



Memo

Date: January 18, 2022
To: School Board Directors and HR Superintendents
From: Linda Zaks-Walker, OCT, Director of Membership Services
Subject: **Expedited Evaluations - Official Conditional Offers of Employment**

This memo is an updated version of the memo sent on July 30, 2021. Since the issuance of that memo, many school boards have requested support for licensing teachers and we have been pleased to assist, especially as we have experienced delays in licensing processes. This memo is a reminder to those who have sought assistance and to ensure that every school board is aware of the assistance available.

While any member who holds any Ontario College of Teachers Certificate in Good Standing is eligible to be hired, we understand that delays may affect employers like you, as conditional offers of employment, subject to certification with the College may have been made to a number of individuals.

To assist employers in their efforts to complete the hiring process, the College will expedite its processes for groups identified below.

Expedited Evaluations

We will expedite the evaluation process for individuals who have received official offers of employment from your organization, which are conditional on being licensed by the College.

This accelerated processing applies to:

- Applicants who have submitted a complete application and required documents to the College and are waiting to be licensed.
- Members who hold one of the certificates listed below and are eligible for a Certificate of Qualification and Registration without conditions:
 - [Temporary Certificate of Qualification and Registration](#),
 - [Certificate of Qualification and Registration \(with conditions\)](#). Individuals with this certificate are certified with one or more conditions requiring additional coursework or practicum
 - [Transitional Certificate of Qualification and Registration](#). Issued to members who are still completing their professional education program and are enrolled in a College-accredited, multi-session program or an equivalent in another Canadian province or territory.

List of Individuals with Conditional Offers of Employment

We need your help to identify College applicants and members who have received conditional offers of employment from you as soon as possible. Please email a list of these individuals to MSManagementTeam@oct.ca, with the following information:

- Full name
- Registration or application number
- Name of Certificate held (if applicable)
- Expiry date for conditional offer of employment

For more information, please contact me at 416-961-8800, extension 398 (or toll-free in Ontario at 1-888-534-2222), or by email at MSManagementTeam@oct.ca.

Thank you for your attention and help with this matter.

Sincerely,

A handwritten signature in black ink that reads "Linda Zaks-Walker". The signature is written in a cursive, flowing style.

Linda Zaks-Walker, OCT
Director of Membership Services

MS/smb