

TBU PROVINCIAL CERTIFICATION INFORMATION

History and the Department

The OSSTF Certification Department is associated with OSSTF and only certifies public secondary teachers for pay purposes by placing them in a Group.

QECO deals with Elementary Public, Catholic and French teachers as well as Catholic and French Secondary Teachers and is an independent body.

QECO and OSSTF Certification are significantly different and people switching panels often drop when they go from QECO to OSSTF Certification. QECO has Categories OSSTF has Groups.

The History of OSSTF Certification is different than that of QECO as are the regulations since prior to 1985 only Public Secondary schools were funded past grade 10.

The Regulations were and still are based on the fact that teachers in public secondary schools are subject specialists the only way to get into Group 4 is with a Specialist of some sort. QECO does not require this.

The OSSTF Regulations are more stringent than those of QECO for academics and more accommodating in recognizing the value work done in the trades by technological teachers.

AMPA sets the Certification Regulations and is the only body that can change the Regulations. A protocol has been developed with OPSBA regarding proposed regulations going to AMPA. This protocol continues to evolve and have more input from the field in hopes that changes will be more readily accepted into collective agreements and so that we do not end up dealing with multiple charts like QECO.

The Certification Department is made up of 6 Senior Evaluators, 1 Junior Evaluator, 3 support staff and the Secretariat Liaison.

NOTES

With the change in the 85 factor for pension purposes there are significantly more teachers who are first time applicants or are upgrading their credentials than in the previous years.

The number of teachers leaving the profession after less than 10 years has also increased, increasing the number of applications.

All correspondence not accompanied by an application form are returned and all documentation must be re-submitted with the completed application form. NEW

All correspondence is now pre-screened and any missing documentation is requested at this point in time. If the documentation is received before the file is complete, the file will be done in sequence as though the file was initially complete. NEW

OSSTF Certification is significantly more responsive to technical teachers.

It normally takes 10 weeks for turn around of applications or re-evaluations plus mailing time once all the materials are in and the file is completed for processing.

Course approval requests normally take 2 weeks to process plus mailing. All courses require written approval prior to enrolment. A completed application form must be submitted each time a course approval is requested and this should be submitted well in advance of starting the course. It may be faxed (416-751-0910).

Meeting Board deadlines take precedence when files are being completed. When a large number board deadlines are being met, turn around times are longer.

Applications which are not submitted and complete and are not in 6 weeks before a board deadline may not be processed in time to meet the Board deadline.

Some universities put AQ courses on transcripts and therefore can count as university courses for credit others do not meaning that for example a Special Education part 1 may count as a full university course at one university but not as a course at another.

QECO and the College of Teachers do not exchange documents with the OSSTF Certification nor we with them.

Before contemplating changing panels, elementary teachers should apply for Voluntary Membership and a Certification Rating Statement. The cost of this is \$150.00. Taking out a Voluntary Membership may well save someone considering a panel change thousands of dollars by finding out if their Group may change if they change panels. Approval for a Voluntary membership must first be obtained at the District and then at the Provincial level.

There are 2 new Application forms which can be found at www.osstf.on.ca under Certification/Applications.

The new form entitled OSSTF Certification Application Form 2Course Approvals Only is strictly for course approvals while the other is for all other applications and requests.

Types of Certificates of Qualification (Cof Q)

Certificate of Qualification Ministry of Education and Training

- Technological Teachers who hold a trade Certificate as registered with the Ministry of Education and Training or its predecessors have a Certificate of Qualification from the Ministry of Education and Training. This is different from the College of Teachers Certificate of Qualification.

Certificate of Registration From The College of Teachers (C of R)

- This is a plaque like Certificate which teachers get from the College which does not list their qualifications. This is of no use to the Certification Department but many teachers send this in instead of their Certificate of Qualification.

Certificates of Qualification From The College of Teachers

Permanent C of Q from the College of Education

- good for 1 year as long as fees are paid to College of Teachers
- normally issued in late February - March
- issued once a year by College and contains all teaching qualifications
- can be issued during the year for \$25 by the College
- issued to teachers who completed teachers College in Ontario and have passed the Provincial Qualifying Test and Faculty of Education Requirements
- issued to teachers who have completed 200 days of successful teaching in Ontario, written the Provincial Qualifying Test and have applied to the College for a Permanent Certificate of Qualifications
- passed the Criminal records check
- These teachers receive Permanent Certification Rating Statements Provisional if no Certificate of Qualification accompanies the application but the teacher is found to be in good standing by the College of Teachers. The Provisional is time dated.

