

Application Document Checklist

Use this checklist to ensure you have prepared and submitted all required documents for your application.

✓ 1. Official Transcripts

- I have requested official transcripts from all postsecondary institutions attended
- My transcripts are sent directly from the issuing institution
- My transcripts include English translations (if applicable)

If you do NOT have postsecondary education:

- I have submitted a secondary (high school) transcript sent directly from the school

Important:

- I understand that I should NOT submit a secondary school transcript if I attended college or university
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✓ 2. Letter of Intent

- I have prepared a one-page personal statement
 - My statement clearly explains my motivation for becoming a teacher of technological education
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✓ 3. Résumé

My résumé is clear, well-organized, and concise, and includes:

Education

- Secondary and postsecondary education
- Start and end dates
- Degrees and/or diplomas
- Certificates and/or trade licences

Relevant Work Experience (Required)

- Wage-earning (paid) experience in my Broad-based Technology area
- Employer name(s)
- Start and end dates
- Brief description of each position

Important:

- I understand that teaching experience does NOT count as work experience for admission purposes
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✓ 4. Proof of Technological Competence

- I have submitted my trade licence or Certificate of Qualification (C of Q) (if required)

OR

- If my field is not regulated, I have provided acceptable proof of work experience demonstrating my skills
 - If applicable, I have included my Certificate of Qualification (e.g., Skilled Trades Ontario)
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✓ 5. Proof of Work Experience

I meet the Basic Requirement

- I have 5 years of work experience (1,700 hours = 1 year)
- My experience is paid (wage-earning)
- My experience is in my Broad-based Technology area
- My experience is outside of teaching

If Using **Education + Experience** Combination

- My combined education + work experience equals 5 years
- My official postsecondary transcripts have been sent directly from the institution
- I am submitting proof of my work experience (*see p. 3-4. Either: Employed in a Company or Union Hall; If Standard Documentation is NOT Available, or Self-Employed*)

If **Employed in Company or Union Hall**

- I have submitted a signed letter on official letterhead
- The letter is written by a supervisor familiar with my work

The letter includes:

- Start and end dates
- Full-time or part-time status
- Description of duties
- Specific skills and knowledge used
- (If applicable) supervisory/managerial responsibilities

If **Standard Documentation Is NOT Available** (e.g., business closed, employer unavailable, confidentiality concerns, family business)

I have submitted ALL of the following:

- A sworn statement explaining why documentation is unavailable
- A sworn statement detailing:
 - Employment dates
 - Duties and responsibilities
 - Skills and knowledge used
- Proof of income:
 - T4 slips OR
 - Accountant's statement

If **Self-Employed**

I have submitted ALL of the following:

- A sworn statement confirming:
 - Self-employment status
 - Employment dates
 - Duties and skills used

(If **Self-Employed** continued ...)

- No legal issues related to my business
 - Proof of business:
 - Business licence, registration, or business bank account
 - Proof of income:
 - Tax assessments OR
 - Accountant statement OR
 - Annual report
 - Third-party verification:
 - At least 3 letters from suppliers or clients
 - No letters are from family members
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✓ Final Check

- All documents are complete and clearly written
- All documents are signed where required
- All materials are submitted before the deadline