

Transgender and/or Gender-Nonconforming Teacher Candidates

Frequently Asked Questions (FAQ)



Information in this document is current as of March 2026.

Contents

1. General	2
a) What resources does the Faculty of Education have for transgender and/or gender non-conforming teacher candidates?	
b) What should I do if I experience gender expression or gender identity discrimination during my time in the BEd/DEd program?	
i) In the faculty	
ii) In Your Practicum School	
iii) In an Experiential Learning (EXLR) Placement	
c) An Associate Teacher, Faculty Liaison or BEd/DEd Instructor (etc.) kindly wrote me a reference letter but misgendered me/used my former name (etc.). How should I proceed?	
2. Facilities	3
a) Where can I find an all-gender washroom on West Campus?	
3. Name, Gender and Queen’s Records	3
a) My gender on SOLUS is incorrect. How do I change this?	
b) What gender options are available in SOLUS?	
c) How can I ensure my instructors use my preferred first name?	
d) How can I add my preferred first name to my student record?	
e) If I’ve added a preferred name in SOLUS, does this become automatically used across OnQ, or just in the attendance list?	
f) If I add a Nickname in my onQ User Profile, will this Nickname override the preferred name (or legal name, if no preferred name has been added) from SOLUS?	
g) How do I legally change my name?	
4. Practicum	4
a) I’m starting my practicum next week! What do I wear?	
b) Do I have to go by Ms. or Mr. when I’m in my practicum school?	
5. Graduation and Convocation	5
a) Convocation is coming up. How do I make sure that my correct name is used in the ceremony?	
b) What is the washroom situation in Grant Hall (where students are marshalled prior to entering the convocation hall)?	
c) Which name will appear on my official transcript from Queen’s University?	
6. OCT Certification	6
a) I am applying for my OCT certification. What name(s) do I need to provide?	
b) Can members of the public see my legal name on the OCT website?	
c) Does the OCT require information about my gender in order to certify me as a teacher in Ontario?	



1. General

a. What resources does the Faculty of Education have for transgender and/or gender-nonconforming Teacher Candidates?

The Faculty of Education values the participation of transgender and/or gender non-conforming people in the teaching profession, and welcomes the 2012 addition of 'gender identity' and 'gender expression' protected grounds in the Ontario Human Rights Code. The Faculty also recognizes that transgender teacher candidates and those who are gender non-conforming (but not necessarily transgender) are preparing to join a profession with norms that have historically referenced a strict gender binary. Transgender and/or gender non-conforming teacher candidates are encouraged to contact the Practicum Office (pracicum.office@queensu.ca or 613-533-6202) prior to completing the Practicum Registration Form (which is sent upon entry into the program) and/or to share relevant information in the special circumstances box. Candidates may also wish to participate in the Faculty of Education's Genders and Sexualities Alliance (GSA) <https://educ.queensu.ca/gsa> or speak with the sponsoring faculty member (Dr. Lee Airton – lee.airton@queensu.ca).

b. What should I do if I experience gender expression or gender identity discrimination during my time in the BEd/DEd program?

First, know that "Queen's is committed to fostering a campus environment in which all students, staff, and faculty are treated with dignity and respect. The university encourages members of the Queen's community who experience or witness harassment or discrimination to disclose their experience. Disclosures are held in confidence and our support services are client-driven. Faculty, staff, and students can confidentially consult on their options, seek informal resolutions, and initiate a formal report, or any combination of these options" (Harassment and Discrimination Support and Reporting Queen's)

It is important to consider where this discrimination is taking place, as teacher candidates spend time in the Faculty for their coursework, in schools for practicum placements, and in a variety of external settings for Concentration/Track Experiential Learning (EXLR) courses or placements. **If you are experiencing discrimination or harassment for reasons related to gender identity or gender expression (or other Ontario Human Rights Code protected grounds) ...**

i. ...that involves another Faculty-affiliated person such as an instructor, administrator, staff member or another teacher candidate:

You are encouraged to contact [The Human Rights and Equity Office](#) Advisory Services where you can meet with an Advisor who can offer support, advice and referrals to relevant supports. [Advisors in this office](#) can meet with community members and offer confidential advice and information on human rights issues. If you are experiencing sexual or gender-based violence, you encouraged to contact the [Sexual Violence Prevention and Response Service \(SVPRS\) office](#), which provides confidential, trauma informed, and non-judgmental support for any student who has experienced sexual violence or intimate partner violence (IPV) at any time in their life. Queen's also has a number of [campus-wide resources related to gender and sexual diversity](#). There are also gender and sexual diversity resources included in the Teacher Candidate Handbook (available via the Info Hub in onQ). Lastly, you could choose to meet with the Executive Program Director, Teacher Education and Student Affairs, whose contact information is on the Faculty of Education website.