Interim Certificate of Qualification from the College of Teachers

- good for 1 year as long as fees are paid to College of Teachers
- normally issued in late February - March

- issued once a year by College and contains all qualifications
- can be issued during the year for \$25 by the College
- issued to teachers who have not completed their teacher training in Ontario and have not yet written the Provincial Qualifying Test and/or teachers with one teachable subject
- valid for up to 6 years
- Teachers are Issued a Letter of Evaluation which has the force of an official Certification Rating Statement. It is valid for one year from issue date or the valid to date of the Interim Certificate of Qualification, whichever is first.

NEW THIS YEAR

The OCT in response to students who failed the Ontario Teachers test or could not write it has granted one year Interim Certificates to Faculty of Education graduates who were recommended by the Faculty for Teaching Certificates. These members need to write the test within a year and pass the test or have their teaching qualifications revoked.

Letter of Permission

- Good for one year issued by Ministry
- *Issued to someone who has no teacher training*
- No type of Certification Rating Statement issued

Letter of Acknowledgment

- This is issued by the College of Teachers after the Faculty of Education has notified the College that a teacher has completed an Additional Basic Qualification (ABQ) or an Additional Qualification (AQ).

Types of Statements Issued

It is important to note that for any of the following types of statements issued by the Certification Department, the evaluation criteria are exactly the same and should carry the same weight for pay scale purposes.

Permanent Certification Rating Statement (CRS)

- Provided to a Member with a permanent Certificate of Qualification from the College of Teachers
- No time limit all materials submitted

Provisional Certification Rating Statement

Time Dated and therefore must be renewed within a year.

- Issued when a Permanent C of Q from the College is not submitted but is in good standing with the College of Teachers or qualifications taken through the current year do not yet appear on a teachers C of Q
- Can be changed to a Permanent CRS by submitting a completed application and a photocopy of the C of Q with the new qualifications

Letter of Evaluation

- Issued to teachers who have Interim COQ's from the College of Teachers
- Time Dated and therefore must be renewed within a year.
- Can be made permanent by submitting a completed application and a photocopy of the Permanent C of Q

Letter of Appraisal

- Issued to Faculty of Education Students
- Can be made permanent by submitting a completed application, and photocopies of the Permanent Certificate of Qualification and contract.

GROUPS and REQUIREMENTS

Simplistic notes version of Groups 1, 2, 3, & 4 for Academic Teachers

GROUP 1

- hired or does not meet the criteria for Group 2.
- This also includes teachers who are on Letters of Permission where no Certification Rating Statement can be issued.

GROUP 2

- Requires a 3 year University degree with 15 full university courses.
 - 5 full courses in a single subject with an overall B (second class) average
- or
- 8 full courses in 2 areas - 4 courses in each with an overall B (second class) average
- or
- an Honours Degree with 20 full university courses, pass standing

GROUP 3

- Requires a total of 20 full university courses
- 15 full courses having an overall B (second class) average
- within the 15 full courses, 9 full courses in one discipline with an overall B (second class) average

or

- 14 full university courses in two areas with an overall B average (eg 8 & 6 or 7 & 7 usually a double major)

or

- a 4 year degree with second class standing with 20 full university courses
- 15 full courses with a B (second class standing) including all the courses within the major (for example a degree in Philosophy, architecture, engineering, nursing etc)

GROUP 4

- No one starts in Group 4
- No one can be in Group 4 without an Honour Specialist (not the 4 year degree but the additional Qualification (AQ) taken at a Faculty of Education in Ontario)
- Masters degrees do not put you in Group 4, they do in QECO
- After 2 years of successful teaching experience in Ontario and 1 year's teaching experience in 1 course in the area of Discipline, a teacher may apply for an Honour Specialist

- Applicants must apply and be accepted to the Honour Specialist Program by a Faculty of Education
- Their requirements for acceptance are the same as OSSTF Certification - Faculties of Education require the 20 full courses and the 9 full courses in one subject area with a B average. They do not require the additional 6 full courses (to make up the 15) with a B average
- One Honour Specialist is required for a single major consisting of a minimum of 20 full university courses, 9 full university courses in one subject area with a B (second class) average plus an additional 6 full university courses with a B (second class) average for a total of 15 full university courses (Certification Departments requirements)
- Two Honour Specialists are required for a double major consisting of a total of 20 full university courses, 15 with an overall B(second class) average with 14 full university courses in two subject areas (8&6 or 7&7)
- An Honour Specialist Degree ie 4 years Honour program is not the same as the Honour Specialist qualification which is required to get to Group 4 in the OSSTF Certification Regulations
- Each university has its own criteria for acceptance to the Honour Specialist course - tell people to shop around

