



## Deaf and Hard of Hearing Teacher Education Program: Application Information For 2018/2019 (Ontario Residents) Faculty of Education, York University

York University, 4700 Keele St., DHH Teacher Education Program, 113A Winters College, Toronto, ON M3J 1P3 Telephone: (416) 736-5971 ~ Fax: (416) 736-5146 ~ TTY: (416) 736-5972  
<http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/how-to-apply/>

**Application Deadline: March 15, 2018 *incomplete applications will not be processed***

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Dear Applicant,

Thank you for expressing interest in York University's Deaf and Hard of Hearing Teacher Education Program. We are proud to be able to offer this program and we are pleased that you are considering joining us.

Since changes to admission policies can occur from year to year, we advise that applicants read the information package related to the upcoming academic year and not refer to admission information from previous years. Admission information for the current year may be subject to change. Prospective students should check the website <http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/how-to-apply/> for the most up-to-date information.

Please take the time to read about the [Full-Time](#) and [Part-Time](#) Programs and be sure that you understand the requirements and commitments involved to complete the program.

### **Admission Requirements:**

Admission Requirements include the following:

1. Membership in good standing with the [Ontario College of Teachers](#) (OCT) with no limitations and/or restrictions, which must be maintained throughout the program.
2. B.Ed. with a minimum grade-point average of B in both academic and practicum courses.
3. Documentation of two successfully-completed American Sign Language (ASL) courses.

### **Practicum Requirements in the Program:**

All Teacher Candidates must complete 400 hours of practicum (320 hours of direct teaching and 80 hours of observation). Part-time Teacher Candidates will complete their practicum placements in the third year of the program. Teacher Candidates may be asked to travel and will be responsible for all expenses incurred during practicum placements. If currently employed, it is strongly recommended that Teacher Candidates discuss the practicum requirements with their school boards and school administrators at the time of applying to the program.

**Please note that the practicum requirements are the same for both the full-time and part-time programs.**

All Teacher Candidates will be required to provide a current, original Criminal Record Check that includes a Vulnerable Sector Screening to the Deaf and Hard of Hearing Teacher Education Program office, as required by Provincial Law. **Do not include this documentation with your application package.**

### **Diploma and Recommendations:**

Upon successful completion of the program, teacher candidates will receive a York University post-baccalaureate diploma. Candidates are then recommended for certification as Teachers of the Deaf and Hard of Hearing, Oral/Aural Communication or ASL to the Ontario College of Teachers (OCT).

## **Selection Criteria:**

Admission to the Deaf and Hard of Hearing Teacher Education Program is a competitive process for a very limited number of spaces. **Fulfillment of minimum requirements will not guarantee admission.** The strength of one applicant's file is relative to the rest of the applicant pool for that given year.

Candidates will be selected on the basis of their:

- Teaching experience in elementary and/or secondary school classrooms
- Experience with deaf or hard of hearing students
- Academic background
- Credentials, related additional qualifications and professional development activities
- Volunteer experience

All applications are reviewed by the Admissions Committee. Only applicants who are short-listed will be contacted for a telephone or Skype interview. Admission decisions will be made by mid-to-late April and communicated by early May. **Contact with applicants will be made using email throughout the process as appropriate.**

All applicants will receive an email with the final decision of the Admissions Committee by early May. This information will be communicated using the email address provided on the application.

## **Tuition:**

Tuition for this program is subsidized by the Ontario government for those Ontario residents who qualify. Teacher Candidates will be required to pay material fees for some courses and to purchase textbooks and/or other personal learning materials; these materials are not subsidized.

**Additional expenses may include but are not limited to textbooks and supplementary course materials.**

We thank you for your interest in the Deaf and Hard of Hearing Teacher Education Program at York University!

Questions? Please contact the Deaf and Hard of Hearing Teacher Education Program office at 416-736-5971 or by email at [deafed@edu.yorku.ca](mailto:deafed@edu.yorku.ca) Office hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

## Deaf and Hard of Hearing Teacher Education Program: Application Process For 2018/2019 (Ontario Residents) Faculty of Education, York University

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### STEP 1: Confirm Eligibility

Confirm that you meet the [Deaf and Hard of Hearing Teacher Education Program Admission Requirements](#).