The Education Student Society (ESS) also has an Equity Representative (email essncil@queensu.ca) who will help you address any concerns you may have, and can bring these concerns (anonymously, if you wish) to any of the people above, as well as potentially accompany you to a meeting. If you need to access mental health support call [Student Wellness Services](#) at 613-533-2506.

Regardless of the path you choose, it is important to document each incident of discrimination or harassment in detail.

ii. ... during a school practicum placement:

It is important to document each incident in detail, as soon as you can, and decide how you might like to proceed. From there, the process depends on who is involved in discrimination or harassment.

If the discrimination or harassment is from a **student** (i.e., an enrolled pupil), be sure to document each incident in detail, and speak with your Associate Teacher or host about next steps. If it is safe to do so, you may have a conversation with the student or participant yourself, with your Associate Teacher or host, or they may do so by themselves. If you are in a school practicum, you are encouraged to also alert your Faculty Liaison (your PROF 410/411 instructor) of what is taking place. It is likely they will have advice. However, if none of these pathways improve the situation, you are welcome to contact any of the Queen's and Faculty of Education resources in the previous section on situations involving a Faculty-affiliated person.



If the discrimination or harassment is from an **Associate Teacher** who is directly supervising you or from **another staff member or administrator in your host school**, you are a Queen's student and may confidentially access Queen's University resources and supports without fear of discipline or reprisal including from anyone employed by a school board. If you are experiencing gender identity or gender expression (or other Code ground-related) discrimination or harassment, please contact the [The Human Rights and Equity Office](#) and ask to [meet with an Advisor](#). If you are experiencing sexual harassment or sexual violence from an Associate Teacher, other staff member or administrator, please contact the [Sexual Violence Prevention and Response Service \(SVPRS\) Office](#) which provides confidential, trauma informed, and non-judgmental support and advising for any student who has experienced sexual violence or intimate partner violence (IPV) at any time in their life.

iii. ...on EXLR placement:

Document each incident in detail and contact your FOCI/ Concentration instructor (for BEd/DEd) or Education Student Services (for ConEd Years 1 & 2) for advice and support. It is a good idea to find and share with them the policies on harassment and discrimination for the organization you are placed with. This will give you a better insight into how to address the problems you are facing, as well as the proper channels for communication and action

No matter where the discrimination or harassment is taking place, remember that harassment in any form is never acceptable, and your safety and well-being are a critical concern of the Faculty of Education.

c. An Associate Teacher, Faculty Liaison or B.Ed. Instructor (etc.) kindly wrote me a reference letter but misgendered me/used my former name (etc.). How should I proceed?

The first and best course of action is to thank the writer for their letter, and point out the errors. You might offer to correct the letter yourself and send it back for their final approval and signature. If for any reason you do not feel as though you can make this request, consider asking the Faculty of Education's Practicum Office to act as an intermediary and request the changes on your behalf. However, communicating openly with the writer is the best solution.

2. Facilities

a. Where can I find an all-gender washroom on West Campus?

There is an all-gender washroom in B Wing with two stalls, one of which is also accessible. It is located on the main floor next to the Technological Education area. Once the renovation is complete, there will also be a block of all-gender washrooms located in the A-Wing, near the newer East-facing classrooms. There are also single-stall, accessible all-gender washrooms on the second and third floors of A Wing, directly to your right as you exit the elevator. All washrooms can be found using the wayfinding map here: <https://duncanmcarthurhall.expofp.com/>

3. Name, Gender and Queen's Records

The Yellow House Student Centre for Equity and Inclusion on main campus has created a comprehensive guide (https://www.queensu.ca/yellow-house/sites/yhwww/files/uploaded_files/Name%20Change%20Guide%20August%202022.pdf) for students on managing how your legal and preferred names appear on your various Queen's online records. If the answer to your specific question can't be found there, you are welcome to reach out to Kel Martin, Sexual and Gender Diversity Advisor at the Yellow House (kel.martin@queensu.ca).

