



YORK CATHOLIC DISTRICT SCHOOL BOARD
320 Bloomington Road W., Aurora, ON L4G 0M1
(905) 713-1211

Application Instructions for Courses offered through YCDSB

Last day to apply for the 2011 Fall Session is , 2011
Processing of the application forms will begin on , 2011
PLEASE DO NOT FAX APPLICATIONS

Documentation Required

- Application Form with all fields completed.
- Certificate of Qualification for the current year.
- Certification of Teaching Experience for Part 2, Specialist.

Completing the Application Form

The following items correspond to numbers on the application form and offer explanations and advice on completing each item on the form.

- 1. Name**
Give the surname by which you are legally and currently known. If there has been a change of name, provide supporting documentation. Please give the FIRST name by which you are legally and currently known.
- 2. Date Of Birth**
Use numbers only (e.g. YR/M/D -1970/03/15).
- 3. Social Insurance Number**
This information is required by the Ontario College of Teachers for the purpose of updating your Certificate of Qualification and Registration. Click here for Income Tax information.
- 4. Ontario College Of Teachers Registration Number**
This information is required by the Ontario College of Teachers for the purpose of updating your Certificate of Qualification and Registration.
- 5. Current Address**
Supply all requested information. Be sure to include mailing address information. Advise the YCDSB AQ Assistant in writing if this address changes subsequent to submission of your application.
- 6. Phone**
Supply phone number where you can be reached during the day.
- 7. Contact Information**
This information is critical if we need to contact you regarding course availability, documentation, course cancellation, or any problems with your application.
- 8. E-mail Communication**
The YCDSB uses e-mail as a key form of communication. Therefore, please ensure that your e-mail account is active and that you check your e-mail regularly. If you change your email address please be sure to notify the YCDSB AQ Assistant immediately. Please print your e-mail address clearly and legibly on the applicationform.
- 9. Course Selections**
Indicate the course(s) you wish to take by listing:

- The full course code (see Course information and Session Dates). It is important that there be no errors in recording this code (list all 13 characters). For example, Code: TBD
- The course title and Part 1, 2 or Specialist (if applicable)
- Listing a second course choice is strongly recommended.

10. Previous Applications

If you have previously attended or applied for an AQ course at YCDSB, indicate the year and month.

11. Attached Documents

Indicate all documentation you have attached to your application. Be sure to include your certified cheque, money order or complete the credit card information (see number 24 following) to cover full tuition.

12. Applicant Signature

Your signature on the application form is a requirement.

13. Date

State the date on which you completed the application form.

14. Credit Card Information (Not Applicable)

Complete all credit card information. Expiry date of the card is required. Credit card numbers cannot be submitted by telephone. Please note that YCDSB is not responsible for any interest charges incurred on credit card payments of Additional Qualification course fees.

APPLICATIONS RECEIVED AFTER THE DEADLINE MAY NOT BE ACCEPTED.

Submitting the Completed Application

Checklist:

- ✓ Completed scanned Application Form with signature
- ✓ Payment (For credit card, ensure all required information is provided including signature)
- ✓ Current Certificate of Qualification and Registration
- ✓ Statement of Successful Teaching Experience (for Part 2, Specialist) signed by Superintendent

On-line registration only. (Not Applicable)

Note that missing information or documentation may delay processing of your application. The YCDSB AQ Office reserves the right to withdraw any candidate who submits documentation and is subsequently found to be unqualified.

For further information please contact:

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