### STEP 2: Review the Application Package, including the section on Documents Required to Include with your Application Package

- The application package can be found at the following link: <https://eduforms.apps01.yorku.ca/machform/view.php?id=74642>
- Please be sure all applicable fields are completed and appropriate documentation is uploaded before you submit your application.
- Fields marked with asterisk (\*) are required fields and you cannot skip them.
- If you are not able to complete your application once you started, you can save your application and return to complete it at a later date/time.
- To save your application and complete it later, click the box at the bottom of the page that says "Save my progress and resume later" enter your email address and click "Save Form and resume later". You will receive an email with a unique link that will provide you access to your application. Click the link provided when you are ready to continue.
- Incomplete applications will not be processed. Applicants must choose either the full-time program or the part-time program; you cannot apply to both or leave the field blank.
- The deadline to submit your application is **March 15, 2018 at 11:00 p.m.**

### STEP 3: Complete the Online Application and Submit

Be sure to read through the "Documents Required to Include With Your Application Package" information. There are a number of supporting documents that you will need to upload with your online application. There are also some documents that you will need to arrange to have sent directly to York University.

### STEP 4: Pay the Application Fee Online

A \$60.00 non-refundable application fee is payable online at <https://dhh-applicationfee-fw2018.eventbrite.ca> and is due no later than March 15, 2018 at 11:00 p.m. We are unable to process incomplete applications or applications that do not have the accompanying \$60.00 fee.

**Important Payment Information:** If you experience technical difficulties with the online payment system, please contact the DHH Program Office no later than March 16, 2018. Office hours are Monday to Friday - 8:00 a.m. to 4:00 p.m.

**All payments must be made online using the link provided. We will not accept other form(s) of payment.**

## Deaf and Hard of Hearing Teacher Education Program: Documents Required to Include With Your Application Form and How to Submit Them For 2018/2019 (Ontario Residents)

### Faculty of Education, York University

York University, 4700 Keele St., DHH Teacher Education Program, 113A Winters College, Toronto, ON M3J 1P3  
Telephone: (416) 736-5971 ~ Fax: (416) 736-5146 ~ TTY: (416) 736-5972

<http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/how-to-apply/>

**Application Deadline: March 15, 2018**

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## Documents Required To Include With Your Application and How To Submit Them

Please read the following information carefully to ensure that you provide the correct documentation to support your application.

Once you submit your application package and supporting documentation, the DHH program office is not able to make any changes on your behalf.

In order for you to complete the online application, you will require the documents listed below (see items A to H below). Please read each section carefully to be sure you provide the proper documentation for your current circumstance. Documents will need to be uploaded in the appropriate section of the online application package in order for your application to be considered complete.

- The following documents can be emailed to [DHHAdmissions@edu.yorku.ca](mailto:DHHAdmissions@edu.yorku.ca) once they are completed;
  - i. Ontario College of Teacher Certification
  - ii. American Sign Language course transcript(s) or certificate(s) (proof of completion)
  - iii. Second Practicum report

This documentation will be added to your application file when received.

**Important Information:** When **saving documents for submission** it is expected that the applicant will name the document as it is referred to in the application package. Please save your documentation in the following format:

Document type – applicant first name last name (e.g., ASL 102 – John Smith, Resume – John Smith)

Documents that are not saved and submitted in this format will be discarded and will not be saved to the applicant's file.

### **A. Verification of Residency Documentation:**

*Applicants are required to provide a copy of legal documentation (e.g., driver's license) verifying their current address.*

- This documentation must be uploaded in the field provided in the online application.

This document must be saved using the document type and the applicant's name:

Example: Verification of Residency – John Smith

Files that are not saved appropriately will be discarded and will not be included in the applicant's file.

## B. Ontario College of Teachers (OCT) Certification:

Applicants are required to provide documentation indicating that they are a member in good standing with no limitations and/or restrictions with the Ontario College of Teachers (OCT) by providing the six-digit registration number and uploading a copy of your Ontario College of Teachers Certification in the space provided in the online application. This membership must remain paid and in good standing throughout the program.

- Provide your 6-digit OCT Registration Number in the space provided in the online application package.
- Upload your OCT Certification in the space provided in the online application package.
- If you are a new graduate or if you have recently applied to the Ontario College of Teachers and are waiting for your documentation from the Ontario College of Teachers, please provide us with the 6-digit registration number provided by the OCT at the time of registration. Once you receive your certification from the OCT, email your documentation to [DHHAdmissions@edu.yorku.ca](mailto:DHHAdmissions@edu.yorku.ca)

This document must be saved using the document type and the applicant's name:

Example: OCT Certification – John Smith

Files that are not saved appropriately will be discarded and will not be included in the applicant's file.

## C. Resume/Curriculum Vitae (CV):

Applicants are required to provide a current resume/curriculum vitae. This documentation must be uploaded in the space provided in the online application package.

This document must be saved using the document type and the applicant's name:

Example: Resume – John Smith

Files that are not saved appropriately will be discarded and will not be included in the applicant's file.

## D. Practicum Reports or Equivalent Documentation:

**Certified Teachers:** Provide a copy of your most recent teaching evaluation and/or a letter from your Principal/Administration. If you are a newly-hired teacher and have not yet been evaluated, please provide copies of your practicum evaluation reports from your practice teaching placements and a letter of support from your Principal.