Keep reading for OCT certification information.

a. How can I ensure my instructors use my preferred first name?

Most Faculty of Education instructors receive their class list from onQ, the Queen's online learning management system, which is automatically populated by information from your student record in SOLUS. If your preferred name is not currently in SOLUS, you are able to add it (see this resource which explains how: https://www.queensu.ca/yellow-house/sites/yhwww/files/uploaded_files/Name%20Change%20Guide%20August%202022.pdf)! SOLUS data updates in onQ within 48 hours, so that your preferred name appears on each instructor's class list at that time. However, if you have not done so two weeks in advance of the first class meeting, your instructor may not access the update or be regularly checking for updates. Your best strategy is to have a conversation with your instructor as far in advance as you can, asking them about their plans to collect attendance and ensuring that your preferred name is used in all public communications. Instructor email addresses can be found in the People Directory on the Faculty of Education website.



b. If I've added a preferred name in SOLUS, does this become automatically used across onQ, or just in the attendance list?

OnQ will use the preferred first name that you have added to your student record in SOLUS in the gradebook, discussion boards, and all other functions.

c. If I add a Nickname in my onQ User Profile, will this Nickname override the preferred name (or legal name, if no preferred name has been added) from SOLUS?

The Nickname feature in onQ only adds information to your onQ profile and does not override the name that is obtained through SOLUS.

d. How do I legally change my name?

If you have lived in Ontario for twelve (12) months or more and are over the age of sixteen (16), you are eligible to apply for a legal name change (<https://www.ontario.ca/page/change-name>). The cost is \$137 in most cases. Those who need to change their name before a postsecondary graduation are eligible for alternative service options under "Urgent Requests" (<https://www.ontario.ca/page/change-name#section-4>) (please contact Service Ontario directly at 1-800-461-2156 for more information). Please note that a criminal record check is required for your legal name change application.

If you have lived in Ontario for fewer than twelve months, please consult the requirements for your permanent residence regarding legal name changes. Please note that a name change on a federal document such as your passport (<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-name.html>) or Social Insurance Number (<https://www.canada.ca/en/employment-social-development/services/sin/after-applying.html>) will need to be handled by the federal government at a Service Canada (not Service Ontario) location.

You can bring questions about this process to Kel Martin, Sexual and Gender Diversity Advisor at the Yellow House (kel.martin@queensu.ca).

4. Practicum

a. I'm starting my practicum next week! What do I wear?

The question of what to wear is one that many teacher candidates (TCs) ask themselves before practicum, and this can weigh heavily on transgender and/or gender non-conforming TCs who are entering a highly gendered profession. Firstly, it is important that you wear something that is professional and indicates your position as a future teacher, not a student. However, you should also wear clothes that allow you to feel your best, regardless of your gender identity and/or gender expression. Do not feel pressured to dress up in a way that fits the conventions of your sex assigned at birth or your gender identity, and do not feel pressured to maintain a consistent gender expression throughout your practicum if that is not who you are. The Practicum Handbook contains more information about things like school staff dress codes, and what to do if they do not leave room for your gender expression. If you experience any communication that you ought to dress differently, and this references your gender expression, this may be an instance of gender expression discrimination (see question 1d above).

b. Do I have to go by Ms. or Mr. when I'm in my practicum school?

Being called the wrong title is a form of misgendering similar to being called the wrong pronoun. If one or both of these titles do not align with your gender identity, you cannot be asked to go by them, as this many constitute gender expression and/or gender identity discrimination. If neither Ms. nor Mr. work for you, Mx. (usually pronounced "mix") is an increasingly popular gender-neutral title. However, some teachers prefer to be addressed without the use of an honorific and may choose a different form of address from their students; a common path among nonbinary teachers is just going by their last name, or going by a noun title like 'teacher X'. This is an area of evolving experience in education, a domain in which 'Ms.' OR 'Mr.' have long been the only options. If you anticipate using a title that will not be automatic for those in your practicum school, is very important to communicate with your Faculty Advisor and/or the Practicum Office in advance (e.g., using the special circumstances box on the Practicum Registration Form) so that you can be supported in having this important need met. The name tag that you receive from the Faculty uses the title that you input into the Practicum Registration Form. If you have a credential that offers you a title (e.g., Dr.) which you would like to have on your practicum name tag (in place of Ms., Mr. or Mx.), it may be possible to have this on your name tag. Contact the Student Services Office (educstudentervices@queensu.ca).



