

Faculty Plus

New Enhancements Effective June 8, 2016

The Ontario College of Teachers has updated the file record to improve the accuracy of uploading data to the College registry and to align with the changes to the Teachers' Qualifications Regulation and the Accreditation Regulation that came into effect on [September 1, 2015](#).

The purpose of this notice is to highlight some important changes to the general file record layout when reporting candidates who have completed a Pre-Service Teacher Education program in Ontario and when reporting members who have completed additional qualifications.

General Information File Record Layout Changes

1. The Social Insurance Number (SIN) is no longer mandatory
2. The Ontario College of Teachers (OCT) Application number is now mandatory
3. There is a new, additional field to complete when reporting a candidate to the College (Education Program Code).

Qualifications Information File Record Layout Changes

1. The Social Insurance Number (SIN) is no longer mandatory
2. The OCT Registration Number is now a mandatory field for the qualification file

Application Number/Registration ID – New Mandatory Field

Given changes to regulation that occurred in 2010, the College has updated the file record layouts to require the Application Number or Registration ID.

Prior to 2010, applicants were required, under regulation, to provide proof of eligibility of employment in Ontario and the College collected SIN from applicants in order to satisfy this certification requirement. In 2010, the College introduced its new certification regulation which requires no requirement for applicants to provide proof of employment eligibility. As a result, the application has now made the provision of the SIN non-mandatory. This has led to a situation where the applicants are being processed without the use of SIN and requires the College to set up business practices to accommodate other identification numbers. The change in making the Application Number or Registration ID a mandatory field will allow for the greatest accuracy in matching the report to the appropriate record.

Note: The College is aware that given this new mandatory requirement, providers may need time to adjust to the changes in the event that the Application Numbers or Registration IDs were not collected for your students. In light of this, the College is prepared to work with providers who may need more time to adjust to the new file format. Please contact us if you require any assistance during this transition period (see contact information below)

Education Program Code

The Education Program Code has been added to the file record layout in order to allow providers to distinguish between candidates who have completed the four semester teacher education program from the candidates who have completed the one-year teacher education program (under regulatory exception.) In addition, the code will also provide information relative to the type of program completed (ie. General Education, Technological Education, etc.), which will assist the College in providing better accuracy when determining the requirements for certification for applicants.

The code has been added to the file record layout in addition to the Program Status code that identifies whether a candidate has completed the full program or the first part of a multi-session program.

Note: The College is aware that with an extra field added to the file record layout, providers may need time to adjust to the changes – both from a technical standpoint, and in the event that the Application Numbers or Registration IDs were not collected for your students (see section above). In light of this, the College is prepared to work with providers who may need more time to adjust to the new file format. Please contact us if you require any assistance during this transition period (see contact information below)

These changes are also documented in the general procedures section of the [Reporting Schedule](#).

Listed below are the codes to be used for each different Pre-Service Program of Education.

Four Semester Education Program Codes

(for those who began a program after September 1, 2015)

Program Type	Consecutive	Multi-Session	Concurrent
General “Four Semester”	18	20	19
Technological “Four Semester”	33	35	34
General/Technological “Four Semester”	27	-	-
Aboriginal Ancestry – Primary/Junior “Four Semester”	24	23	25
Native Language “Four Semester”	30	31	-

One-Year Education Program codes

(for those who began a program prior to September 1, 2015)

Program Type	Consecutive	Multi-Session	Concurrent
General “One-Year”	10	11	17
Technological “One-Year”	14	15	32
Aboriginal Ancestry – Primary/Junior “One-Year”	12	13	28
Native Language “One-Year”	-	38	-

Examples:

1. To report a candidate at the completion of a four-semester, consecutive teacher education program in general education, use the following codes:
 - Education Program Code: 18
 - Program Status: 1

2. To report a candidate at the completion of a one-year, multi-session teacher education program in general education, use the following codes:
 - Education Program Code: 11
 - Program Status: 1

3. To report a candidate at the completion of the first part of a one-year, multi-session teacher education program in technological education, use the following codes:
 - Education Program Code: 15
 - Program Status: 5

Please ensure the appropriate staff at your institution are alerted to these changes ie. Information Technology, New Grad staff contacts.

If you have any questions concerning FacultyPlus or reporting to the College, please contact Maria Nushis at 416-961-8800 (toll-free in Ontario at 1-888-534-2222), extension 690 or by email at mnushis@oct.ca or Lillian White at 416-961-8800, extension 329 or by e-mail at lwhite@oct.ca or Hugh Gordon at 416-961-8800, extension 322 or by email at hgordon@oct.ca