Appendix A



POLICY SECTION: SUB-SECTION:

POLICY NAME:

CONTINUING EDUCATION INSTRUCTORS FOR NON-CREDIT PROGRAMS

POLICY NO:

H.M. 07

STUDENTS

PROGRAMS

Date Approved:	Date of Next Review:	Dates of Amendments:
October 1977	January 2023	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:

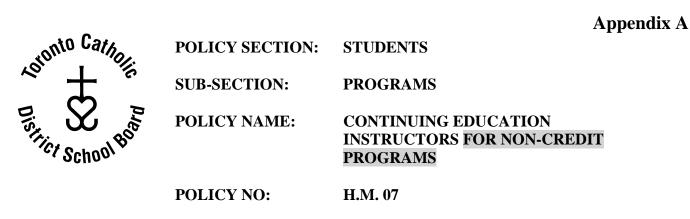
This policy applies to any non-credit continuing education program delivered by the Toronto Catholic District School Board.

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



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:

- 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 noncredit 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.