

NOTES TO APPLICANTS - 2010 BOOKLET

Teacher Education Program – B.Ed.

Anglophone Sector

READ ALL DOCUMENTATION CAREFULLY. All information needed to complete your application is provided in this documentation. It is your responsibility to ensure that your application is completed properly and submitted within the deadlines prescribed. Incomplete applications will be cancelled.

The Faculty of Education offers a one-year Teacher Education program leading to the Baccalaureate in Education degree. The program consists of two semesters that include courses and practica. Normally, the program begins in the first week of September and concludes during the last week of April. Upon successful completion of course work and practicum, applicants are recommended to the Ontario College of Teachers for Ontario certification.

Applicants interested in the *Formation à l'enseignement* (to teach in French School Boards) program may obtain the necessary application kit available on-line at: www.uottawa.ca/futurs/ and click on Demande d'admission.

The following information explains the application procedures and the teaching subject requirements for the 2010 Teacher Education program (to teach in English School Boards).

TEACHING DIVISIONS

Applicants must choose among the following divisions:

- OE1 - Primary/Junior division (Kindergarten – Grade 6)
- OE6 – Primary/Junior division (French as a second Language)
- OE2 - Junior/Intermediate division (Grade 4 to Grade 10)
- OE3 – Intermediate/Senior division (Grade 7 to Grade 12)

ADMISSION REQUIREMENTS

To be eligible for consideration, applicants must:

- have completed at least a three-year undergraduate degree at a university whose accreditation is recognized by the University of Ottawa and the AUCC (Association of Universities and Colleges of Canada), or the equivalent in a foreign country, prior to September 2010;
To find out if your degree is recognized, consult the AUCC's web site at: http://www.aucc.ca/can_uni/our_universities/index_f.html ;
American universities must be accredited by one of the following regional agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges;
For other countries, the university should be member of either the Association of Commonwealth Universities or eligible for membership in the International Association of Universities;
- have maintained an overall academic average of at least 68% across the best 20 one-term undergraduate university courses completed. Courses taken after August 2009 will be counted in support of program requirements, but cannot be included in the calculation of the overall average. Grades obtained for graduate, college and CEGEP courses will not be counted in the admission average. Applicants enrolled in a three-year undergraduate program who have not completed 20 one-term undergraduate university courses and who expect to graduate in May or August 2010 will be evaluated on the basis of university courses (not including college transfer courses) completed by September 1, 2009;
- have satisfied the course requirements for teaching subjects. Graduate, college and CEGEP courses may be considered only to satisfy the course requirements for the teaching subjects. Applicants may complete missing prerequisite courses for their teaching subjects during the academic year preceding admission. Courses must be completed by August 2010;
- have acquired relevant experience and skills as evaluated by their SOE score. Candidates must achieve a minimum score of 68%.

Admission to the Faculty of Education is very competitive and enrollment is limited. Selection is based equally on ACADEMIC STANDING and RELEVANT EXPERIENCE. In addition to the scores generated through the

academic transcript and your statement of experience, the University reserves the right to give preference to: applicants with graduate qualifications and applicants from Eastern Ontario. No special consideration is given to mature applicants. Fulfillment of the minimum requirements does not guarantee admission. Candidates whose averages or scores are below the above-mentioned requirements will be rejected.

DEADLINES

The application form is available at the end of September. It is strongly recommended that potential applicants complete the application process as soon as possible.

Applications must be completed on-line at the Web site: www.ouac.on.ca/teas by **December 1, 2009, 4:30 p.m.** You may apply to a maximum of 3 program choices at the same institution.

DOCUMENTS TO SUBMIT

All required documents must be received by the University of Ottawa, Info Service, 75 Laurier Ave. East, Tabaret Hall, Ottawa, Ontario, K1N 6N5 no later than **December 1, 2009, 4:30 p.m.** Regardless of postmark or pickup date, applications that fail to meet this requirement will automatically be invalidated. It is your responsibility to ensure that your application is completed properly and submitted within the deadlines prescribed. Incomplete applications will not be evaluated and will be cancelled without further notice.

