

## ***Step-by-Step Online Registration Instructions For New Additional Qualification (AQ) Students***

### **Important Information: (Read First)**

1) If you have attended Nipissing University, have been an Associate Teacher for a Nipissing University B.Ed. student, or have applied to Nipissing University for any programs in the past, you already have a file created in our system. If you don't know your login information, please contact the Registrar's Office during business hours at the number above to have your account updated. Otherwise please complete the AQ/ABQ Course Registration Package which can be found on the PD for Teacher's webpage at [www.nipissingu.ca/aq](http://www.nipissingu.ca/aq) and click on *Forms and Schedules*.

2) If you are registering in a Part II, or Part III AQ course, a Statement of Experience form signed by the Superintendent of your Board is required. The Statement of Experience Package can be found on the PD for Teachers' webpage at [www.nipissingu.ca/aq](http://www.nipissingu.ca/aq) and click on *Forms and Schedules*. Please note that the Statement of Experience form is due no later than the last day of the course but preferably prior to the course start date. If the form is not received by the Office of the Registrar by the posted end date of the course, the course will not be reported to the Ontario College of Teachers. No exceptions will be made.

3) If you are planning on enrolling in an Intermediate or Senior ABQ course, please note that pre-approval is required prior to registering. For information on the pre-approval process, please follow the information on the page 3. If you have already been pre-approved with Nipissing University in a past term for this course, please contact the Registrar's Office at [registration@nipissingu.ca](mailto:registration@nipissingu.ca) or at 705-474-3450 ext. 4760 so that your file can be updated for this current term.

### **4) IMPORTANT ADVISORY: REQUIREMENT TO BE REPORTED**

The Ontario College of Teachers requires that all teachers pay their OCT membership dues and be a member in good standing with them no later than the end date of a course in order to accept reporting of AQ/ABQ courses from providers. Any teacher who fails to pay their dues and is not a member in good standing by the course end date will NEVER be reported for the AQ/ABQ course taken.

If you are not a member in good standing, or will not be a member in good standing by the course end date you should delay enrolment in AQ/ABQ courses in this session. Otherwise courses taken will be deemed to have been taken for personal professional learning purposes by the Ontario College of Teachers.

5) If you are a certified teacher through another province or country, you will not be able to register online. You will need to fill out the AQ and ABQ Course Registration Package which can be found on the PD for Teacher's webpage at [www.nipissingu.ca/aq](http://www.nipissingu.ca/aq) and click on *Forms and Schedules*. A current teaching certificate will need to accompany this package.

## ***Step-by-Step Online Registration Instructions For New Additional Qualification (AQ) Students***

1. Access Nipissing University's Home page at [www.nipissingu.ca](http://www.nipissingu.ca) and click on **My Nipissing**.
2. Click on **AQ Courses** (Additional Qualification Courses) on the right hand side underneath the log in boxes.
3. Click on **Search and Register for Courses – New Additional Qualification (AQ) Students**.
4. If you know the Course Code Number, type it in the **Course Code Number** box (the number only without the EDUC in front) or you can leave the box blank and then all offered AQ/ABQ courses will appear. As for the Location box, if you are looking for an online course, select **WEBCT Online**. For onsite courses, select the city where the course is offered or you can also leave the box blank and then all available locations will appear.
5. Click in the box in front of the course you wish to take (make sure you have the correct location) and then scroll down and click **Submit**.
6. Please fill out your personal information and then click **Submit**.
7. You now have to fill out your financial information and then click **Submit**. The course must be paid in full upon registration. Please note that Visa/Debit cards are not accepted.
8. Congratulations! You are now registered in the course and will remain registered even if your file is incomplete. You must submit all required documents immediately.
9. We will email you a Confirmation of Registration letter. Please add [registration@nipissingu.ca](mailto:registration@nipissingu.ca) as a Safe Sender in your email account to ensure you receive the email. Please ensure that your mailing and email addresses listed on WebAdvisor are accurate.

If you have any questions or problems with your registration, please contact the Registration Department during business hours at 705-474-3450 ext. 4760 or 1-800-655-5154 ext. 1.

## *Pre-Approval Process*

Candidates intending on registering either in an Intermediate ABQ, or a Senior ABQ course, must be pre-approved before registering. If you have previously been pre-approved by Nipissing University for the course, please contact the Registrar's Office at the number or email below to have your pre-approval transferred to the current term.

### **Required Documents**

The following are the documents required to determine whether you meet the prerequisite requirements. The Registrar's Office will accept these documents either by fax, email or mail.

- 1) Copy of undergraduate transcript (transcript does not need to be official for the pre-approval process - however, if approved and you do register for the course, an official transcript is then required to be mailed to our office);
- 2) Copy of your OCT Certificate (can be printed from the OCT website).
- 3) A cover letter or an email with the following information:
  - Full names;
  - OCT number;
  - Email address;
  - Telephone number;
  - The name of the qualification you are seeking pre-approval for (e.g. Honour Specialist – Mathematics or Intermediate ABQ – History, etc.).

Please allow up to 1 week for the pre-approval process. Results of the evaluation will be emailed to the email address indicated on the cover letter or email.

Nipissing University  
Office of the Registrar – AQ Registration  
100 College Drive  
P.O. Box 5002  
North Bay, ON P1B 8L7

Telephone: 705-474-3450 ext. 4760 or  
1-800-655-5154 ext. 1  
Fax: 705-495-1772  
E-mail: [registration@nipissingu.ca](mailto:registration@nipissingu.ca)

Thank you

Office of the Registrar