

YORK

UNIVERSITÉ  
UNIVERSITY

Professional Development, Faculty of Education  
023 Winters College, 4700 Keele Street, Toronto, ON M3J 1P3  
Tel: (416) 736-5003 Fax: (416) 736-5023  
Email: [raiseyouraq@edu.yorku.ca](mailto:raiseyouraq@edu.yorku.ca)  
Website: <http://www.raiseyouraq.ca>

## **POLICIES AND PROCEDURES**

### **ACADEMIC HONESTY**

The University holds all candidates pursuing additional teacher qualifications to the same standards as students in degree programs. Offenses against academic honesty, such as plagiarism and cheating, will be dealt with seriously and penalties will be strictly enforced. The Senate Policy on Academic Honesty is available at:

<http://www.yorku.ca/academicintegrity>

### **ACADEMIC RECORDS / TRANSCRIPTS**

The Academic Record serves as an official transcript. To request an “official” record, complete the [Academic Record Request Form](#). A copy of your “unofficial” professional development record can be viewed / printed through your online account profile at

[www.raiseyouraq.ca](http://www.raiseyouraq.ca).

### **APPEAL PROCESS**

Candidates who wish to appeal a process, decision or evaluation may apply in writing to the Appeals Committee by addressing the appeal to the Associate Dean, Research and Field Development. A response will normally be issued within 5 working days of receipt of the appeal.

### **ATTENDANCE**

The value of York’s programs rests heavily on the collaborative experience, full attendance and effective participation of candidates throughout the entire program. Full attendance is required. Candidates are obliged to contact their instructor as soon as possible if, due to exceptional circumstances, they miss any class time. Make-up work will be required. Attendance and participation are course requirements for recommendation to the College of Teachers for the additional qualification, additional basic qualification and principal’s qualification.

### **CANDIDATE EVALUATION**

Additional qualification courses operate on a "pass/fail" basis. Grades will not be assigned. Courses do not carry degree credit and will not appear on York University transcripts. Candidate attendance, participation, and quality of work will all be considered in the evaluation process to recommend/not recommend candidates to the College of Teachers for the additional qualification, additional basic qualification or principal’s qualification.

## **COURSE LOCATIONS AND CHANGES TO LOCATIONS**

Courses are offered at numerous convenient locations across the Greater Toronto Area and in specific locations across the province. Check the course details at [www.raiseyouraq.ca](http://www.raiseyouraq.ca) for individual course location information. Course location updates and changes will be listed on our website. Please check for updates just prior to the first class. If an emergency change is required information will be posted on the website only.

## **COURSE FORMATS**

Teacher Professional Development courses (AQ, ABQ, PQP) are certified by the Ontario College of Teachers and offered in different formats: face to face, partial online and fully online. Each course has a 125-hour time requirement. The face-to-face, partial online and online formats comprise 65 hours; the teacher inquiry component of the course comprises the remaining 60 hours.

## **COLLECTION OF PERSONAL INFORMATION**

Personal information is collected under the authority of Freedom of Information and Protection of Privacy Act (FIPPA) and The York University Act, 1965 for educational, administrative and statistical purposes and will form part of the candidate record at the Faculty of Education. If you have questions about the collection, use and disclosure of personal information by the Faculty of Education, please contact the Information and Privacy Coordinator, York University, Ross N926, 4700 Keele Street, Toronto, ON M3J 1P3, telephone 416-736-2100 Ext. 20359.

## **COURSE CANCELLATIONS / CHANGES**

York reserves the right to combine and/or cancel program offerings and to change locations and/or dates. Decisions to cancel programs will be made immediately following the registration deadline date and candidates impacted will be notified by email. In the event of a course cancellation, a full refund including the non-refundable amounts will be issued. In the event of a change to the course locations and/or dates, the revised course information will be posted on the website. Candidates are advised to verify program details on the [www.raiseyouraq.ca](http://www.raiseyouraq.ca) website just prior to the start of class.

## **COURSE FEES**

University reserves the right to change fees and refund policies without notice. Fees are refunded subject to the non-refundable amounts as outlined in the withdrawal policy and refund schedule. Applicants who do not meet prerequisites requirements will be deemed ineligible for admission and fees will be refunded subject to the non-refundable amounts as outlined in the withdrawal policy and refund schedule. In the event of a course cancellation, a full refund including the non-refundable amounts will be issued.