If you need proof of receipt for submitted documents, send them via registered mail or courier. Only original documents are accepted. They become property of the University of Ottawa and are not returned. To maintain confidentiality, documents are destroyed if the student does not register for the session to which he was admitted. Documents supporting applications from students who are not admitted are not carried forward from year to year. New documents must be submitted each year.

A letter of acknowledgement will be sent to you as soon as we receive your application from the OUAC. The letter will include an InfoWeb account, our secure on-line service system that permits you to follow the progress of your application. It is your responsibility to check your InfoWeb account on a regular basis throughout the application process. If you do not receive a letter of acknowledgement please contact InfoService at 613-562-5315 or email your.admission.file@uottawa.ca

Documents to submit to Info Service of the University of Ottawa:

1) **Transcripts:**

- ✓ Only official transcripts, bearing the institution's seal, of all undergraduate university studies (date printed within six months) are accepted. Unofficial transcripts, faxed copies or grade reports will not be evaluated.
- ✓ If you studied at an Ontario university, you must order your transcript on-line through the OUAC TRANSCRIPT REQUEST FORM and submit it to the OUAC with the application and appropriate fees. If you are currently enrolled, you must request that the transcript be sent **IMMEDIATELY**. Failure to meet the December 1 deadline may jeopardize your application.
- ✓ Proof of undergraduate university degree if already obtained at time of application.
- ✓ If you are presenting *foreign diplomas* and transcripts (outside of North America), you must provide a photocopy bearing the stamp or seal of a Notary Public or a Commissioner of Oaths with your originals (Transcripts do not need to be printed within six months). Transcripts bearing the stamp of a bank or any other institution are not accepted. Foreign official transcripts not written in English must be accompanied by an official certified English translation. Translation may only be certified by a consulate, a Canadian embassy, a High Commission or an accredited translator from a professional association of translators. PHOTOCOPIES AND FAXES are not accepted and will not be evaluated.
- ✓ Original sworn statements will be accepted only if notarized.
- ✓ An evaluation made by the World Education Services (WES) will not replace an official Degree or an official transcript.
- ✓ Foreign applicants are responsible for ensuring that the Ontario College of Teachers recognizes the degree on which their admission to the baccalaureate in education is based. The University of Ottawa is responsible only for ensuring the degree meets the admission criteria for the baccalaureate in education itself.
- ✓ If a transcript shows transfer credits from another institution (even for one course only), an official transcript from that previous institution must be submitted. The University of Ottawa reserves the right to cancel an applicant's file if a submitted transcript indicates a transfer of credits and no transcript is received for these courses by the December 1, 2009 deadline.
- ✓ If a prerequisite course does not appear on the transcript or if it will be completed by August 2010, the applicant must confirm enrolment in the course in writing. Failure to submit the course may result in the cancellation of your file or your offer of admission.
- ✓ Graduate courses, college and CEGEP courses may be considered to satisfy the course requirements for the teaching subjects. Grades obtained for these courses will not be counted in the admission average. If you want those courses to be considered, you must submit official transcripts of these studies. It is your responsibility to submit them by December 1, 2009.
- ✓ Applicants whose transcripts are from the University of Ottawa do not need to submit a transcript from our institution. However, if an applicant took a course or studied at a previous post-