3 Session Specialists

The 3 Session Specialist program and its regulations provide an alternative route to upgrading to the Honour Specialist route. Different Charts and Regulations are used for this upgrading with Group 4 requiring the following:

- 20 full university courses, 15 with an overall B average, the 3 parts of the 3 Session Specialist and 7 full courses in the discipline;
- For example, someone having strictly math courses could not use the 3 Session Specialists in guidance, co-op or special ed as they would not have the courses in the discipline.

Courses in the Discipline change from time to time. These changes mean many members may now have the requirements for some 3 Session Specialists they did not before and courses previously not counted toward the 7 needed may now count. Members need to follow changes either on the OSSTF website or by reading “Update”.

For a teacher to have a 3 Session Specialist to count for upgrading purposes, the teacher must teach in the area. In fact, a year of teaching one course in this area for the equivalent of one year is necessary for getting into Part 3 of the 3 Session Specialist course at a Faculty of Education. This is also true for Honour Specialist. This should be a consideration when talking to your principal during staffing assignments.

Simplistic notes version of Groups 1, 2, 3, & 4 for Technical Teachers

GROUP 1

- hired or does not meet the criteria for Group 2.
- This also includes teachers who are on Letters of Permission where no Certification Rating Statement can be issued.

GROUP 2

- has 3 acceptable full courses not used in obtaining their apprenticeship papers. These may include Grade 13s/OAC's, CEGEP, University, College courses, AQ's or ABQ's

OR

- the 3 courses may consist of the: Certificate of Apprenticeship, Certificate of Qualification from the Ministry of Education and Training, and Interprovincial Seal

GROUP 3

- Group 2 plus 3 additional acceptable full courses

OR

- the 3 courses may consist of the: Certificate of Apprenticeship, Certificate of Qualification from the Ministry of Education and Training, and Interprovincial Seal in a second area with different Certificate numbers for the trade

GROUP 4

Group 3 plus an Honour Technological Studies Specialist qualification

The Honour's Tech Specialist also requires the equivalent of 1 year post secondary education prior to admission into the Specialist course as well as at least 1 Advanced and 3 Basic, Additional Basic Qualifications.

- Any ABQ's which have been used for upgrading must be replaced before the person is placed in Group 4

APPLICATIONS

There are only 2 types of applications other than Voluntary Membership Applications: one for Faculty of Education Students and one for everything else.

The current application forms have the date of Feb 2002 on the top right corner and must be submitted with each contact with the department.

Applications can be obtained from the OSSTF web site at www.osstf.on.ca under Certification and then Applications.

Faculty of Education Students can only get applications from presentations or the Faculty contact person once a presentation has been made.

Any teacher from another affiliate can request to be a Voluntary Member. The fee is \$150 which includes a Certification Rating Statement. This is dependant on approval at the District and Provincial levels.

RECENT CHANGES IN CERTIFICATION

The following recent changes to the Certification Regulations and policy may affect your Certification Rating. If you feel that any of the changes below may affect your status, fill out an application form, which can be found on the web site at www.osstf.on.ca under Certification, Applications, and request a re-evaluation. All correspondence must be accompanied by a completed application form which can be found on the web site under Certification, Applications.

Changes Starting September 2003

In reviewing Courses in the Discipline in June the following Three Session Specialists have had the Courses in the Discipline expanded:

- Business Education
- Computers in the Classroom
- Co-Operative Education
- Dramatic Arts
- Guidance
- Media
- Special Education
- Visual Arts

As of September 1, 2003 the courses needed required to meet the In the Discipline requirements have been expanded and may mean that some members who did not have enough courses to qualify for advancement in the charts under this Three Session Specialist may now qualify or need fewer courses. Members who are upgrading under this program should re-apply for a new evaluation.

Certification Council will be reviewing more of the Courses in the Discipline for the Three Session Specialists this year and further changes will be made in order to make the courses more relevant to the new curriculum.

