to:

Qualifications Evaluation Council of Ontario,
1300 Yonge St., Suite 308,
Toronto, Ontario
M4T 1X3

Appeal Procedure

If any concerns and/or questions regarding category placement and/or upgrading requirements occur following an evaluation the first step is to contact QECO/COEQ as soon as possible to obtain an explanation and clarification.

A teacher may appeal a QECO/COEQ category placement if after seeking clarification they believe an evaluation error was made. A copy of the Appeal Protocol may be obtained from the QECO/COEQ website at www.qeco.on.ca.

Local Collective Agreements

The extent to which categories are related to salary scales is entirely a matter for negotiations and is set out in local collective agreements. QECO/COEQ has no authority in the field of salary. The possible salary implications of the evaluation of a teacher's qualifications must not in any way influence the decisions of the QECO/COEQ staff, or the Appeals procedure. Also, QECO/COEQ can not administer qualifications clauses in local collective agreements which are at variance with or in addition to the policies as outlined in the QECO/COEQ Program.

Clauses within local collective agreements which concern deadlines for retroactive payment for category change, special allowances, etc., are not the responsibility of the QECO/COEQ.

Responsibility of Users of this Document

It is the responsibility of the individual teacher to apply in writing for an evaluation after additional qualifications have been received or on a yearly basis.

Teachers who have not yet achieved Category A4 are strongly urged to apply for upgrading routes on a yearly basis to ensure that they are following the most expedient and correct routes to higher category placements.

Transcripts or verification of courses completed since the last evaluation must be submitted with an application form. The Ontario College of Teachers and other institutions do not share information with QECO/COEQ nor does QECO/COEQ share information with other institutions and employers.

Teachers are responsible for providing their school board with changes to their QECO/COEQ category placement.

Affiliate Membership

Teachers:

Membership in one of the participating Ontario Teachers' Federation Affiliates listed below is a requirement before a teacher may be evaluated by QECO/COEQ.

Voluntary/Associate membership in an Affiliate may be obtained by written application to one of the Affiliates. The addresses of the Affiliates for this purpose are:

AEFO

1420, place Blair
Pièce 801
Ottawa, Ontario
K1J 9L8
www.aefo.on.ca

ETFO

136 Isabella Street
Toronto, Ontario
M4Y 1P6
www.etfo.ca

OECTA

65 St. Clair Ave. E
4th Floor
Toronto, Ontario
M4T 2Y8
www.oecta.on.ca

Students:

A student in an Ontario publicly funded teacher certification program may use the services of QECO/COEQ to obtain an evaluation if the application is made during a designated period of the same year of graduation from the faculty/school of education, or when employment has been obtained with a school board which will result in membership in one of QECO/COEQ's three sponsoring teachers affiliates.

Retired Teachers:

A retired member of one of the three affiliates is also eligible to receive a QECO/COEQ evaluation upon application, should the need arise.

REGULATIONS

1. A QECO/COEQ Evaluation may only be issued to Ontario certified teachers who are members of one of the sponsoring affiliates; to retired teachers who were previously members of one of the sponsoring affiliates; or to student teachers in their certification year of an Ontario publicly funded teacher education program.
2. QECO/COEQ evaluates teacher academic qualifications exclusive of Ontario professional teacher certification requirements.
3. QECO/COEQ will not evaluate the qualifications of those whose authority to teach is a Letter of Permission.
4. No qualification may receive duplicate recognition.
5. QECO/COEQ shall give an official decision on the acceptability of any course submitted for higher category placement.
6. All degrees listed are used in the QECO/COEQ Evaluation unless otherwise indicated.
7. All qualifications obtained outside Ontario shall be evaluated equitably based on current QECO/COEQ evaluation standards.
8. Minimum requirements for any category must be fully attained before that category will be assigned.
9. QECO/COEQ Evaluation Program 5 is the only operative Evaluation Program.
10. Any teacher applying for a QECO/COEQ Evaluation shall have:
 - a. Any category previously assigned under a different QECO/COEQ program maintained until requirements for higher categories are satisfied.
 - b. All valid QECO/COEQ letters under previous policies and/or programs stating upgrading requirements honoured.
 - c. Present QECO/COEQ university course definitions apply to all current and previous letters.
11. It is the responsibility of the individual teacher to apply for an evaluation or for any change in evaluation after additional qualifications have been attained or on a recommended yearly basis if not yet in Category A4. All

application forms are available on the QECO/COEQ website
www.qeco.on.ca.