- secondary institution, an official transcript from that previous institution must be submitted, even for one course only.
- ✓ Graduates of Saint-Paul University (in Ottawa) who wish to apply through the protected corridor must submit an official transcript.
 - ✓ Algonquin College students enrolled in or graduated from the ECE program must provide an official transcript by the prescribed deadline to be considered through the protected corridor.
- 2) **Forms:**
 You must obtain the necessary forms available on-line at www.uottawa.ca/prospective/admissions/education.html :
- ✓ The *Statement of Experience* Form (Follow the instructions in section "Preparing your Statement of Experience" in these "Notes to Applicants"). NO OTHER FORM IS ACCEPTABLE. Attached pages, additional references or resumes will not be read.
 - ✓ The *Access Program* Section, if applicable. Persons with disabilities must submit a medical certificate, a letter or report from a treating physician or other document from a qualified professional which confirms and explains the nature of his/her disability. If you are NOT APPLYING through the Access Program, do not submit this form.
 - ✓ The *Algonquin College ECE Priority Admission* Form, (for Algonquin students enrolled or graduated from the ECE program only)
- 3) **Proof of Proficiency in English:** applicants whose mother tongue is not English or French, and who have not been studying on a full-time basis in Canada, or in a country where English is an official language, for at least three years at the time of their application, must present proof of proficiency in English. You must submit official results of one of the following tests (taken within 2 years of the date of application) :
- TOEFL:** Internet-based test with a total score of 92 and a minimum 24 in reading & writing and 20 in listening and speaking; Computer-based test with a total score of 237 and a minimum Essay Rating of 4.5;
 - IELTS:** an overall band score of 7.0;
 - MELAB:** an overall score of 90;
 - CANTEST:** a minimum average of 4.5 in Listening, Reading and Writing.
- 4) If you were not born in Canada, submit proof of your status in Canada.
- 5) **French as a Second Language (FLS) teaching subject:**
 If you applied to this option, you must pass a French Language Proficiency Test.
- ✓ All applicants must pass the test and are **responsible** to ensure their registration.
 - ✓ The Admissions Office will send an invitation with the date and place of the test to be held in January 2010. If you do not receive the invitation, you must contact InfoService at 613-562-5315 or email Your.admission.file@uOttawa.ca .
 - ✓ An additional administrative fee of \$100 for the French Language Proficiency Test (if written at the Ottawa campus) or \$150 (if written at the Toronto campus) must be sent to University of Ottawa, InfoService, Tabaret Hall, 75 Laurier Ave. East, Ottawa, Ontario, K1N 6N5.
 - ✓ The test will not be held outside Ottawa or Toronto. If an applicant can not attend any of the scheduled sessions he or she must write a letter explaining the reasons and send it to InfoService or by email to Your.admission.file@uOttawa.ca. The faculty will determine a new date at its convenience. Fees for these extra exam sessions are \$150 to cover the administrative charges.
 - ✓ Applicants who passed the test in 2009 and obtained a *Réussite totale* or *Réussite avec cours d'appoint* may submit their results for the September 2010 admission. They must submit them to InfoService by the December 1, 2009 deadline.
 - ✓ Applicants who fail the French Proficiency Test are sent a letter of refusal and will not receive an offer of admission or a place on the waiting list. They will not be allowed to change divisions nor teaching subjects.
- 6) Additional documents such as letters of reference or curriculum vitae, if submitted, will be omitted from the applicant's file as they are not required for admission.

FACULTY OF EDUCATION ACCESS PROGRAM

The focus of the Faculty of Education Access Program is to ensure that the diversity of the province's population is reflected and included in the educational system and its institutions. The Access Program is intended to assist school boards by increasing the percentage of groups presently under-represented on the teaching staff of schools in Ontario.

The University of Ottawa encourages applications from qualified Aboriginal peoples, members of ethno-cultural minority groups and persons with disabilities.

An applicant applying under the Access program must indicate in the Statement of Experience how his/her membership in a particular group has influenced his/her educational experience.

EVALUATION PROCESS

The evaluation of applications is a four-step process:

1. An academic average is calculated based on the best 20 one-term undergraduate university courses completed by September 1st 2009. Applicants who have not completed 20 one-term courses will be evaluated on the basis of courses completed by September 1st 2009. Applicants who have successfully completed a graduate program will obtain additional bonus points (1% for a Master's degree; 2 % for a Ph.D. degree). The calculated average must be 68% or better for the application to proceed to step 2. Courses taken after August 2009 will be counted in support of program requirements, but cannot be included in the calculation of the average. Applicants with an average below 68% are sent a letter of refusal. You can calculate your average by using the average calculator available on the University of Ottawa's website at www.uottawa.ca/prospective/admissions/education.html.