Changes in 2002

Changes to Courses in the Discipline needed for Design and Technology took effect as of January 1, 2003. The courses needed required to meet the In the Discipline requirements have been expanded and may mean that some members who did not have enough courses to qualify for advancement in the charts under this Three Session Specialist may now qualify or need fewer courses. Members who are upgrading under this program should re-apply for a new evaluation.

Changes to Courses in the Discipline needed for Library Science took effect as of November 1, 2002. The courses needed required to meet the In the Discipline requirements have been expanded and may mean that some members who did not have enough courses to qualify for advancement in the charts under this Three Session Specialist may now qualify or need fewer courses. Members who are upgrading under this program should re-apply for a new evaluation.

Under CERT Reg. 2.1.14.1, the Certification Department include Philosophy courses under the umbrella of Contemporary Studies and will now be accepted with up to nine full university courses in Philosophy being allowed as a "Specified Subject Area". Previously, Philosophy courses were not acceptable for a concentration in Contemporary Studies. This policy change will be in effect as of September 1, 2002.

Under CERT Reg. 2.1.14.1, a minimum of one full course in Biology, one full course in Chemistry and one full course in Physics must be included within the twenty-seven credits in Science. Previously, the requirement was 2 full university courses in each of the disciplines of Physics, Chemistry and Biology. This policy change will be in effect as of September 1, 2002.

Under CERT Reg. 2.1.14.1, the Certification Department include Law courses under the umbrella of Contemporary Studies and be able to accept nine full university courses in Law as a "Specified Subject Area". Previously, Law courses were not acceptable for a concentration in Contemporary Studies. This policy change will be in effect as of September 1, 2002.

If a teacher holds an incomplete 3 year undergraduate degree that does not conform to CERT Reg. 2.1.4.1 and an LL.B degree, the Evaluators will apply CERT Reg. 2.1.1.1, Acceptable and CERT Reg. 2.1.2.1, Alternate to the LL.B degree for the purpose of upgrading beyond Group 1, with the proviso that the criteria is met under CERT Reg. 2.1.14.1, Specified Subject Area (See O.Reg. 184/97, Schedule E). Previously, teachers who did not hold an undergraduate degree but received an LLB were prohibited to move up the Charts in a similar fashion to teachers who had undergraduate degrees. This policy change will be in effect as of September 1, 2002.

Previously, teachers were issued a Provisional Rating Statement after completing an Honour Specialist. This meant that once the College of Teachers sent them a new Certificate of Qualification showing the Honour Specialist, the teacher had to reapply for a Permanent Certification Rating Statement. Now, the Acknowledgement of Additional Qualification/Additional Basic Qualification letter from the College of Teachers may be accepted as equivalent to the Certificate of Qualification in order to issue a Certification Rating Statement to a Member provided that all the other requirements for that Group have been successfully completed. This policy change will be in effect as of April 1, 2002.

Changes to the Certification Appeal process were passed at AMPA 2002. These changes can be found in the 2002-2003 Constitution and Bylaws Handbook and on the website.

Changes in 2001

AMPA 2001 made significant changes to the Honour Technological Studies Specialist Chart allowing the Ministry of Education and Training Certificate of Apprenticeship, Certificate of Qualification and the Interprovincial Seal, to each count as a course for upgrading. Certificates of Apprenticeship and Certificates of Qualification which carry the same number cannot be used twice.

Previously, third and fourth year university courses in the initial or additional area of concentration were acceptable as in the discipline of Computers in the Classroom. In accordance with CERT Reg. 2.1.14, the area of concentration could only include courses in which an Honour Specialist qualification could be obtained (traditional academic subjects like History, Geography, English, Science etc.)

In the Discipline guidelines for Computers in the Classroom was changed to read... Third and fourth year university courses in the initial or additional area of study within the degree and include the following... Diplomas in Computer Studies may be considered on a pro-rated basis to meet the In the Discipline requirements. However, they may not necessarily be considered to be university courses as defined in CERT. Reg. 2.1.8.1.

This means that if third or fourth year university courses in the initial or additional area of study in your undergraduate degree are in Philosophy, Forestry, Engineering, Design and Technology or any other subject area in which an Honour Specialist cannot be obtained, the Certification Department may now accept the courses as In the Discipline of Computers in the Classroom. This took affect in May 2001.

Please have members monitor the OSSTF website for future policy and regulation changes.

What Do I need to Submit to Certification?