12. QECO/COEQ will not be responsible for informing individual teachers of any changes in Ontario College of Teachers' policies or other domestic or international institutional policies, which may impact the operation of this evaluation program, or the qualifications of individual teachers.

General Education Chart

All items referred to in this chart require valid certification from the Ontario College of Teachers. Category requirements described for each item are in addition to all basic teacher training and any other studies used toward certification by the Ontario College of Teachers.

Refer to Definitions page 20:

- *Degrees and Diplomas: Definition item (i) (1), page 21 for a complete definition of an acceptable undergraduate university degree.*
- *Degrees and Diplomas: Definition item (i) (2), page 22 for a complete definition of an acceptable four year undergraduate university degree.*
- *Degrees and Diplomas: Definition item (i) (3), page 22 for a complete definition of an acceptable five year undergraduate university degree.*
- *Advanced Academic Accreditation: Definition item (c), page 20 for a full description of Advanced Academic Accreditation (AAA).*
- *Advanced Baccalaureate Credit: Definition item (d), page 21 for a full description of Advanced Baccalaureate Credit (ABC).*

Category A

1. No university degree.

Category A1

2. An acceptable undergraduate university degree.

Category A2

3. An acceptable four year undergraduate university degree.
or
4. An acceptable three year undergraduate university degree including five full university courses (the minimum B average) in a single specified subject area or eight full university courses (the minimum B average) in two specified subject areas (four full courses in each area).
or

5. An acceptable three year undergraduate university degree (first or second class standing).

or

6. An acceptable three year undergraduate university degree plus Part I and Part II of a three-part Specialist qualification which is additional to the degree and basic teacher training.

or

7. An acceptable three year undergraduate university degree plus beyond the degree and basic teacher training ONE of:

- a. Three (3) additional approved full university degree-credit courses.
- b. Three (3) Additional Qualification courses or approved equivalent courses.
- c. A combination of (a) and (b) to a total of three (3) courses.
- d. An ARCT or ATCM Diploma or approved equivalent.
- e. A Diploma from the Institute of Child Study.
- f. A three year Diploma from a CAAT, exclusive of the university degree and any previous category requirements.

Category A3

8. An acceptable undergraduate university degree plus an Honour Specialist qualification.

or

9. An acceptable five year undergraduate university degree.

or

10. An acceptable four year undergraduate university degree (first or second class standing).

or

11. An acceptable four year undergraduate university degree plus a three part Specialist qualification which is additional to the degree and basic teacher training.

or

12. An acceptable three year undergraduate university degree including five full university courses (the minimum B average) in a single specified subject area or eight full university courses (the minimum B average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification which is additional to the degree and basic teacher training.
- or
13. An acceptable three year undergraduate university degree plus a three part Specialist qualification additional to the degree and basic teacher training, plus two additional approved full university degree-credit courses (the minimum B average).
- or
14. An acceptable three year undergraduate university degree plus a three part Specialist qualification additional to the degree and basic teacher training, plus a second independent three part Specialist qualification which is additional to the degree and basic teacher training.
- or
15. An acceptable undergraduate university degree with the requirements of the Advanced Baccalaureate Credit (ABC) or Advanced Academic Accreditation (AAA).
- or
16. Category A2 plus ONE of:
- a. Five (5) full additional approved university degree-credit courses (the minimum B average).
 - b. Five (5) Additional Qualification courses or approved equivalent courses.
 - c. A combination of (a) and (b) to a total of five (5) courses.
 - d. An ARCT or ATCM Diploma or approved equivalent.
 - e. A Diploma from the Institute of Child Study.
 - f. A three year Diploma from a CAAT, exclusive of the university degree and any previous category requirements.
 - g. An acceptable completed post graduate master's degree additional to basic teacher training.

