

# The Application Process

## How to Get Started

\* Review the course offerings and choose a course. **Check with QECO AND/OR OSSTF regarding upgrading requirements and recognition of a Board-provided AQ course.**

\* Complete the application form.

\* Attach a current copy of your Certificate of Qualification from OCT. For Part 2 and Specialist courses, the signed Certificate of Teaching Experience form is required.

\* Submit the completed application and documentation.

\* Wait for notification.

## Payment

**ONCE REGISTRATION IS CONFIRMED**, payment of the tuition fee can be made (a) by personal cheque or money order (payable to the Lakehead District School Board), debit, cash, credit card at the Board Office (see the receptionist) **OR** by personal cheque or money order (payable to the Lakehead District School Board) at the first class. The receptionist will also accept credit card/debit payments by phone. Members of the Leadership@LPS Program have the option of the loan program.

## General Information

\* Applications are received and processed on a rolling, first come, first served basis. Applicants will be notified of their status: "Accepted and Registered"; "Accepted on Condition and Registered"; or "Refused".

Applicants who have been "Accepted and Registered" will be sent, with their official e-mail of acceptance, information regarding the course.

Applicants who have been "Accepted on Condition and Registered" will be sent, with their e-mail of conditional acceptance, information on the:

- \* deadline for submission of outstanding documentation
- \* course information

\* If the prerequisite qualification is not entered on the current Certificate of Qualification, proof of successful completion of the required course must be submitted by providing a copy of the Letter of Acknowledgment or e-mail issued by the Ontario College of Teachers.

**Please note:** If a student attends class under conditional acceptance status, his/her Additional Qualification course **will not** be reported to the Ontario College of Teachers even if the student

successfully completes the course until the missing requirements have been submitted.