

CERTIFICATION FORM #1 – INITIAL CERTIFICATION RATING STATEMENT

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.on.ca**PERSONAL INFORMATION**

Surname: _____ Given Name: _____

Former Surname (if applicable) : _____

Street Address: _____ City/Town: _____

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

Social Insurance Number: _____ OSSTF/FEESO Member Number (if known): _____

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: _____

ADDITIONAL QUALIFICATION COURSES (if applicable)

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

DOCUMENTS TO BE SUBMITTED

- Certificate of Qualification or Interim 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 the Principal, letter from OSSTF/FEESO Bargaining Unit President, OSSTF/FEESO membership Card)

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

FOR ACADEMIC TEACHERS:

- Official transcript of initial Bachelor's Degree including advanced standing
- Official transcript(s) of Post Graduate Degree(s) or Diploma(s) including advanced standing
- Official transcript(s) of Additional Qualification courses
- Official CEGEP transcript and a copy of Diploma (DEC/DCS)

FOR 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 by Ministry Enclosed
- Official transcript(s) of Grade 13/OACs/Grade 12 U/M
- Official transcript(s) of College Diploma(s)
- Official transcript(s) of initial Bachelor's Degree and/or Post Graduate Degree
- 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.

