

2019/2020 Registration Package
Additional Qualification Courses

Course Registration Package Checklist

Online Course Delivery	Course Dates	Registration Begins	Early Bird Registration Deadline	Final Registration Deadline
Online Fall 2019	October 2 - December 20, 2019	July 24/19	September 18/19	September 30/19
Online Winter/Spring 2020	February 5 - April 24, 2020	November 27/19	January 22, 2020	February 3/20

Please refer to the Nipissing University website located at www.nipissingu.ca/aq for information about the Tuition Refund Schedule and the Academic Withdrawal Schedule for Additional Qualification courses.

Note: It is the student's responsibility to become familiar with the academic and financial regulations and penalty dates as published by Nipissing University.

Required Documentation

Use the attached registration forms if you are registering by paper only. If you registered online, we do not require your registration forms. All supporting documents must be included with your registration. It is the student's responsibility to ensure all documentation and information has been submitted. All tuition fees for each course(s) must be paid in full at the time of registration.

- Course Registration form** (Required for all courses)
- Current copy of Certificate of Qualification** (Required for all courses) – *Can be printed from OCT website (**see below)*
- Method of Payment Form** (Required for all courses)
- Statement of Experience** (Required for Part II & Part III courses ONLY) – In order to be reported to the Ontario College of Teachers for this qualification, the Statement of Experience form must be received by the Office of the Registrar **no later** than the last day of honourable withdrawal (3 weeks after the course start date) for the course. *(Faxed copies will be treated as original)*
- Official Transcripts** of all post-secondary undergraduate academic studies are required ONLY for registration to either **Intermediate ABQ** or **Senior ABQ** courses. They are not required for any Part I, II or III of a Three-Session Specialist or a One-Session AQ course. Nipissing University graduates, your transcripts might still be on file. Please contact the Registrar's Office to confirm. Your registration can be processed with a copy of a transcript, however the Official transcript must follow by mail prior to the course start date. **Faxed or scanned copies of transcripts are not official transcripts.**

**** IMPORTANT ADVISORY: Transitional Certificate holders are not eligible to enroll in College-accredited AQ courses including ABQ courses.**

If you are a certified member from another province/country, you will need to include a copy of your Teaching Certification from the province/country you are certified in. PLEASE NOTE that upon successful completion of the course, you will not be reported to the College now or in the future if you later become a member of the Ontario College of Teachers.

Attach all required documentation and mail, fax, scan and email, or deliver to:

Office of the Registrar - AQ
Nipissing University
100 College Drive, PO Box 5002
North Bay, ON P1B 8L7



Confirmation of Registration Letter

Once you are successfully registered in a course, a Confirmation of Registration email will be sent the following business day. Please ensure your email address is updated through WebAdvisor and that you add inservice@nipissingu.ca as a safe sender. This confirmation letter is important as it provides information on how to access WebAdvisor and your online course in Blackboard (if applicable).

Course Withdrawals

Course withdrawals on or after the course start date are refunded according to the Tuition Refund Schedule. Information regarding Academic Withdrawal and Tuition Refund Schedules can be found under the tab "Important Dates" on our website www.nipissingu.ca/aq.

All course withdrawals after the course start date are subject to a non-refundable cancellation fee of \$200.

Withdrawals can be done either through WebAdvisor or by sending an email to registrar@nipissingu.ca. If you withdraw through WebAdvisor, you will need to contact the Finance Department at finance@nipissingu.ca to make arrangements for the refund.

Textbooks

All of our ABQ and AQ courses make use of online resources.

Blackboard Access (for On-Line or Blended Delivery Courses only)

You will be able to log into Blackboard **one day** before your course starts. The URL for Blackboard is: learn.nipissingu.ca. To log into Blackboard, you will need your Nipissing ID / Student number. Your student number will be included in your "Confirmation of Registration" letter which will be e-mailed to you after you are registered in a course. To find out how to log into Blackboard, please go to <http://www.nipissingu.ca/departments/technology-services/lit/elearning/Pages/blackboard-login.aspx>. Any questions or problems concerning Blackboard should be directed to our Technology Services Department either by email at techsrv@nipissingu.ca or by telephone at (705) 474-3450 ext. 4342.