2. The Statement of Experience (SOE) is evaluated, a minimum score of 68 must be given to proceed to step 3. Applicants who do not obtain a score of 68 are sent a letter of refusal. The Faculty of Education reserves the right to limit the number of SOEs evaluated according to places available and the quality and quantity of the applicant pool.
3. A combined score is calculated weighing equally the academic average and SOE score and eligible applicants are ranked in descending order of the combined score. Applicants whose combined score is lower than 68 may be rejected.
4. Admission Decisions :
 - a) Decisions are made according to number of applications, geographic origins, ratios from previous years, attrition rate and teaching subject(s), where applicable;
 - b) Offers are made to the number of top applicants necessary to meet the enrolment objectives of teaching subjects and divisions;
 - c) A waiting list is prepared (for qualified applicants) to permit a second round of offers if necessary;
 - d) Applicants whose combined score does not warrant an offer or a place on the waiting list are sent a letter of refusal.

There is no appeal process. All decisions are final.

TEACHING SUBJECT REQUIREMENTS

A one-term course is the equivalent of a one semester-long course, which, for example, normally runs from September to December or January to April.

At the **PRIMARY/JUNIOR** division, applicants do not choose a teaching subject. However, they may choose the Primary/junior division – French as a second language (FSL) option. These candidates must pass both oral and written components of the French Language Proficiency Test (Refer to section “Documents to submit” in these Notes to Applicants).

At the **JUNIOR/INTERMEDIATE** division, applicants must choose one teaching subject. Applicants must possess a concentration of at least SIX (6) one-term university courses in the area of study selected from the list of Teaching Subjects available at the University of Ottawa. The teaching subject must consist of at least FOUR (4) one-term university courses in the given subject and at most TWO (2) one-term university courses in a related subject.

Example:

Geography

minimum of 4 one-term courses in Geography; and at most 2 one-term courses in a related subject (e.g. Sociology of Development). See list of Related Subjects below.

At the **INTERMEDIATE/SENIOR** division, applicants must choose two teaching subjects. Applicants must possess a concentration of TEN (10) one-term University courses in the first teaching subject of which SIX (6) are required in the same field as the first teaching subject and the remaining FOUR (4) may be in a related field. At least FOUR (4) one-term university courses are required in the second teaching subject. These courses must be in the same field as the second teaching subject (no related subjects).

Example:

English/History

1st teaching subject (English): a minimum of 6 one-term courses in English is needed and at most 4 one-term courses in a related subject (e.g. Journalism). See list of Related Subjects below.

2nd teaching subject (History): at least 4 one-term courses in History (including 2 one-term courses in Canadian History). No related subjects.

The following teaching subjects require specific university courses:

Dramatic Arts - 2 one-term courses in Studio (e.g. acting, stage performance, production, set-design)

History – 2 one-term courses in Canadian History (e.g. making of Canada, New France, contemporary Canada, women in Canada, British North America)

Music – 2 one-term courses in Instrumental Music (e.g. applied music, materials of music, solo performance studies)

Visual Arts – 2 one-term courses in Studio (e.g. painting, sculpting, photography)

For the English option, courses in English Second Language are not accepted.

Courses in progress can be used to satisfy a teaching subject prerequisite. If you are admitted, the offer will be conditional upon satisfying the prerequisite course.

Experience will not be considered to satisfy a teaching subject prerequisite.

Below is a list of teaching subjects, codes and related subjects that may be offered (refer to the TEAS on-line application form for those offered in 2010).