Category A4

17. An acceptable four year undergraduate university degree (first or second class standing) plus an Honour Specialist qualification.
- or

18. An acceptable undergraduate university degree with the requirements for the Advanced Academic Accreditation additional to basic teacher training plus an Honour Specialist qualification.
or
19. An acceptable undergraduate university degree with the requirements for the Advanced Baccalaureate Credit (ABC) or the Advanced Academic Accreditation (AAA) additional to basic teacher training plus a three part Specialist qualification, which is additional to the requirements for ABC or AAA and basic teacher training.
or
20. An acceptable four year undergraduate university degree (first or second class standing) plus a three part Specialist qualification, which is additional to the degree and basic teacher training.
or
21. An acceptable four year undergraduate university degree (first or second class standing) plus any acceptable master's or doctoral degree which is additional to the degree and basic teacher training.
22. An acceptable four year undergraduate university degree (pass standing) plus a three part Specialist qualification, which is additional to the degree and basic teacher training, plus a second independent three part Specialist qualification, which is additional to the degree and basic teacher training.
or
23. An acceptable four year undergraduate university degree (pass standing) plus a three part Specialist qualification, which is additional to the degree and basic teacher training, with an acceptable diploma exclusive of both the degree and the Specialist qualification. The diploma must be directly related to the area of specialization and involve a minimum of one year of full time study.
or
24. An acceptable five year undergraduate university degree (first or second class standing).
or
25. An acceptable five year undergraduate university degree (pass standing) plus an Honour Specialist qualification.

or

26. An acceptable five year undergraduate university degree plus a three part Specialist qualification which is additional to the degree and basic teacher training.

or

27. An acceptable five year undergraduate university degree plus an acceptable master or doctoral degree which is additional to the degree and basic teacher training.

or

28. An acceptable three year undergraduate university degree including five full university course (the minimum B average) in a single specified subject area or eight full university courses (the minimum B average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification, which is additional to the degree and basic teacher training, and an acceptable diploma exclusive of both the degree and the Specialist qualification. The diploma must be directly related to the area of specialization and involve a minimum of one year of full time study.

or

29. An acceptable three year undergraduate university degree plus a three part Specialist qualification, which is additional to the degree and basic teacher training, plus two additional approved full university degree credit-courses (the minimum B average) and an acceptable diploma exclusive of the degree, the Specialist qualification and the two additional full courses. The diploma must be directly related to the area of specialization and involve a minimum of one year of full time study.

or

30. An acceptable three year undergraduate university degree including five full university courses (the minimum B average) in a single specified subject area or eight full university degree courses (the minimum B average) in two specified subject areas (four full courses in each area) plus a three part Specialist qualification, which is additional to the degree and basic teacher training, plus a second independent three part Specialist qualification, which is additional to the degree and basic teacher training.

or

31. An acceptable three year undergraduate university degree plus a three part Specialist qualification, which is additional to the degree and basic teacher training, plus two additional approved full university degree-credit courses (the minimum B average), plus a second independent three part

Specialist qualification, which is additional to the approved degree and basic teacher training and the two full additional courses.

or

32. An acceptable undergraduate university degree with the requirements of the Advanced Baccalaureate Credit (ABC) or the requirements of the Advanced Academic Accreditation (AAA) plus the Additional Basic Qualifications in each of the Primary, Junior, Intermediate and Senior divisions in General Education.

or

33. Category A3 plus ONE of:

- a. Five (5) additional approved full university degree-credit courses (the minimum B average).
- b. Five (5) Additional Qualification courses or approved equivalent courses.
- c. A combination of (a) and (b) to a total of five (5) courses.
- d. An ARCT or ATCM Diploma or approved equivalent.
- e. A Diploma from the Institute of Child Study.
- f. A three year Diploma from a CAAT, exclusive of the university degree and any previous category requirements.
- g. An acceptable completed post graduate master's degree additional to basic teacher training.

or

34. Category A2 plus a completed acceptable post graduate master's degree, which is exclusive of any teacher training, plus ONE of:

- a. Two (2) additional approved full university degree-credit courses (the minimum B average).
- b. Two (2) Additional Qualification courses or approved equivalent courses.
- c. A combination of (a) and (b) to a total of two (2) full courses.

Technological Education Chart

IMPORTANT NOTE: For QECO/COEQ evaluation purposes all Additional Qualification and Additional Basic Qualification courses referred to in this chart must appear on the Ontario Certificate of Qualification and Registration issued by the Ontario College of Teachers.

- For definition of acceptable courses see Notes for Technological Education Chart.
- * denotes issued by the Ministry of Training, Colleges and Universities.

Category A1

- A. Valid teaching Certificate from the Ontario College of Teachers with at least one basic qualification in Technological Education.

Category A2

A Technological Education basic qualification entry on a valid teaching certificate from the Ontario College of Teachers plus ONE of:

- B. Three (3) acceptable courses exclusive of courses taken at a C.A.A.T. used towards the Certificate of Apprenticeship.*
- C. Three (3) additional approved full university degree-credit courses.
- D. Three (3) Additional Qualification courses or approved equivalent courses.
- E. A combination of (B), (C) and (D) to a total of three (3) courses
- F. A Certificate of Qualification* with Red Seal.