## **DOCUMENTS REQUIRED FOR REGISTRATION**

All documents submitted for registration purposes are the property of the University and cannot be returned to candidates or forwarded outside of the University.

## **EMAIL COMMUNICATION & CORRESPONDENCE**

Email correspondence is the primary means of communication used by the office to communicate with applicants or candidates.

### **FRENCH LANGUAGE PROFICIENCY TEST**

Course candidates for French as a Second Language Part I must successfully complete a French language proficiency test as an entrance requirement. The test assures that candidates possess a minimum competency in oral and written French. A free French language tutorial is available at [www.raiseyouraq.ca](http://www.raiseyouraq.ca). The test fee is in addition to the course tuition fee and is non-refundable. Applicants holding Basic Qualifications for teaching in Francophone schools (i.e., primaire, moyen, intermédiaire, and/or supérieur) are exempt from the test.

### **INELIGIBLE APPLICATIONS**

Applicants are responsible for ensuring they satisfy eligibility prerequisites prior to applying. Applicants who do not meet prerequisites requirements will be deemed ineligible for admission and course fees will be refunded subject to non-refundable tuition and test fee amounts.

### **MATH PROFICIENCY TEST**

Intermediate Basic course candidates without the prerequisite university math courses must successfully complete a math proficiency test as an entrance requirement. The test assures that candidates possess a minimum competency in the subject area. A free math tutorial is available at [www.raiseyouraq.ca](http://www.raiseyouraq.ca).

### **QECO/OSSTF**

Candidates applying to an AQ program to satisfy a QECO/OSSTF requirement are advised to obtain written approval from QECO/OSSTF for the selected course before applying. The QECO/OSSTF approval process may take approximately two months to complete. QECO/OSSTF will require a transcript as proof of completion. To request an academic record complete the [Academic Record Request Form](#).

### **RECOMMENDATIONS & INCOMPLETE COURSE REQUIREMENTS**

All course requirements, including course assignments, required documentation and fees, must be satisfied within ninety (90) days of the course end date in order for candidates to be recommended to the College. Candidates failing to complete all course requirements within the 90 day time period will not be recommended and cannot be recommended retroactively. Special circumstances will only be considered if formal application with supporting documentation is made to the Appeals Committee.

### **RECOMMENDATIONS TO THE ONTARIO COLLEGE OF TEACHERS**

The update to the teacher certificate will appear on the Ontario College of Teachers public registry between four to six weeks after the *official* completion date of the course, once all admissions prerequisites and course requirements have been met. Candidates must provide their OCT registration number and date of birth for OCT identification purposes. Candidates must meet all prerequisites, provide appropriate admission documents and fee payments, and satisfactorily complete course assignments and

attendance requirements to qualify for recommendation. Failure to fulfill any of these elements will delay or nullify recommendation to the college. Recommendations are sent in a batch file to the OCT; individual recommendations cannot be sent in advance of the batch recommendation submission. The date of completion appearing on the teacher certificate for the earned qualification reflects the date all outstanding prerequisites, including admissions documents, and all course requirements were met.

### **TAX RECEIPTS**

Candidates can login to their online account profile at [www.raiseyouraq.ca](http://www.raiseyouraq.ca) by the end of February and view / print their T2202A Tax Receipts. T2202A forms are emailed to candidates for tax purposes at the end of February each year. As per Revenue Canada regulations, receipts reflect the registration costs for courses attended during that taxation year regardless of when they were paid for.

### **TRANSFERS**

A signed [transfer notice](#) requesting a course change will be considered subject to eligibility and space availability. Transfer requests between courses in the same session will not be accepted after courses have begun. A one-time only transfer to the next available session is possible if transfer notice is received in our office by the transfer deadline. No transfers are accepted after the transfer deadline date.

### **WITHDRAWALS AND REFUND SCHEDULE**

**Ineligible candidates:** Applicants who do not meet prerequisites requirements will be deemed ineligible for admission and fees refunded subject to the **non refundable** amounts below:

- \$50 tuition amount
- \$50 Math/French Test fee

**Withdrawals requested by candidates:** Withdrawals are effective on the date the signed [withdrawal notice](#) is received in our office and fees refunded subject to the **non refundable** amounts below:

- \$50 - Math/French Test fee
- \$150 - Before course begins (*Includes \$50 non-refundable; \$100 withdrawal fees*)
- \$250 - After course begins (*Includes \$50 non-refundable; \$200 withdrawal fees*)

No refunds are issued after the withdrawal deadline.