

Acceptance Status

Applications are processed on a first come, first served basis. Applying by the appropriate deadline does not guarantee a place in the course of your choice as some courses reach capacity very quickly.

Applicants are asked to monitor their status on-line for the course(s) for which they have applied.

"Clear Acceptance" indicates that the student has submitted all the required documentation and the processing of the file is complete. Applicants who have been "Accepted and Registered" will be sent, with their official letter of acceptance, the following items for their convenience:

- fees refund schedule
- course change/withdrawal form

"Conditional Acceptance" indicates that not all supporting information/documents were included in the application and may still be outstanding. Thus, final assessment of the file is pending. Applicants who have been "Accepted on Condition and Registered" will be sent, with their letter of conditional acceptance, the following items for their convenience:

- deadline for submission of outstanding documentation as refund schedule
- fee refund schedule
- course change/withdrawal form

Applicants who attend or complete a course for which they do not have the prerequisites and for which they have not received official notification of "ACCEPTANCE" do so at their own risk. A "Conditional Letter of Acceptance" does not satisfy this requirement. YCDSB AQ Program reserves the right to withdraw any candidate who submits documentation and who is subsequently found to be unqualified. Admission and course requirements will not be altered or waived.

Course instructors will provide an electronic Welcome Letter, which will include pertinent start-up information.

Candidates' Responsibilities

Candidates are responsible for knowing the rules, regulations and deadlines established by YCDSB AQ Programs and for complying with them.

AQ courses are governed by the Teachers Qualification Regulation made under the Ontario College of Teachers Act, and as such requirements cannot be waived. Candidates who attend or complete a course for which they do not have the prerequisite and for which they have not received an official letter of ACCEPTANCE do so at their own risk.

Candidates should note that it is their responsibility to ensure that they are enrolled in appropriate course(s) required to satisfy conditions, if any, set by the Ontario College of Teachers and stated on their Certificate of Qualification and Regulation.