Category A3

G. Category A2 plus one of:

1. Three (3) acceptable full courses exclusive of courses taken at a C.A.A.T. used towards the Certificate of Apprenticeship.*
2. Three (3) additional approved full university degree-credit courses.
3. Three (3) Additional Qualification courses or approved equivalent courses.
4. A combination of (1), (2) and (3) to a total of three (3) courses.
5. A Certificate of Qualification* with Red Seal.

or

- H. A Technological Education basic qualification entry on a valid Certificate of Qualification and Registration from the Ontario College of Teachers plus an acceptable Appellation.

Category A4

- I. Category A3 (G) or (H) above plus ONE of:
 - 1. Honour Technological Education Specialist entry on the Certificate of Qualification and Registration from the Ontario College of Teachers.
 - 2. A three session Specialist qualification entry on the Certificate of Qualification and Registration from the Ontario College of Teachers.

NOTES FOR TECHNOLOGICAL EDUCATION CHART

1. An “acceptable course” is one which meets one of the following conditions:
 - i. Must have received approval from QECO/COEQ after submission of course criteria (see Regulation 4).
 - ii. Must have a minimum duration of seventy-five hours for a full course or forty hours for a half course.
 - iii. Credit value and grade of the course must be indicated on the official transcript from the institution offering the course.
 - iv. Must be offered by a recognized educational institution and must form part of an accepted program of studies leading to a degree or a post-secondary diploma for which an official examination report or transcript is submitted.
 - v. Must be offered by a faculty of education or recognized Additional Qualification provider in Ontario which results in any entry on the Certificate of Qualification and Registration from the Ontario College of Teachers. Refer to the current Ontario College of Teachers Act, 1996 – Ontario Regulation 176/10 Teachers’ Qualifications for a list of the Additional Qualifications eligible for Technological Education certified applicants.
 - vi. University degree credit courses refer to Definition (r).
 - vii. Ontario Academic Course credits may be considered for upgrading provided they are in addition to the Ontario Secondary School Diploma.
 - viii. Ontario Grade 13 courses and/or Grade 12 U/M courses may be considered for upgrading purposes.
 - ix. A Certificate of Qualification* with a Red Seal (for interprovincial standing) shall be deemed equivalent to three (3) full acceptable courses. Individually, a Certificate of Apprenticeship* is equivalent to one (1) full acceptable course and a Certificate of Qualification* is equivalent to one (1) full acceptable course.
 - x. Aircraft Maintenance Engineer License issued by Transport Canada is equal to three (3) full acceptable courses.

2. Additional Basic Qualifications in Technological Education may be considered as acceptable courses for Categories A2, A3, or A4, but any such courses used for admission to the Honour Technological Education Specialist course must be replaced with equivalent courses before using the Honour Technological Education Specialist for Category A4. Please refer to the current Ontario College of Teachers Act, 1996 – Ontario Regulation 176/10 Teachers' Qualifications Section 40 (4) (b) (i), (ii) and (iii).
3. Acceptable Professional Appellations applicable to this Chart are: R.C.A. (Associate of the Royal Canadian Academy of Arts) and P.Eng. (Professional Engineer).

*Issued by the Ministry of Training, Colleges and Universities.

DEFINITIONS

For the purposes of this Evaluation Program:

- a) Acceptable throughout the Evaluation Program 5 refers to courses, degrees, diplomas and certificates which have been evaluated by the QECO/COEQ and which meet current standards of the QECO/COEQ.

- b) **Acceptable university/institution** for the granting of an acceptable degree is defined by the following:
 - i. **In Canada:**

Recognized Post Secondary Institution: Public or private institution that has been given full or limited authority to grant degrees by an act of the provincial/territorial legislature.

 - ii. **In the United States:** One of the following regional accrediting agencies:
 - 1. Middle States Association of Colleges and Schools
 - 2. New England Association of Schools and Colleges
 - 3. North Central Association of Colleges and Schools
 - 4. Northwest Association of Schools and Colleges
 - 5. Southern Association of Colleges and Schools
 - 6. Western Association of Schools and Colleges

 - iii. **Internationally:**

Every country has laws and regulations which they publish that govern the establishment and recognition of academic institutions and programs within its jurisdiction. QECO/COEQ will accept all such recognized programs from acceptable institutions.