The following information answers the most frequently asked questions. So that phone calls can be minimized and information provided to members, the following information has been prepared. It would be appreciated if you could pass this on to your members. As of February 1, 2002 any request made to the Certification Department must be accompanied by this application or the materials will be sent back.

For First Time Submissions

If you are a new Member, and need a Certification Rating Statement, submit a completed application form. The form can be downloaded from www.osstf.on.ca under Certification/Applications. In addition you need to submit original official transcripts from all universities of all academic studies, along with copies of your Interim or permanent Certificate of Qualification from the Ontario College of Teachers, and a copy of your contract signed with your board or a letter from the principal or a copy of a pay stub. Please note that when advance standing for courses is given by a university for courses taken at a college or other institution, original transcripts from the institution where the courses were taken is required.

Request for Re-evaluation

If you've completed courses and would like your file reviewed, please complete an application form and submit it along with transcripts for the courses not previously submitted. The form can be downloaded from www.osstf.on.ca under Certification/Applications. In addition, forward a copy of your current Certificate of Qualification from the College of Teachers.

Provisional To Permanent or Letter of Evaluation to Permanent Certification Rating State

Complete an application form and submit it along with a copy of your current Certificate of Qualification from the College of Teachers which shows your change in status or new additional qualifications. The form can be downloaded from www.osstf.on.ca under Certification/Applications.

How to Upgrade

Complete an application form. The form can be downloaded from www.osstf.on.ca under Certification/Applications. In addition indicate the route or routes i.e. Honours Specialist, 3 Session Specialist and/or the subject(s) area you would like outlined.

Request for Course Approvals

Requests for course approvals are to be entered on a completed application form. The form can be downloaded from www.osstf.on.ca under Certification/Applications. Applications may be faxed to: 416-751-0910 or mailed to the Certification Department. Please be sure to include the course name, code, title of the course and the name of the university in which you plan to take the course and any other relevant information regarding the course.

Honours Specialist Completion for Upgrading Purposes

If you've completed a Specialist Qualification, please forward a copy of your current Certificate of Qualification showing the new qualification or submit a copy of the Letter of Acknowledgment from the College of Teachers along with a completed application form. The form can be downloaded from www.osstf.on.ca under Certification/Applications.

Duplicate Certification Rating Statement

To receive a duplicate Certification Rating Statement please forward a copy of your current Certificate of Qualification and a completed application form. The form can be downloaded from www.osstf.on.ca under Certification/Applications.

Teachers With Provisional Rating Statements

Once again it is time for the College of Teacher's to issue to Members of the College their new Certificates of Qualification. During the past year, many teachers were issued Provisional Rating Statements which have an expiration date of normally June 30, 2002. Teachers who have Provisional Rating Statements which are not updated are quite often placed back into the Group they were previously in by the Board. In order to ensure that pay is not lost and that a Permanent Rating Statement is issued, the Certification Department is requesting that teachers do the following:

- Obtain an application form. (These forms should be in schools or can be downloaded from the OSSTF web site at www.osstf.on.ca and clicking on Certification/Applications.)
- Fill out the application form and check off the box Provisional to Permanent Certification Rating Statement. Then sign and date the form.
- Send the form and a copy of your new Certificate of Qualification from the College of Teachers which indicates your new qualifications to the Certification Department, 60 Mobile Drive, Toronto ON, M4A 2P3 or fax them to 416-751-0910.

Please note that the College does not forward the new Certificate of Qualification to OSSTF and the department must have the request accompanied by the new application form or the file will not be processed.

OTHER NOTES

Certification Regulation 5 states it is the responsibility of the individual to be cognizant of the latest changes in Certification Regulations and to submit to the Certification Department requests for a re-examination of their academic record based on announced changes.

Faculties do not send materials to OSSTF unless the person requests them to. Faculties of Education say they forward all the materials but they only do this to the OCT

It takes a minimum of 8 -10 weeks from after Certification Department receives all of the materials which always include a completed application form and normally include original transcripts from all universities and/or colleges which a teacher has attended (except teachers college), the most recent Certificate of Qualification if there has not been communication for a period of a couple of years or if new additional qualifications (A.Q.'s) have been added.

New teachers must include the application, a copy of their Certificate of Qualification and proof of employment (which may be a contract or a letter from the principal, or a pay stub showing OSSTF dues being deducted)

Note: A Certificate of Registration from the College of Teachers is not the same as the Certificate of Qualification from the College. The Certificate of Qualification actually lists all the teachers qualifications. The Certificate of Registration looks like an award and is of no use to the Certification Department.

