



# Deaf and Hard of Hearing Teacher Education Program: Documents Required to Include with Your Application and How to Submit Them (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 ~ Email: [deafed@edu.yorku.ca](mailto:deafed@edu.yorku.ca)

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

### Application Deadline: **March 15, 2020**

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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 Deaf and Hard of Hearing Teacher Education Program office is not able to make any changes on your behalf.

In order for you to complete the online application, submit all documents listed 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 (unless noted otherwise in the how to submit documentation section) in order for your application to be considered complete.

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

Document type - applicant first name last name  
(e.g., Practicum Report 1 – John Smith)

It is the applicant's responsibility to ensure that all **scanned images** are **clear and legible** (e.g., 300 dpi).

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## DOCUMENT LIST

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**Verification of Residency Documentation**

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

*How to submit documentation:*

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

**Ontario College of Teachers (OCT) Certification**

Applicants are required to provide documentation indicating that they are a member in good standing with no terms, conditions, limitations and/or restrictions with the Ontario College of Teachers (OCT) by providing the six-digit registration number and uploading a copy of their 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.

*How to submit documentation:*

*Provide your 6-digit OCT Registration Number in the space provided in the online application.*

*Upload a copy of your current OCT Certificate in the field provided in the online application if it is available at the time of submitting your application.*

*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 OCT, please provide us with the 6-digit registration number provided by the OCT at the time of registration in the space provided in the online application. Once you receive your certification from the OCT you can email your documentation to [deafed@edu.yorku.ca](mailto:deafed@edu.yorku.ca). Please make sure your documentation is saved as referenced above.

□ **Resume/Curriculum Vitae (CV)**

Applicants are required to provide a current resume/curriculum vitae.

How to submit documentation:

*This documentation must be uploaded in the field provided in the online application in MS Word or PDF formats only.*

□ **Practicum Reports or Equivalent Documentation**

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

**Newly-hired Teacher:** 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.

**Experienced Teacher (1+ years):** Provide a copy of your most recent evaluation and/or letter of support from your Principal/Vice-Principal.

How to submit documentation:

*This documentation must be uploaded in the field(s) provided in the online application.*

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. Reports submitted after the application deadline can be emailed to [deafed@edu.yorku.ca](mailto:deafed@edu.yorku.ca). Please make sure your documentation is saved as referenced above.*

□ **Transcripts**

York University requires that university transcripts be official, meaning they must arrive directly from the institution from which the courses were taken.

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 office and we will consider them as official.

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

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

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.*

How to submit documentation:

*This documentation must be mailed to the Deaf and Hard of Hearing Teacher Education Program office directly from the institution to the following address:*

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

□ **American Sign Language (ASL) Documentation**

Applicants are required to provide documentation of successful completion of two ASL courses. This documentation 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.

Two courses are equivalent to *approximately* 60-hours of face-to-face instruction from a recognized college/university or community-based (e.g., Canadian Hearing Society) program.

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 from the institution).

To meet the ASL admission requirement, you must submit documentation showing successful completion of two different ASL courses. Please do not submit documentation for the same course completed at different times (e.g., If you completed an ASL 101 course 10 years ago and you decide to take ASL 101 again now as a refresher course, this counts as one course.)

Any offers of admission will be conditional and require proof of successful completion before the start of the program.

*How to submit documentation:*

*If you have completed your ASL course(s) please upload your documentation in the field(s) provided in the online application.*

*If you have completed an Interpreter Program, please upload your transcript in both fields provided in the online application to show that you have fulfilled these requirements.*

*If you are enrolled in an ASL course, please provide a copy of the receipt as proof of enrollment in the field provided for ASL documentation in the online application.*

**Note: Do not upload any documentation containing your personal banking information such as credit card numbers. If this information is visible on your receipt, please cover it prior to scanning.**

□ **Personal Statement**

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.

*How to submit documentation:*

*This information must be typed in the field(s) provided in the online application.*

□ **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). Use your professional judgement; the DHH Program cannot advise you on references.

The Reference Form can be found on the website under “How to Apply” (see Step #4)

*How to submit documentation:*

*Applicants are required to print three copies of the Reference Form and complete Part 1. Applicants will then provide their Referees with one form each.*

*The Referee will be asked to complete the Reference Form and to write a Letter of Support on official letterhead.*

*The Referee will put hard copies of both the Reference Form and Letter of Support in an envelope. They will seal the envelope and sign their signature over the seal **before** returning the sealed envelope back to the applicant.*

*The Applicant will collect all three references and mail them in one envelope to the Deaf and Hard of Hearing Teacher Education Program office at the following address:*

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

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

**□ Pay the Application Fee Online**

A \$60.00 non-refundable application fee is payable online. Once you submit your completed application package you should automatically be directed to the Eventbrite site to pay your application fee. If you are not automatically directed to the site, please click on the following link to pay your \$60.00 application fee: <https://www.eventbrite.ca/e/application-fee-2020-for-the-deaf-and-hard-of-hearing-teacher-education-program-york-university-tickets-85506737955> The application fee is due no later than March 15, 2020 at 11:00 p.m. EST. We are unable to process incomplete applications or applications that do not have the accompanying \$60.00 fee.

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

The Application Fee is non-refundable.

**If you would like confirmation that the documents that you are required to send to the Deaf and Hard of Hearing Teacher Education Program office have been received, please use a tracked courier service. Individual confirmations will not be provided by the DHH Program office.**