OE6 Primary/Junior (French as a Second Language)

OE2 Junior/Intermediate

Teaching Subjects: Computer Science (422), English (319), Dramatic Arts (135), Music – Instrumental (158), Visual Arts (190), French as a Second Language (325), Geography (740), Health and Physical Education (860), History (750), Mathematics (652), Religious Education - Catholic Schools only (218), Science – General (430)

OE3 Intermediate/Senior

Teaching Subjects: Computer Science (422), English (319), Dramatic Arts (135), Music – Instrumental (158), Visual Arts (190), French as a Second Language (325), Geography (740), Health and Physical Education (860), History (750), Mathematics (652), Religious Education - Catholic Schools (218), Science – Biology (412), Science – Chemistry (420), Science – Physics (470)

TEACHING SUBJECTS OFFERED

Related subjects from a field of studies other than the given one may have sufficient content to be considered as the given subject itself. However, it is important that related subjects be **clearly** pertinent to the given one. Normally, to be considered equivalent to a given subject, at least 80% of the related course should reflect content of the given subject.

If a subject is not included in the list of related subjects, it is highly unlikely that it will count to satisfy the requirements of your teaching subject. If you feel that a particular course you completed is relevant, you must send a calendar description of the course to University of Ottawa, Info Service, 75 Laurier Ave. East, Tabaret Hall, Ottawa, Ontario, K1N 6N5. or by email at Your.admission.file@uOttawa.ca for consideration.

TEACHING SUBJECTS AND CODES	GIVEN SUBJECT TO THE TEACHING SUBJECT	RELATED SUBJECT TO THE TEACHING SUBJECT
	Pertinent courses in:	Pertinent courses in:
Computer Science (422)	Computer Science; Computer Engineering; Management and Information Systems; Electronic Engineering; Systems Engineering; Electrical Engineering.	Any subject dealing with systems or data analysis; Accounting; Statistics; Information Technology; Mathematics.
English (319)	English; Drama literacy; Creative and Functional Writing; English Composition; English Linguistics; Media Literacy; Literature.	Journalism; Philosophy (Reasoning and Critical Thinking); Religious Studies (e.g. Bible Texts, Pentateuch, Historical Books); Translation (directed toward the English language only); Communication.
Dramatic Arts (135) Note: At least 2 one-term courses in studio are required.	Drama; Drama Literacy (e.g. Shakespeare); Theatre; Set Design; History of Theatre; Dance; Performing arts.	Music; Film Studies; Media; Speech; Public Speaking; Animation; Communication.
Music - Instrumental (158) Note: At least 2 one-term courses in Instrumental music are required	Music ; Acoustic; Music Computing (synthesis, video, animation); Music Theory; Musicology; History of Music; Choral.	Music Theatre; Dance; Film Studies; Media.
Visual Arts (190) Note: At least 2 one-term courses in studio are required.	Visual Arts; Art History; Photography; Graphics (computer assisted, synthesis, video, animation); Painting; Sculpting; Drawing; New Media; Crafts.	Industrial Design; Interior Design; Film Studies; Architecture; Media; Set Design.
French (Second Language) (325)	Linguistique française; Rédaction française; Didactique du français langue seconde; Grammaire française; Littérature française ou canadienne; Phonologie; Syntaxe.	Traduction (vers le Français).
Geography (740)	Geography; Earth Sciences; Climatology; Geomorphology; Glaciology; Geographic Information Systems; Hydrology; Biogeography; Environmental Impact Assessment; Palaeontology; Geomatics;	Geology; Plant Biology; Chemistry; Demography; Physics; Sociology of Development; Social Anthropology; Environmental Science; Ecology; Agricultural Science; Mineralogy; Petrology; Environmental