**Student Teachers/New Graduates:** If you are currently enrolled in a Faculty of Education, please provide copies of your practicum evaluation reports from two school settings.

Note: If your second evaluation is not available at the time of submitting your application, please submit your first evaluation in the space provided in the online application package and then submit your second evaluation once you receive it. It is the applicant's responsibility to ensure that the Deaf and Hard of Hearing Program Office receives all documentation. Reports submitted after the deadline can be emailed to [DHHAdmissions@edu.yorku.ca](mailto:DHHAdmissions@edu.yorku.ca)

These documents must be saved using the document type and the applicant's name:

Example: Practicum Report 2 – John Smith

Files that are not saved appropriately will be discarded and will not be included in the applicant's file.

## E. Official Transcripts:

Official transcripts of undergraduate and B.Ed. degrees and any other degrees must be forwarded directly to the Deaf and Hard of Hearing Teacher Education Program, Faculty of Education, from each post-secondary institution attended.

Applicants currently enrolled in an undergraduate B.Ed. program may submit transcripts of work completed to date. Offers of admission will be conditional upon successful completion of the degree and confirmation of good standing with the Ontario College of Teachers.

Graduates and current students of York University are not required to submit York University transcripts. Please provide us with your 9-digit York University Student Number and we will access your transcripts directly.

**Note: If you have an outstanding balance with York University we will not be able to access your transcripts and your application package will be incomplete.**

If you have completed your studies outside of Canada or the United States and you have submitted your official transcripts to the Ontario College of Teachers, you can request the Ontario College of Teachers to send your transcripts directly to the Deaf and Hard of Hearing Teacher Education Program and we will consider them as official.

Transcripts must be mailed directly from the institution or the Ontario College of Teachers to the DHH Program Office at the following address:

York University, 4700 Keele Street, DHH Program, Faculty of Education 113A Winters College, Toronto, ON M3J 1P3

## F. American Sign Language (ASL) Documentation:

Documentation of successful completion of two ASL courses can be uploaded in the field provided in the application package. This information can be provided in the form of a transcript, certificate or letter of completion from the institution, printed on letterhead.

We do not accept ASL Courses completed online. Courses must be taught face-to-face.

If you are in the process of completing your ASL courses, please provide us with the name of the institution where you are enrolled, along with the course start date and end date, and proof of your current registration (e.g., receipt, letter of verification) in the fields provided in the online application.

**To meet the ASL admission requirement, you must submit documentation showing successful completion of two different ASL courses (e.g., ASL 101 and ASL 102).** Do not submit documentation from an ASL 101 course that you completed in previous years and then enroll in ASL 101 again as a refresher and expect that this will meet the ASL admission requirement. You must complete two different courses.

Any offers will be made conditionally and require proof of successful completion before the start of the program.

- If you have completed your ASL courses, documentation must be uploaded in the field provided in the online application.
- If you have completed an Interpreter Program, please upload your transcript in each field provided.

Do not send us documentation containing your personal banking information such as credit card numbers. If this information is visible on your receipts, please use a black permanent marker to remove it prior to scanning it.

These documents must be saved using the document type and the applicant's name:

Example: ASL 101 – John Smith

Files that are not saved appropriately will be discarded and will not be included in the applicant's file.

## G. Personal Statements:

Please refer to the "Personal Statement" section in the online application package. You will be provided with three questions and asked to provide your response in the space provided. Please note that the space provided for your response is limited to 500 words.

## H. References:

Applicants are required to submit three professional and/or academic references to support their application to the Deaf and Hard of Hearing Teacher Education Program.

Note: We are requesting three letters total, **not** three professional and three academic. The people you decide to use for your three references is entirely up to you; we have no preference other than professional and/or academic.

- The Reference Form can be found as a separate document on our website at the following link:  
<http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/how-to-apply/>
- Applicants will need to print the Reference Form and complete Part 1. The applicant will then provide their Referee with the form.
- The Referee will be asked to complete the Reference Form and to write a Letter of Support on official letterhead.
- The Referee will put both the Reference Form and the Letter of Support in an envelope, seal it and sign their signature over the seal **before** returning the envelope to the applicant.
- The Applicant will collect all three references and mail them together in one large envelope to the Deaf and Hard of Hearing Teacher Education Program Office at the following address:

York University, 4700 Keele Street, DHH Program, Faculty of Education 113A Winters College, Toronto, ON M3J 1P3

Completed reference forms and letters of support are confidential and for the use of the admissions committee only. They will not be shared with the applicant during or after the admission process.

Please note: The DHH Program will not assist you with who to choose as a reference. The admissions committee has requested three **professional and/or academic references**.