 - iv. **By the Ontario College of Teachers:**

As listed on the Certificate of Qualification and Registration issued by the Ontario College of Teachers.

- c) **Advanced Academic Accreditation (AAA)** requires a minimum of 20 full university degree-credit courses exclusive of basic teacher training with an acceptable undergraduate university degree. Including in those 20 full courses must be 15 full courses with the minimum B average. A specified subject area of 5 full courses with the minimum B average or 8 full courses

with the minimum B average, in two specified subject areas, 4 full courses in each area, shall be included in the 15 full courses.

Only those courses within the initial degree program designated by the university as “extra to the degree” will be considered for higher category placement beyond the degree program when that degree is used in the AAA.

- d) **Advanced Baccalaureate Credit (ABC)** requires a minimum of 20 full university degree-credit courses and an acceptable undergraduate university degree of which 15 full courses must have the minimum B average. Within the 15 full courses 9 full courses must be in one subject area with the minimum B average or 14 courses in two subject areas (at least 6 full courses in each) with the minimum B average.

Only those courses within the initial degree program designated by the university as “extra to the degree” will be considered for higher category placement beyond the degree program when that degree is used in the ABC.

- e) **ARCT** means Associate of the Royal Conservatory of Toronto.
- f) **ATCM** means Associate of the Toronto Conservatory of Music.
- g) **Basic Teacher Training** is the program of teacher education required by the Ontario College of Teachers for the granting of a licence to teach in Ontario.
- h) **CAAT** means College of Applied Arts and Technology.
- i) **Degrees and Diplomas**

QECO considers one full year of study as equal to 5 full courses. A full year of study can be defined as:

- 30 semester credits
- 45 quarter hours
- 60 ECTS
- one year of full-time study at an acceptable university

1. **Acceptable undergraduate three year university degree** means an undergraduate degree granted by an acceptable university requiring a minimum of three years of full-time study (minimum of 15 full courses in Ontario) provided that this degree does not contain any basic teacher training.

2. **Acceptable undergraduate four year university degree** means an undergraduate degree granted by an acceptable university requiring a minimum of four years of full-time study (minimum of 19 to 20 courses in Ontario) provided that this degree does not contain any basic teacher training.
3. **Acceptable undergraduate five year university degree** means an undergraduate degree granted by an acceptable university requiring a minimum of five years of full-time study (minimum of 25 courses in Ontario) provided that this degree does not contain any basic teacher training.
4. **Acceptable Master in Education (M.Ed.) – QECO/COEQ** considers an acceptable M.Ed. to have the credit value of eight (8) full courses. Each complete course will be credited on a pro-rated basis of the appropriate fraction of eight (8) full courses, when submitted for evaluation prior to conferral of the degree. (For example, in a 10 “half-course” M.Ed. degree, each “half-course” is pro-rated to 4/5 of a full course so that 5 half M.Ed. courses will be equal to 4 full university courses.)

The M.Ed. must be beyond the undergraduate degree level, basic teacher training and certification.

M.Ed. courses taken beyond the issuance of a M.Ed. degree or taken in excess of M.Ed. requirements will be credited at the pro-rated value.

5. **Acceptable master’s degree** is a post-graduate degree, exclusive of basic teacher training from an acceptable university normally requiring a minimum of one year of full-time study beyond the undergraduate degree. Once conferred, it is deemed to be equivalent to eight full courses. Courses leading to an acceptable master’s degree will be credited at transcript value until the degree is conferred.
6. **Acceptable doctoral degree** is a post-graduate degree from an acceptable university. Once conferred, it is deemed to be equivalent to ten full courses. Courses leading to an acceptable doctoral degree will be credited at transcript value until the degree is conferred.
7. **Acceptable diploma** is an award usually from a tertiary level institution to recognize advance study consisting of at least one year of full-time study, but not resulting in a degree. The

QECO/COEQ will assess the acceptability of diplomas not named in the category definitions on an individual basis.

Where an acceptable university has given advanced standing towards a degree for courses within a three year diploma from an Ontario College of Applied Arts and Technology (CAAT), the diploma will be considered to have been used in its entirety, and no further credit will be given. However, a person who has received advanced standing may replace that advanced standing using additional university degree-credit courses on a course for course basis, to “free” the CAAT diploma for consideration.

