

APPLYING TO TEACHER EDUCATION PROGRAMS



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services

Learn where to start, what is involved, and find resources that can help

The teacher education program application process can be time-consuming and balancing it with the demands of other important parts of your life can be stressful. In this tipsheet, we provide resources and strategies to assist you with writing effective applications.

Before the Application

DO WHAT YOU LOVE – you'll tend to thrive! Choose a university program that interests you since you will usually attain better marks learning something that fascinates you. A broad-based education can be a real asset in teaching. In addition, be aware that most schools require specific pre-requisite courses (see below); however, with advanced planning, they can generally be incorporated into your university program.

EXPLORE THE PROFESSION by conducting information interviews with teachers, principals, program coordinators and support staff. Set up appointments to discuss your career goals and their experiences in the field. Learn the realities of the day-to-day work and how it fits with what you know about yourself. Also, be realistic and get informed by exploring other career options in addition to teaching.

UNDERSTAND THE APPLICATION REQUIREMENTS. Find out how you will be assessed and what prerequisites there may be. Selection is generally based on a combination of academic standing, pre-requisite courses, and relevant experience. Programs have different pre-requisites depending on the divisions and teaching subjects in which they specialize, so always check specific schools that include your teaching interests to determine their requirements. Generally, elementary teachers require a credit in areas such as English, the Arts, Math, Health, Science, and Humanities. Secondary teachers require multiple courses in chosen teaching subjects.

ONTARIO Application Guidelines are outlined by the Ontario University Application Centre (OUAC) which operates the Teacher Education Application Service (TEAS).
www.ouac.on.ca/teas

AIM HIGH ACADEMICALLY to keep the doors open. The reality of applications for Bachelor of Education programs is that marks are an extremely important part of the process. Solid "B" academic standing on 10- 15 most recent or final full credits may be the minimum requirement you need to meet to gain entrance into the application process. Aim even higher to keep your application competitive. Both 3-year (general) and 4-year (Honours) degrees are acceptable in teaching, but they are weighted differently in the application process and in determining teacher certification salary ranges.

STAY INVOLVED with your community and participate in activities that are meaningful to you. Teachers are active, dedicated, and visible members of their communities who assume a range of roles outside the classroom. The ability to balance academics with employment, volunteer work, sports, community service and extra-curricular interests is a trait that faculties of education are looking for in prospective candidates. Avoid doing what you think you "should" do—instead, try some new activities that show your diverse interests. Seeking out ways to gain involvement with specific populations and age groups that you aspire to work with while gaining experience working

with curriculum will set you up for a strong application to teacher education programs. Also, commit long-term to other activities that demonstrate your progress to leadership positions as well as teaching-related experience.

The Application Basics

Although teacher education programs differ in their specific requirements, the following items often form part or all of the application process. It is estimated that depending on the number of schools to which you apply, the process can take from 10 to 30 hours to complete, so planning ahead is essential for success. In Ontario, the TEAS deadline is typically early December.

TRANSCRIPTS: You will need to arrange for transcripts (from any post-secondary programs you have attended) to be sent directly to the schools to which you are applying. There is a fee associated with this, so factor that into your application budget. Also, foreign official transcripts must be accompanied by an officially certified English translation. Find out particular procedures early to avoid last-minute problems at deadline time.

PROFILE OF EXPERIENCE: Many schools will ask for an itemized list of all your activities for the last several years. This can include employment, volunteer work, education, awards and accomplishments, extra-curricular, research and other activities. Teaching experience is an asset and for a few schools, a requirement. You may also be asked to include the name and contact information of a person who can verify the activity. Be sure to use current contact information for the verifier so that schools can easily connect with them, if needed.

Supplementary Resources

Canadian Teachers' Federation

<https://www.ctf-fce.ca/>

Elementary Teachers' Federation

<https://www.etfo.ca/>

Montessori Schools and Teacher Education

<http://www.montessori-institute.ca/>

Ontario College of Teachers (OCT) <http://www.oct.ca>

Ontario Secondary School Teachers' Federation
<http://www.osstf.on.ca/>

Ontario Teachers' Federation
<https://www.otffeo.on.ca/en>

Canadian Accredited Independent Schools <https://www.cais.ca>

A Good Application Shows...