Each request must include a new application form.

Once a Member submits a set of transcripts those transcripts never need to be sent again in subsequent applications only transcripts of courses taken after need to be submitted. Original transcripts are not returned

Foreign students who cannot get official transcripts may bring in their transcripts to the Certification Department for authentication (they will be given back) or have them notarized.

Some foreign transcripts may require a notarized translation as well.

Technical certificates may be notarized and submitted by a lawyer, notary public, or swearer of oaths. The Trade Certificate number on the Trade Certificate is distinct and therefore notarized copies of the Certificates must have this number clearly visible and identifiable. Principals may not notarize these certificates.

A person with no subject of concentration (in a 3 year degree) which is a teachable subject in a secondary school and has Dr of Education but no teachable subjects would be placed in Group 1.

There are many different ways of getting to Group 4 and therefore it is important for members to identify the route they would like to take when requesting how to upgrade.

Make sure members take note of the dates in their collective agreements regarding the dates teachers must notify boards that they are expecting a Group change and the date by which it must be submitted. All submissions must be in at least 6 working weeks before the boards deadline.

If a teacher takes an Honour Specialist or other AQ, they are notified by the College that they have additional Qualifications with a Letter of Acknowledgment. This is not the same as a Certificate of Qualification.

As of AMPA 2002 these are now acceptable for issuance of a Permanent Certification Rating Statement. Teachers must still meet the Certification Regulations in order to move up a Group. Sometimes, a teacher does not have the pre-requisites for admission to the Honour Specialist program and the College will not add the Honour Specialist to the Certificate of Qualification when a mistake is made even if they have issued a Letter of Acknowledgment.

Provisional Rating statements are time sensitive as they are usually given one year to either obtain a permanent rating statement or renew their provisional rating statement. Members who get these must apply for Permanent Rating Statements so that their group rating is not reversed.

If there are specific problems with time or other personal issues the Secretariat Liaison to Certification should be contacted not the Department, as they cannot fast track an application. Should a member request assistance from the District Office, the District Office should contact the Certification Liaison.

Board Deadlines

Most District School Boards have a deadline, in their teacher collective agreement, which specifies the dates Members must meet in order to receive retroactive salary. The turn-around time in the Certification Department is normally eight to ten weeks. During peak periods (ie., from Sept to Dec.) this turn-around time may increase. This turn around time has created problems for some Members who do not submit complete documentation to the Certification Department at least eight weeks prior to their specific Board's deadline.

Each request and letter is time dated as it is received by the Certification Department. The Certification Department works on submissions and requests based on the date on which all the material required to process a file is received. Members have in some cases lost an entire semester's retroactivity pay by failing to meet the terms of their collective agreement.

In order to assist the Certification Department, Teacher/Occasional Bargaining Unit Presidents are requested notify their Members who are expecting a change in their Certification Rating Statement of the retroactivity and time line requirements in their collective agreements. We would also request the Bargaining Unit President to stress to their Members the importance of having the completed application and all documents necessary to complete the Members evaluation submitted to the Certification Department prior 8 - 10 weeks to the collective agreement retroactivity deadline. It should be noted that OSSTF can not be responsible for repayment of lost salary if a Member has not followed the process outlined above.

The Certification Department continues to experience a large increase in the number of retired teachers returning to the profession on a part-time basis and teaching in different boards. We request that the Bargaining Unit President inform retired members returning to teach that they must contact the Certification Department via a completed application form requesting a duplicate application and include a copy of their current Certificate of Qualifications from the Ontario College of Teachers.

If you would like a Certification Presentation done for your Council or for a group of teachers please feel free to contact Chris Malkiewich at the Provincial Office.

The Web Site Contains

Before calling the Certification Department have members check out the OSSTF website at www.osstf.on.ca under Certification for information. The more phone calls that are received by the Certification Department the longer it takes to turn around statements. The website contains the following information:

What's New which deals with recent policy and Regulation changes. This should be visited regularly

- The Regulations
- Application Forms
- The Charts for the Honour Specialist, 3 Session Specialist, and Technological Specialist
- Courses in the Discipline for 3 session specialists
- Course approval procedure
- Appeals procedure
- Contact names and numbers
- A page of Questions and Answers