

## Certificate of Teaching Experience Form

Applicant: \_\_\_\_\_ Western Student Number: \_\_\_\_\_

AQ course: \_\_\_\_\_ Session: \_\_\_\_\_

**Please check appropriate box and have your academic supervisory officer sign below.**  
(A principal or headmaster is not recognized in this capacity). Incomplete forms will not be processed.

<input type="checkbox"/> <b>PART TWO COURSE</b>  I certify that the applicant named above has completed <b>one</b> year (194 days of regular classroom contact) of successful teaching experience subsequent to teacher certification.	<input type="checkbox"/> <b>SPECIALIST / HONOUR SPECIALIST COURSE</b>  I certify that the applicant named above has completed <b>two</b> years (388 days) of successful teaching experience subsequent to teacher certification, including at least <b>one</b> year (194 days) in the <b>subject area of the AQ course applied for.</b>  ***Note teaching experience requirements below
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\_\_\_\_\_  
PRINT NAME OF ACADEMIC SUPERVISORY OFFICER

\_\_\_\_\_  
SIGNATURE OF ACADEMIC SUPERVISORY OFFICER

\_\_\_\_\_  
PRINT NAME OF SCHOOL BOARD / PRIVATE SCHOOL / FIRST NATIONS EDUCATION AUTHORITY

\_\_\_\_\_  
DATE (DD/MM/YYYY)

- For a teacher employed by a district school board, the academic supervisory officer is a superintendent or assistant superintendent of the board. For a teacher employed by a private school or First Nations Education Authority, the supervisory officer is the Ministry of Education official appointed to provide supervisory services for the school authority. Contact the Field Services Branch, Ministry of Education, Mowat Block, 12<sup>th</sup> Floor, 900 Bay Street, Toronto ON M7A 1L2, Telephone: 416-325-1981.
- Teaching experience **MUST BE COMPLETED** from the date of initial teacher certification and prior to the first day of the course.
- Where candidates are teaching the subject identified below in an integrated format, supervisory officers may consider Experience where a teacher can demonstrate that significant program and instructional modifications were explicitly planned, implemented and reviewed in the teacher's class: Art, Integration of Information and Computer Technology in Instruction, Dramatic Arts, ESL, FSL, Guidance and Career Education, Music, Reading, Special Education (*OCT Memorandum: July 14, 2004*).
- \*\*\*Teaching experience **MUST BE** at the *secondary level* in the following subject areas: Business, Computer Studies, Family Studies, Science (Biology, Chemistry, Environmental science, Physics, General), Social Sciences.

The signed form must be returned by the superintendent's office to ASPirE by email **no later than the AQ start date**. (An email forwarded to our office by the candidate, which includes the original email from the superintendent or signing office will suffice. The original information **MUST** be included.)

ASPirE – *Advanced Studies in Professional Education*  
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