



**Application Form**

**Complete all areas and attach all required documentation. Applications cannot be processed without documentation.**

NAME:		COLLEGE OF TEACHERS NO.:		
DATE OF BIRTH (DD/MM/YEAR):		GENDER: M ___ F ___ Other (Specify) _____		
ADDRESS:				
E-MAIL ADDRESS:		HOME PHONE NO.:		
FAX NO.:		SCHOOL PHONE NO.:		
SCHOOL SYSTEM: Catholic Elementary <input type="checkbox"/> Public Elementary <input type="checkbox"/> Catholic Secondary <input type="checkbox"/> Public Secondary <input type="checkbox"/> Other <input type="checkbox"/>				
SCHOOL BOARD:				
Module 1 <input type="checkbox"/>	Module 2 <input type="checkbox"/>	Module 3 <input type="checkbox"/>	Module 4 <input type="checkbox"/>	Practicum <input type="checkbox"/>
<p><b>Prerequisites:</b></p> <ul style="list-style-type: none"> <li>• A university degree recorded on your Ontario College of Teachers Certificate of Qualification</li> <li>• Qualifications in 3 divisions, including the Intermediate Division, recorded on your Ontario College of Teachers Certificate of Qualification</li> <li>• Principal's Qualification Program Part 1 &amp; 2</li> <li>• Five years of successful teaching experience, certified by a Supervisory Officer</li> <li>• A Master's degree from an accredited institution</li> </ul>		<p style="text-align: center;"><b>Payments Accepted</b></p> <p style="text-align: center;"><b>Online Banking</b></p> <p>Online payments will be accepted upon successful enrollment in the program*. Students will have until 3 business days prior to the course start date to pay. After this date, a late fee will apply. For more information, please see <b>Page 3</b> of this application package.</p> <p style="text-align: center;"><b>Credit Card Payments/Pre-authorized Debit</b></p> <p>Students wishing to make credit card or pre-authorized debit payments can do so via the Lakehead MyInfo portal. Students can log in to myinfo.lakeheadu.ca, and select the "student" option on the right hand menu. After that, find the header "My Financial Profile" on the centre of the page, and select "Make a payment", then follow the prompts.</p> <p>___ <b>Online/Telephone Banking</b></p> <p>___ <b>Credit Card/Pre-authorized debit</b></p>		
<p><b>Required Documentation:</b></p> <p>Please indicate the following are completed and attached.</p> <p>___ Tuition \$1350.00 – Includes \$150.00 non-refundable processing fee. For payment information, please refer to <b>Page 3*</b>. Practicum tuition is \$750.00</p> <p>___ A current copy of your Certificate of Qualification</p> <p>___ Completed <i>Proof of Successful Teaching Experience Form</i></p>				
Applicant's signature:		Date:		

<b>FOR OFFICE USE ONLY</b>	Approved	Conditional	Declined
NOTES			
<small>Personal information on this form is collected pursuant to section 3 of the Lakehead University Act and will be used to assess and process this application. Any questions on this collection should be directed to: The Chair, Professional Development in Education, Faculty of Education, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1; telephone: (807) 343-8178.</small>			



## PROOF OF SUCCESSFUL TEACHING EXPERIENCE

### Supervisory Officer's Qualification Program

*This statement must be completed by a Supervisory Officer (Director, Superintendent or Assistant Superintendent) of a District School Board or, for those whose teaching experience has been outside of Ontario, an appropriate Supervisory Officer. (Reg.176/10). For teachers whose experience has been with a First Nations Education Authority or with a private school, the Ontario College of Teachers requires this form to be signed by a Supervisory Officer with the Ontario Ministry of Education.*

Applicants for the Supervisory Officer's Qualification Program must provide proof of five years of successful teaching experience in a school providing elementary or secondary education. The teaching experience must have been completed for one of the following: a district school board, a private school, the Department of Indian and Northern Affairs, a band council, or an education authority of a band. Experience at a University or Community College is not recognized.

This is to certify that \_\_\_\_\_ has a minimum of  
(Name of Candidate)  
five years of successful teaching experience.

Name of Supervisory Officer \_\_\_\_\_

Signature of Supervisory Officer \_\_\_\_\_

District School Board/Employer \_\_\_\_\_

Date \_\_\_\_\_

**Return to:**

**Option A**

[SOQP@lakeheadu.ca](mailto:SOQP@lakeheadu.ca)

**Option B**

Professional Development in Education

Faculty of Education

Lakehead University

Thunder Bay, ON P7B 5E1

**Note: If you have already submitted this form for a previous module with Lakehead University, you do not need to resubmit. If you have taken a module elsewhere, please submit a copy of your signed supervisory form.**



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## Paying Student Fees

### Payment Information

To avoid late fees, payment for SOQP Modules should be made at least 3 days prior to the start of the course. If registering past the deadline, payments should be made within 2 business days to avoid late fees.

### Credit Card Payments/Pre-authorized Debit

Students wishing to make credit card or pre-authorized debit payments can do so via the Lakehead MyInfo portal. Students can log into [myinfo.lakeheadu.ca](http://myinfo.lakeheadu.ca), and select the "student" option on the right hand menu. After that, find the header "My Financial Profile" on the centre of the page, and select "Make a payment", then follow the prompts.

### Internet or Telephone Banking

Students can pay their fees using Internet/Telephone banking at participating Banks and Credit Unions. Please see below for direct links. If your bank is not listed, please contact them directly for more information.

Lakehead University must be set up as a bill in the "pay a bill" option. You will receive a prompt asking for a Payee/Company name, enter "Lakehead University" and the Account number is your student Id number.

\*Your student ID number will be generated after your application has been processed. You will receive this information in an email.

Canadian Financial Institutions	
<a href="#">Bank of Montreal</a>	(800) 363-9992
<a href="#">CIBC</a>	(800)465-2422
<a href="#">Royal Bank</a>	(800)769-2511
<a href="#">Scotiabank</a>	(800)267-1234
<a href="#">TD Canada Trust</a>	(866)222-3456
<a href="#">National Bank of Canada</a>	(800)483-5628
Ontario Credit Unions	Please contact your local credit union directly