

Application Instructions

Completing the Application Form

The following items correspond to numbers 1-14 on the application form and offer explanations and advice on completing each item on the form. Note that if applying for a Part 2 or Specialist course, an appropriate Supervisory Officer must certify that the number of days of successful teaching experience required by OCT has been met.

1. **Officially Recognized Surname** - Give the surname by which you are legally and currently known.
2. **College of Teachers Registration Number** - This information is required by the Ontario College of Teachers for the purpose of updating your Certificate of Qualification.
3. **Date of Birth** - Use numbers only (e.g., YR/M/D - 1970/03/15).
4. **Former Surname** (if applicable) - Name changes subsequent to a previous application must be supported by official documentation (e.g., marriage certificate).
5. **Title** - Indicate title: Mr., Ms., or other.
6. **Given Names** - Please give the first name by which you are legally and currently known.
7. **Mailing Address** - Supply all requested information. Inform Margaret Gerry in writing if this address changes subsequent to submission of your application.
8. **Contact Information** - These are useful if contact with the student is necessary regarding course availability, documentation or any problems with the application. Print your e-mail address legibly as this is the main form of communication. Often instructors find the e-mail information useful to inform students of readings, etc. prior to the first day of class. Please keep this information updated.
9. **Post Secondary Institutions Attended or Being Attended** - List post secondary institutions attended or being attended, include dates and degree sought or earned.
10. **Indicate the Documentation you are Attaching** - Check the appropriate box.
11. **Payment** - Do not include payment with your application. Payment can be made ONLY AFTER CONFIRMATION that the course is running by (a) cash, personal cheques and/or money orders, made payable to the Lakehead District School Board at the first class OR (b) the receptionist at the Board Office will accept payment by debit, credit card, personal cheque or cash. The receptionist will also accept credit card/debit payments by phone. Members of the Leadership@LPS program can apply for a Board Loan.
12. **Course Selections** - Indicate the course(s) you wish to take by listing:

- * the full course code (which you will find with each course description and location)
- * the course title and Part 1, 2 or Specialist

13. **Applicant Signature** - Your signature on the application form is a Lakehead District School Board requirement.

14. **Date** - State the date on which the application form was completed.

Documentation Required

When returning a completed application form, be sure to include all required documentation. Student's Additional Qualification files are maintained for two years. Some documents on file may not be appropriate to a current application. Most courses require some or all of the following:

- * a legible photocopy of the current Ontario College of Teachers' Certificate of Qualification or Interim Certificate of Qualification showing the required prerequisites. No other teacher qualification document is acceptable.

- * if the prerequisite qualification is not entered on the current Certificate of Qualification, proof is required by submitting a copy of your Letter of Acknowledgment or e-mail issued by the Ontario College of Teachers.

- * proof of teaching experience, certified by the appropriate supervisory officer, for Parts 2 and Specialist courses.