What to Expect at the Completion of your AQ/ABQ Course

Once you successfully complete the course and your final mark is received by our office, we will automatically report the course to the Ontario College of Teachers. You will also be mailed a transcript of your final mark to the mailing address listed on file. Please make sure your mailing address is updated at all times through WebAdvisor. Should you have any outstanding documents or fees due by the end of the reported end date of the course, the course will not be reported to the Ontario College of Teachers. No exceptions will be made.

Course Registration Form
In-Service Education Courses

IMPORTANT

If the Ontario College of Teachers has placed any restrictions, limitations or conditions on your teaching certificate, which may jeopardize your registration or eligibility to be reported to OCT, it is your responsibility to ensure you meet OCT's requirements prior to registering. As well, you must ensure that you meet OCT and Nipissing University's course prerequisites.

<input type="checkbox"/> New Admission; OR <input type="checkbox"/> Re-Admission (No courses within past calendar Year); OR <input type="checkbox"/> Continuing Student		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	NIPISSING STUDENT ID NUMBER (if known)
SURNAME	FIRST NAME	MIDDLE NAME	FORMER SURNAME(S)
OCT REGISTRATION NUMBER - *Mandatory		SOCIAL INSURANCE NUMBER (Required by OCT)	
HOME EMAIL - *Mandatory		MOTHER TONGUE <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other	DATE OF BIRTH (MM/DD/YY) - *Mandatory
PERMANENT ADDRESS (Full mailing address) - *Mandatory		NAME OF SCHOOL BOARD (if applicable)	
Postal Code:		NAME OF SCHOOL (if applicable)	
HOME PHONE	CELL PHONE	WORK PHONE (if applicable)	EXT.
CITIZENSHIP			
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (Landed Immigrant)* <input type="checkbox"/> Student Visa * <input type="checkbox"/> Other*			
*If not Canada, Country of Citizenship _____		Date of Entry into Canada _____	
SESSION (Check one)			
<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Spring/Summer (Online) <input type="checkbox"/> Fall <input type="checkbox"/> Winter			
SUBJECT	NUMBER	COURSE TITLE	START DATE (MM/DD/YY) (required)
EDUC -			<input type="checkbox"/> On-Site _____ <small>(City course held at)</small> <input type="checkbox"/> On-line
EDUC -			<input type="checkbox"/> On-Site _____ <small>(City course held at)</small> <input type="checkbox"/> On-line
IF COURSE(S) IS CANCELLED OR FULL, PLEASE INDICATE A PREFERENCE:			
<input type="checkbox"/> Refund; OR <input type="checkbox"/> ALTERNATE COURSE (indicate alternate selection below)			
EDUC -			<input type="checkbox"/> On-Site _____ <small>(City course held at)</small> <input type="checkbox"/> On-line
DECLARATION: I hereby certify that all statements on this form are correct and complete including my declaration of citizenship and immigration status. I understand that misrepresentation of this data may result in admission to or registration in the university being rescinded. I also accept that information on falsified documents is shared with the Association of Universities and Colleges of Canada.			
I ALSO CERTIFY THAT I UNDERSTAND AND AGREE TO ALL TERMS AND CONDITIONS AS LISTED ABOVE.			
SIGNATURE OF STUDENT			DATE (MM/DD/YY)
X			

Method of Payment Form

Student Name: _____ Nipissing Student ID #: _____ (if known)

Home Email Address: _____

Course registered in: _____

Do you have a Tuition Credit Voucher? No Yes If yes, please provide Certificate Number _____

	AQ Courses	ABQ Courses
Early Bird Registration Fee	\$675	\$750
Final Registration Fee	\$715	\$790

***Fees subject to change without notice**

All fees for the entire course must be paid in full at the time of registration.

<p>Method of Payment Payment in full by:</p> <p><input type="checkbox"/> Visa (Visa/Debit cards are <u>not</u> accepted)</p> <p><input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> Cheque or Money Order (payable to "Nipissing University" Include with registration package)</p> <p><input type="checkbox"/> Online Banking (7-digit student number is your account number. Student number will be emailed to you after registration is processed.)</p>	<p>Credit Card Information</p> <p>Name on Credit Card _____</p> <p>Cardholder Signature: _____</p> <p>Credit Card Expiry Date: Month _____ Year _____</p> <p>Credit Card Number: _____</p>
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Please Note:

- ◆ This form is considered to be your written authorization for the payment transaction. Verbal authorization will NOT be accepted.

Course withdrawals on or after the course start date are refunded according to the Tuition Refund Schedule. Information in regards to Academic Withdrawal and Tuition Refund Schedules can be found under the tab "Important Dates" on our website www.nipissingu.ca/aq.