- j) **Equivalent** is the recognition of courses, programs, certificates, diplomas and degrees which are considered by the QECO/COEQ to be of the same value in terms of course time spent, course value granted and standard achieved.
- k) **Honour Specialist qualification** is an entry on the Ontario Certificate of Qualification and Registration. Admission to the Honour Specialist Qualification course is granted by the appropriate course provider and not by QECO/COEQ. Inquires concerning requirements for admission to the Honour Specialist qualification should be directed to one of the course providers.
- l) **Independent Three Part Specialist** qualification means that all three parts of the Ontario College of Teachers' three part Specialist Additional Qualification must be completed, exclusive of any other three part Specialist qualification.
- m) **The minimum B average** in the QECO/COEQ evaluation procedures means at least a B minus standing as recognized by the granting institution at the time the work was completed.
- n) **Second Class Standing on Degrees**
 - 1. Second class standing in an acceptable five year undergraduate university degree in QECO/COEQ means the minimum B standing as recognized by the granting institution at the time the work was completed. Where there is doubt about the grading of such a degree, and where there is no information available from the university concerned as to what the overall standing of the degree must be, the average of the last 20 full courses will be used by QECO/COEQ to determine the standing on that degree.
 - 2. Second class standing in an acceptable four year undergraduate university degree in QECO/COEQ means the minimum B standing

as recognized by the granting institution at the time the work was completed. Where there is a doubt about the grading of such a degree, and where there is no information available from the university concerned as to what the overall standing of the degree must be, the average of the last 15 full courses will be used by the QECO/COEQ to determine the standing on that degree.

3. Second class standing in an acceptable three year undergraduate university degree in QECO/COEQ means the minimum B standing as recognized by the granting institution at the time the work was completed. Where there is a doubt about the grading of such a degree, and where there is no information available from the university concerned as to what the overall standing of the degree must be, the average of the last 10 full courses will be used by the QECO/COEQ to determine the standing on that degree.
- o) **Second Class Standing on Diplomas** on an acceptable diploma for QECO/COEQ purposes shall be based on 75% of the courses required for the diploma having the minimum B average unless stated on an official transcript.
- p) **Specified Subject Area** for QECO/COEQ purposes means:
1. Courses bearing the same subject code or label on the transcript issued by the university concerned.
 2. A subject in which an Honour Specialist qualification is issued by the Ontario College of Teachers.
 3. Subjects in which honour degrees are offered by Ontario universities.
- q) **Transcript** is an official document containing a complete record of studies undertaken as a post-secondary institution and bearing an official signature and the seal of the university.
- r) **University Course (Approved)** is a course recognized for credit towards the granting of an acceptable degree. It is normally a unit of instruction consisting of three lecture hours per week, or equivalent, throughout the academic year. For QECO/COEQ purposes two half-courses, six semester hours or nine quarter-hours will constitute one full course.

If an applicant has completed coursework in a second language (i.e. French, Italian, Spanish, German, etc) any additional academic coursework in that language must be beyond the introductory level and must not repeat or duplicate the course content of any previous coursework.

Additional Qualifications courses approved by the Ontario College of Teachers are considered “university degree-credit courses” when they appear on the applicant’s Certificate of Qualification and Registration. QECO/COEQ will assign a grade of B unless officially indicated otherwise by the course provider.

University practicum courses credited on a university transcript towards a degree, other than the basic teacher training, will be credited at transcript value.

Programs completed in their entirety from Ontario colleges of applied arts and technology (CAAT) which are unused either as university transfer credit or in any other way, will be granted university degree credit equivalence at the following rate:

Ontario College Diploma	2.5 courses
Ontario College Advanced Diploma	5.0 courses
Ontario College Graduate Certificate	2.5 courses

- s) **Specific course acceptance** shall be determined when full details have been submitted on an application. It is advised that application to determine course acceptance be made well in advance of enrolment in the course.

ONTARIO COLLEGE OF TEACHERS

Please note that the QECO/COEQ does not issue, administer or make changes to the Ontario Certificate of Qualification and Registration. The Certificate of Qualification and Registration is the responsibility of the Ontario College of Teachers.

All inquiries about certificates should be directed to:

Ontario College of Teachers

101 Bloor Street West
Toronto ON M5S 0A1

Telephone: 416-961-8800
Toll free in Ontario: 1-888-534-2222
Fax: 416-961-8822
E-mail: info@oct.ca
Web: <http://www.oct.ca>