- Conscious, informed choice
- Awareness of teaching demands
- Range of academic competence
- Unique strengths
- Relevant experiences
- Honesty, clarity and preparation

PERSONAL STATEMENTS: Most programs will ask applicants to submit answers to general or specific questions about their goals, experiences and fit with the program. This personal statement information is submitted in the form of a written essay or short answers (depending on the school) and can be extremely time-consuming. Check out Career Service's personal statements [tipsheet](#) or one of the several books available in the [Career Information Area](#) to assist you in effectively writing this document.

REFERENCES: A few (but not all) programs require written letters of reference sent directly to them. Choose references carefully. They should be people who know you well and are in a position to comment favourably. It is important to distinguish between "I am willing to write you a reference", and "I am willing to write you a positive reference". Try to solicit references from those who know you in different contexts and who will write about specific and positive qualities you possess. Give

them an “information package” about you and set up an appointment to discuss your goals, your recent activities to help them remember specific incidences in which your best qualities stood out. Thank them in writing afterwards and let them know your progress.

Applying Outside Ontario

Some students may consider attending a program in other Canadian provinces or in the U.S.A., Australia, Britain, New Zealand, or elsewhere internationally. When applying for a program outside Ontario, it is very important to do a lot of preliminary research. There are many factors to consider when making this decision, including increased tuition and living expenses, the challenges of living in a new and possibly quite different location, and licensing implications should you wish to return to Ontario to teach.

LICENSE TO TEACH IN ONTARIO

To work as a teacher in Ontario upon completion of an education degree, you must be accredited by the Ontario College of Teachers, the provincial licensing body. Investigate the certification process well. The OCT regularly provides information sessions for those with a foreign degree.

APPLYING TO OTHER PROVINCES IN CANADA

For information on teacher education across Canada, start by researching the Association of Colleges and Universities at <http://www.universitystudy.ca/search-programs/>. When contacting programs, ask about the number of spots available to out-of-province students, then build that knowledge into your application strategy.

APPLYING INTERNATIONALLY

- USA: Consult the *Petersen's Directory* or the *Education* files at Career Services for information on direct application to individual schools like SUNY at Potsdam or D'Youville in Buffalo
- Australia, Britain, New Zealand: Contact organizations that coordinate applications, like KOM Consultants www.komconsultants.com

Where do education graduates work?

TRADITIONAL SYSTEMS & DIVISIONS

- Primary+Junior: Junior Kindergarten through Grade 6.
- Junior+Intermediate: Grade 4 through Grade 10.
- Intermediate+Senior: Grade 7 through Grade 12.
- Technological Education: This program is only available at a few faculties of education.
- College and/or university (BEd not required)

ALTERNATIVE SETTINGS

- Alternative education (e.g. outdoors/ wilderness, museums, media)
- Business (online instruction, human resources training)
- Cross-cultural (TESL, TFSL, immigration services)
- Diversity-based (community outreach, counselling)
- Experiential (Montessori, Waldorf, applied technology)

Sampling of Teaching Subjects:

Business | Dramatic Arts | History | Health & Physical Education | Science | Outdoor Education | Individual and Society | French as a Second Language | Music | Physics | Mathematics | Art | Religious Education | Accounting | English | Information Management | Visual Arts | Francais | Computer Science | Family Studies | International Languages | French as a Second Language | Biology | Chemistry | Geography | Marketing | Law/Political Science

Funding

Teacher applications through the TEAS has a set cost each year: please check the website for most up to date information. For sources of funding, contact the financial aid office at the university to which you are applying. Also, inquire about the possibility (and practicality) of on-campus or part-time employment.

Tips from selection committees for improving your chances of admission

THE RESEARCH

- Find out what teaching is about—information interviews, teaching websites, and brochures.
- Talk to teachers, current teacher candidates and recent grads to discover more about the relevance of your background to individual programs that interest you.
- Go directly to the source for information. Talk to the admissions people who do the work, take your money, approve applications, or grant degrees. Understand current priorities, timelines, and assessment criteria for each program. If possible, visit the campus before applying, and before accepting an offer.

THE APPLICATION

- Apply to more than one program to improve your chances of acceptance
- Formatting your resume and cover letter for clearance and consistency
- Use space constructively to give clear information. Do not write “see resume” or “see question 2”
- Read the fine print and follow directions precisely
- Apply earlier than the final deadline to avoid an overcrowded website in December
- Include evidence, examples, brief anecdotes and reflections to distinguish your application
- Highlight unique, relevant attributes like international experience, other languages, exceptional skills
- Deadline for the OUAC application is usually **December 1**, please check to verify

Want to learn more?

Career Services offers Career Coaching appointments and [Drop-in Career Advising](#) to answer your questions related to all aspects of your career planning and job search.