	Cartography and Remote sensing.	Design; Landscape Architecture; Forestry; Phytology; Soil and Environment; Tourism.
History (750) Note: At least 2 one-term courses in Canadian History are required.	Any courses starting with "History of"... (e.g. Art, Literature, Sports, Music, Philosophy, Economics); Classical Studies; Ancient History; Medieval Studies; Canadian Political Science; Canadian Foreign Policy; Canadian Law; Women in History.	Sociology; Religion; Literature; Native Studies; Anthropology; Economics; Philosophy; Archaeology; Art History; Canadian Studies.
Mathematics (652)	Mathematics; Statistics; Managerial Statistics, Statistics in psychology; Statistical Methods in Business ; Quantitative Methods; Operation Research; Data Analysis; Business Mathematics; Actuarial Sciences.	Administration; Finance; Computer Science; Economics; Accounting; Managerial Accounting; Financial Accounting; Sciences; Engineering; Philosophy of Science.
Health and Physical Education (860)	Physical Education; Human Kinetics; Kinanthropology; Kinesiology; Exercise Sciences; Physiology, Anatomy; Sports; Therapeutic Recreation.	Leisure Studies/Recreology; Dance, Nutrition; Sports and Leisure Management; Athletic Therapy; Biology; Pertinent courses in Nursing.
Religious Education (218) (Catholic Schools Only)	Religious Studies; Theology; Biblical Studies; Literacy criticism; Religious Literature.	History; Psychology, Sociology, Anthropology; Women's Studies.
Science – General (430)	Chemistry; Biology; Biochemistry; Physics; Botany; Zoology; Ecology; Biotechnology.	Relevant courses in Engineering; Geology; Philosophy of Science; Environmental Science; Medical science; Nursing.
Science - Chemistry (420)	Chemistry; Biochemistry; Neurochemistry; Chemical or Bio-Chemical Engineering; Toxicology Pharmacology.	Environmental Science; Physics; Biology; Ecology; Geology; Philosophy of Science.
Science - Biology (412)	Biology; Genetics; Biotechnology; Plant Biology; Psychology of Biological Foundations; Anatomy; Ecology; Botany; Zoology; Oceanography; Microbiology; Molecular Biology; Bio-chemical Engineering; Animal Science; Biochemistry; Biophysics; Physiology; Neurology; Medical Science; Veterinary Science; Epidemiology; Pathology.	Physical Anthropology; Physical Education; Nursing; Environmental Science; Philosophy of Science; Nutrition; Agriculture; Kinesiology; Physiotherapy; Occupational Therapy; Pharmacology, Dentistry; Agroecology; Horticulture; Soil and Environment.
Science - Physics (470)	Physics; Astronomy; Geophysics; Biophysics; Mechanical or Electrical Engineering, Electronics, Neuropsychics; Nuclear Physics; Electricity.	Chemistry; Biology; Physical Chemistry; Geology; Philosophy of Science; Biotechnology; Computer Science.

PREPARING YOUR STATEMENT OF EXPERIENCE (SOE)

You must download the *Statement of Experience* (SOE) form available in PDF format on the OUAC Web site or on the University of Ottawa's website. All applicants to the Baccalaureate in Education must submit the SOE. When submitting your SOE, please **DO NOT STAPLE**, however make sure you send all pages required. The *Statement of Experience* is weighted equally with the applicant's academic record and therefore **must be written with care**. The content of the SOE may not be prepared by anyone other than the applicant. Experience will not compensate for a weak academic average. Therefore, the SOE will not be evaluated if the academic average is below 68%.

Applicants submitting under the Access Program are reminded that their SOE must reflect how their membership of a particular group has impacted on their educational experience and on their commitment to teaching.

CRITERIA FOR ASSESSMENT

A team of educators will evaluate your SOE. The rating of the Statement of Experience is a holistic evaluation which considers:

- the relevance of the applicant's experience;
- the ability of the candidate to demonstrate their understanding of teaching and learning
- the completeness of the submission;
- the written and presentational quality of the submission.

1. Use conventional and appropriate language (correct grammar, spelling, punctuation, sentence structure, essay organization).
2. Type or word-process with a **12 point font in the space provided. (Do not hand-write)**
3. Avoid the use of point form. Use full sentences.

It is advisable to prepare multiple drafts before you type your entries. The PDF version of the SOE has been formatted so you may type on-line prior to printing it. You may also print-out your responses on plain paper, cut and paste, then fit within the space provided, respecting the margins and point font. You must submit only ONE Statement of Experience.

