



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: CONTINUING EDUCATION
INSTRUCTORS FOR NON-CREDIT PROGRAMS
POLICY NO: H.M. 07

Date Approved: October 1977	Date of Next Review: January 2023	Dates of Amendments: January 25, 2018
Cross References: Ontario Teachers of College Act 1996, Reg. 347/02: Accreditation of Teacher Education Programs (https://www.ontario.ca/laws/regulation/020347) Teachers of English as a Second Language (TESL) Association of Ontario (http://www.teslontario.org/accreditation)		
Appendix		

Purpose:

The purpose of this policy is to provide regulations on the hiring of instructors for non-credit continuing education programs.

Scope and Responsibility:

This policy applies to any non-credit continuing education program delivered by the Toronto Catholic District School Board.

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



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Policy:

Instructors of non-credit education programs shall be employed on a contract developed for instructors of **non-credit** continuing education **programs**. **The contract may be specific to the nature of the program.**

Regulations:

1. **All other relevant qualifications being equal, Ontario College qualified teachers will be given priority will be given to instructors holding the Ontario Certified Teacher (OCT) qualification** in the hiring of instructors for **non-credit** continuing education programs.
2. **Instructors hired to deliver non-credit continuing education English as a Second Language programs shall possess the Teachers of English as a Second Language (TESL) Ontario Language Instructor Certificate**



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Definitions:

The Ontario Certified Teachers (OCT) designation is granted by the Ontario College of Teachers and required to teacher credit granting courses in Ontario.

The Teachers of English as a Second Language (TESL) Ontario Instructor Certification is designed for individuals interested in teaching adult ESL in Ontario, other Canadian provinces, or other countries.

Evaluation and Metrics:

The TCDSB will ensure the highest level of instruction in non-credit continuing education programs by hiring qualified instructors who, when possible, also hold be an OCT qualification.