REGISTRATION INSTRUCTIONS AND DOCUMENTS REQUIRED

To complete the steps for your enrollment in the Teacher Education program (BEd) offered full-time beginning in September 2020, please carefully follow the instructions outlined below and complete all the requirements.

1- Accept your offer of admission and pay the deposit

Accept your offer as directed in your Admission file application in uoZone.

Pay a non-refundable tuition deposit of $250 no later than June 1st, 2020 or, at the latest, two weeks after receiving the email indicating you have been offered admission. This offer will be revoked if the deposit is not received by that date.

Through your financial institution, you may pay online, by phone or in person. For the name of the invoice, select "University of Ottawa" and for the invoice account number, use your student number.

Visit the Financial Resources website for more information about methods of payment.

*Note that enrollment to your classes will not take place until this deposit is received.

2- Enrollment in your courses

By accepting your offer of admission, you are authorizing the Faculty to enroll you in the courses required in the Teacher Education program. The Faculty will proceed with your enrollment for the fall and winter terms in June or July provided you have paid your 250$ deposit. Confirmation of your enrollment will be sent by email along with details for Orientation Day.

If you wish to withdraw from the program after enrollment, you must inform the Faculty in writing by sending an email at educprog@uottawa.ca prior to the deadline for payment, as specified under important dates listed on the University of Ottawa website.

3- Read about the cohort options and complete the Cohort Registration Form

You must submit this form by sending it by email to educprog@uottawa.ca. Cohorts are assigned on a first come first served basis. To ensure a place in your first selection, we recommend you submit your form before the deadline indicated on your offer of admission.

4- Indicate your Practicum Preferences

Your practical teaching experience will consist of two components: Community Service Learning (CSL) and practicum. In each year, you will complete a placement, one in each of your divisions. CSL for the first year of the program will be linked to your practicum placement.
The Practicum Office is responsible for arranging all practicum placements. Approximately 72 hours after you respond to your offer of admission, you will receive an email letting you know that we have created your EduPlacement account. Once you receive this email, follow the hyperlink to submit your practicum preferences. If you do not follow this step, we cannot take your preferences into account. Please note this process is distinct from step 3 (Cohort Registration Form).

You are asked to enter ONE postal code. The postal code refers to the address where you will be living during Year 1 of the program. It is important that you use your address and not the postal code of a school where you would like to be placed. Please note that Teacher Candidates can be placed 90 minutes by public transportation from the postal code provided. You will also be asked for your school board preference. Please note that this is only a preference, and that you can be placed in any school board depending on availability.

In the Teacher Education program at the University of Ottawa, Teacher Candidates can be placed in the following four school boards: Ottawa-Carleton District School Board, Ottawa Catholic School Board, Catholic District School Board of Eastern Ontario, and Upper Canada District School Board. Teacher Candidates cannot be placed in any other school boards in Ontario.

If you live outside of Ottawa in an area that falls under the jurisdiction of the Upper Canada District School Board or the Catholic District School Board of Eastern Ontario, and you have access to a personal means of transportation, you may request a placement in a school governed by one of these school boards. If you choose this option, please enter your preferences AND send an email to educprog@uottawa.ca.

While the Practicum Office takes preferences into account, no guarantees can be made as placements are made based on availability. Preferences are taken into account as soon as the placement process begins in May. Confirmations of placements will not be sent out until the program begins in September.

5- Documents required
If you have not yet submitted the documents listed below, please send them to the Academic Secretariat, Faculty of Education, 145 Jean-Jacques Lussier, room 143, Ottawa, Ontario, K1N 6N5 no later than July 14, 2020. These documents are required to complete your file and comply with all Faculty admission and enrollment requirements. Please indicate your student number in all correspondence with the Faculty.

a) Proof of degree
You must submit an official transcript indicating the date and title of the degree conferred or a certified copy of the original of your diploma bearing the stamp or seal of a Notary Public or a Commissioner of Oaths.

If your degree was not obtained by June 30, 2020, you must submit before the beginning of the school year, a letter of attestation signed by your Faculty certifying that you have completed your degree
requirements and that it will be conferred at the fall convocation. You will need to provide proof of your degree when received.

**b) Courses to satisfy Teaching Subject requirements:**
If you have received an offer of admission that is conditional to successful completion of courses to satisfy teaching subject requirements, please provide an official transcript to the Faculty of Education as soon as possible and no later than the beginning of the school year.

*Please note:*
Students who submitted their original proof of degree or successful completion of courses at the time of admission have satisfied this requirement.

Students are not required to submit a transcript if they have completed their undergraduate degree or completion of courses at the University of Ottawa.

c) Police Record Check
This document is required to participate in Community Service Learning and the practicum. All public and private school board principals require a police record check including vulnerable sector screening. **Teacher candidates are required to have an updated police record check for each year of the program.**

You must submit a photocopy of this document to the Academic Secretariat (in keeping with the *Safe Schools Act, 2000*) **by July 14, 2020**

Please keep the original report so that you can submit it to the school or school board before your placement begins. To ensure that the report is valid for the 2020-2021 academic year, you must submit your application for this document after **June 1, 2020.** Please note that the delay to obtain a police record check can vary between 2 to 14 weeks. Please check the following link for details: [Police Record Check](#). Placement in Community Service Learning and practicums will be withheld until this document is received. The University of Ottawa will not be held responsible if the requirements of the program cannot be met because no police record check is available.

All documents submitted become the property of the University of Ottawa. You are responsible for keeping copies of all required documents because the Faculty of Education will not issue copies.

The Faculty of Education reserves the right to cancel your enrollment if it has not received all necessary documents by the first week of September.

**6- Payment of Fees**
Fees must be paid before the applicable **deadline.** Please check [payment of fees](#) for details.

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