Do not add extra pages or documents (letters of reference, resume, business cards). They will be removed before the Statement is read.

Your referee: select a person who can be easily reached by email, who is knowledgeable about you as a potential teacher. The person you select should be able to comment on your suitability based on first-hand knowledge about you. Relatives are excluded. A random sample of referees will be contacted.

Once submitted, your Statement may not be amended.

PROTECTED CORRIDORS

University of Ottawa graduates

Ten (10) places in selected teaching subjects are reserved for applicants who will graduate from or who are graduates of these departments at the University of Ottawa: Biology, Chemistry, Drama, Music, Visual Arts, Mathematics, Physics and Religious Education (Saint-Paul University). These reserved seats are available only in the Intermediate/Senior division. An additional 20 spaces are reserved for graduates of the University of Ottawa's Second Language Teaching program: Ten (10) places for Primary/Junior division and ten (10) for the Junior/Intermediate/Senior divisions.

Saint-Paul University: you must submit an official transcript in order to be considered through the Religious Education protected corridor.

Other graduates

Ten (10) spaces are reserved in the Primary/Junior division for Early Childhood Education graduates of Algonquin College.

Twenty (20) spaces are reserved for internationally trained teachers. You must indicate that you have completed your undergraduate degree outside of Canada on the Access Form (last page of the SOE.)

CRIMINAL RECORD CHECK

Students in the Baccalaureate of Education program are required by the School Boards and subsequently by the Ontario College of Teachers to pass a criminal record check prior to 1) their school placements and 2) for their professional accreditation. Details on criminal record check will be provided to admitted candidates. However, in the meantime, for further information, you may consult the OCT Web site: www.oct.ca

ROUND OF OFFERS

The first round of offers will be mailed April 1, 2010. Applicants must respond before April 16, 2010 to reserve a place in the program. A tutorial video for online responses is available at www.ouac.on.ca/teas. Applicants must respond before the deadline date written on their offer. After that date, the offer will be cancelled.

Although the first round may be sufficient to fill the programs, if necessary, a waiting list will be established for qualified applicants. They will be informed by mail of their status starting April 1, 2010. If an applicant does not receive a response on April 1, 2010, it is his responsibility to check his Info Web account. Applicants will be able to respond on-line through OUAC as of Wednesday, April 3, 2010.

Offers of admission will be for September 2010 only and cannot be deferred.

WAITING LISTS

Waiting lists are established for each teaching subject within each division. In all cases, lists are numbered. At the intermediate/senior division, lists are numbered according to first teaching subject.

Candidates may **NOT APPEAL** their ranking on a waiting list.

REFUSAL LETTERS

There is no appeal process. All decisions are final.

A general feedback sheet will be provided to applicants whose applications are rejected on the basis of the evaluation of their SOE.

GENERAL INFORMATION

Prospective applicants are advised to Email InfoService at infoservice@uottawa.ca should they need to resolve minor problems concerning their application.

CHECK LIST

Have you **read** all the documentation provided?

TEAS Information booklet (OUAC)

Notes to Applicants (University of Ottawa)

Have you **signed** all your forms?

Statement of Experience Form (University of Ottawa)

Access Program Section (only if applying through this category)

Algonquin College ECE Priority Admission Form (only for Algonquin students enrolled or graduated from the ECE program)

Have you **requested** all relevant transcripts?

Transcripts of all undergraduate university studies

Transcripts from graduate studies, college or CEGEP, if you want some courses to be considered in order to satisfy the requirements for your teaching subjects

Transcripts from Algonquin College if you apply through the ECE program

Transcripts from Saint-Paul University if you apply through the Religious Education protected corridor

Have you **paid** all required fees?

\$120.00 for the TEAS on-line application form

\$60.00 administrative fees (payable to OUAC) to cover University of Ottawa's evaluation fees)

\$100.00 fees (payable to University of Ottawa) for the French as a Second Language proficiency test (FSL applicants only) if written in Ottawa, \$150.00 fees if written at the Toronto campus.

2010-11