

TBU ADDITIONAL QUALIFICATIONS MEMO

September 2005

Gail Sanye, President TBU

Under our current Collective Agreement you have 6 months from the date of completion of an AQ Course to submit a copy of your new Certification Rating Statement to the Board in order to get retroactive pay back to the date of completion of the course. If you miss the 6 month deadline you will only get retroactive pay back to the date of submission of the new Certification Rating Statement so it is important to file your paperwork quickly.

You will need to get your papers from the College of Teacher's before applying for your new Certification from OSSTF. In September of 2003 the College stopped sending Letters of Acknowledgment of your new qualifications by Canada Post. They will however send you notification by e-mail if you have provided them with your e-mail address. This e-mail can take the place of an Official Transcript from the University if the AQ course is for your Honours Specialist - just make sure when you print it that you have the heading showing your name at the top to make it official. You should also go to the College Website and print your new Qualifications. Then complete the Request for Certification Rating Statement form (the most recent form has a date of September 2003 on it and is available from our office or from the Provincial OSSTF Website www.osstf.on.ca) Submit the two documents from the College along with your OSSTF request form to Certification and it will take about 8 to 10 weeks for Certification to process your new statement (so don't delay getting this information to them). If you find yourself in a crunch with the deadline approaching and no statement contact me for advice or assistance.

Hope you have a great year.

Take care,
Gail