All course withdrawals after the course start date are subject to a non-refundable cancellation fee of \$200.

Declaration: I hereby certify that all statements on this form are correct and complete. I also certify that I understand and agree to all terms and conditions as listed above.

X

 Signature of Student

 Date

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes.

Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services.

If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

Statement of Experience Form

For Additional Qualification Courses

The signed **Statement of Experience form** is required for all Part II and Part III AQ courses ONLY. This is to satisfy the Ontario Regulation 176/10 as listed on the OCT website.

All students taking a Part II AQ course: If you have previously taken a Part II course with Nipissing University your form will be on file with the Office of the Registrar. All other students must submit a Statement of Experience form signed by a Supervisory Officer. One year of successful classroom teacher experience is required.

All students taking a Part III AQ course: ALL students must submit the signed Statement of Experience form. Two years of successful classroom teaching experience, including at least one year teaching the subject is required.

The Statement of Experience has to be signed by a **Supervisory Officer**. (A Principal's signature does not satisfy this requirement.)

For this purpose a Supervisory Officer is defined as follows:

- a) For a teacher employed by a District School Board of Education, this person is a Superintendent or Director of Education. A Principal's signature does not satisfy this requirement. Experience outside of Ontario must be certified by an appropriate supervisory official.
- b) For a teacher employed by a private school, or First Nations Education Authority, this person is the Ministry of Education official appointed to provide supervisory services for the school. A Principal's signature does not satisfy this requirement.

Please Note:

- ◆ All teaching experience must be from the date of initial Teaching Certification.
- ◆ Incomplete forms will not be processed.
- ◆ Faxed or scanned copies will be treated as originals.

The required Statement of Teaching Experience Form for Part II and Part III courses must be received by the Office of the Registrar no later than the last day of honorable withdrawal (3 weeks from course start date) for the course.

The Office of the Registrar will remove students who have not submitted the Statement of Teaching Experience by this date and no refunds will be given.

The Statement of Experience form can be mailed, faxed, scanned and emailed, **or** delivered to: (You should keep a copy of the form for your own records)

Office of the Registrar - AQ
Nipissing University
100 College Drive, P.O. Box 5002
North Bay, ON P1B 8L7
Fax: (705) 495-1772
Email: registrar@nipissingu.ca

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar's Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.

Office of the Registrar • 100 College Dr., P.O. Box 5002 • North Bay, Ontario P1B 8L7

Statement of Experience Form

For Additional Qualification Courses

NAME OF APPLICANT: _____ NIPISSING ID #: _____

OCT REGISTRATION #: _____ SESSION: Spring (March start date)

COURSE REGISTERED IN: _____ Summer (July start date)

APPLICANT APPLIED FOR: PART II; PART III; Spring/Summer (May start date)

*This section must be completed for a Part III AQ course **only**:

SUBJECT (i.e. Special Education, Guidance, Math, etc.): _____ Fall (October start date)

Winter (February start date)

For this purpose a Supervisory Officer is defined as follows:

- a) For a teacher employed by a District School Board of Education, this person is a Superintendent or Director of Education. A Principal's signature does not satisfy this requirement. Experience outside of Ontario must be certified by an appropriate supervisory official.
- b) For a teacher employed by a private school, or First Nations Education Authority, this person is the Ministry of Education official appointed to provide supervisory services for the school. A Principal's signature does not satisfy this requirement.

Please Note: ♦ Incomplete forms will not be processed.
 Faxed or scanned copies will be treated as originals.

Part II AQ Courses

Supervisory Officer's Certification

I certify that the applicant named above has successfully completed at least **one** (1) school year (194 days) of successful teaching experience. (in accordance with Article 26 of O. Reg. 176/10).

 Name of Supervisory Officer (please print)

 Signature of Supervisory Officer

 Title of Supervisory Officer

 Date

 Name of School Board

 Telephone Number Ext.

Part III AQ Courses

Supervisory Officer's Certification

I certify that the applicant named above has successfully completed at least **two** (2) school years (388 days) of successful teaching experience, including at least **one** school year (194 days) of experience in the subject listed above (in accordance with Article 26 or 27 of O. Reg. 176/10).

 Name of Supervisory Officer (please print)

 Signature of Supervisory Officer

 Title of Supervisory Officer

 Date

 Name of School Board

 Telephone Number Ext.