5. Graduation and Convocation

a. Convocation is coming up. How do I make sure that my correct name is used in the ceremony?

Your name in the convocation program will be generated automatically from your “Primary” (legal) name on [SOLUS](#). If you have obtained a legal name change (see question 3g above) before convocation, be sure to have your name entered and selected on SOLUS by October 15th for a Fall Convocation. During the convocation ceremony, you will receive a card where you will write your own name to be announced as you cross the stage. You are free to write your preferred name on this card. Unless you are receiving an award at convocation, it is unlikely that anyone will speak about you onstage using gender pronouns. Rather, the announcer just says the name(s) you have written on your card. If you are receiving an award at Convocation, however, it is a good idea to ask the Faculty of Education Student Services office who will be reading the award script, and ask that your pronouns are shared with that person (likely an administrator), and that this is verified in advance. NOTE: Deadlines for changes for Degree List purposes must be received no later than April 30th for Spring Convocation and October 15th for Fall Convocation.

b. What is the washroom situation in Kingston Hall (where students are marshaled prior to entering the convocation hall) for Fall Convocation?

There is an accessible single-user washroom located on the main floor of Grant Hall near the rear lobby door which is accessible through Kingston Hall, where graduates are marshaled prior to the ceremony. If you need help with wayfinding, ask a convocation volunteer or marshal. This washroom will also be accessible for student use during the ceremony.

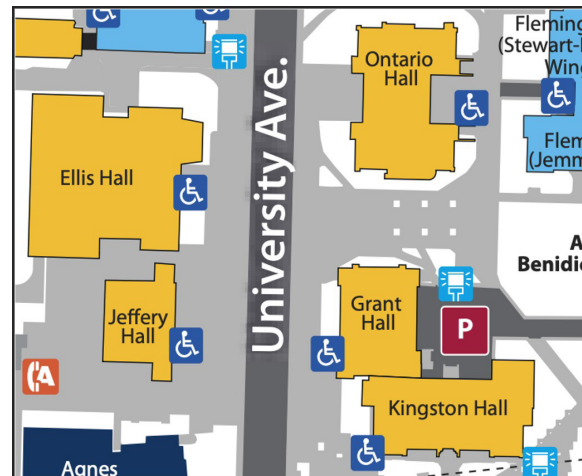


Figure 7 Ellis Hall and Jeffrey Hall are located across University Ave from Grant Hall. Source: <https://www.queensu.ca/campusmap/sites/default/files/assets/OU-Campus-Map-2020-01.pdf>

c. What is the washroom situation in Slush Puppie Place (where Spring Convocation ceremonies are held)?

During graduate registration/hood gown pick up, Dressing Rooms 5 and 6 are rooms that have a shower, sink and toilet but no separate urinal. These will be identified as all-gender.

While you wait “backstage”: Level 300 (by Faculty Procession set up). There is one Family Washroom that contains a sink, change table and toilet. No separate urinal. This will be identified as Gender Neutral and Accessible.

d. Which name will appear on my official transcript from Queen’s University?

According to University policy (<http://www.queensu.ca/registrar/resources/policies/student-names>), a student’s full, legal name will appear on all official documents, such as a transcript. In order to change your legal name with the University (while enrolled or after graduation), you must complete and submit a [Name Change Form](#) with proper documentation.



6. OCT Certification

a. I am applying for my OCT certification. What name(s) do I need to provide?

When applying to the OCT for certification, the name you provide must be supported with documentation such as a birth certificate or passport (see Figure 10). You must also provide a 'common name' (i.e., a preferred name), which does not require documentation and, according to the OCT's website, is used for correspondence sent by the OCT and to support search results in the Find a Teacher (<https://www.oct.ca/findateacher>) function on the OCT website. You may change your name in the future by providing the OCT with a legal change of name certificate. Your full legal name will appear on your teaching certificate, not the common name that you provide to the OCT (See Figure 8 below to see where your common name and legal name are used with OCT).

If you anticipate changing your name, it is recommended that you submit the paperwork to do so by the end of the second semester of the BEd/DEd program (Consecutive) or BEd year (Concurrent).

Legal Name and Common Name Usage with OCT

	Legal Name	Common Name
Correspondence to you		✓
Find a Teacher	✓	✓
OCT online public teacher registry	✓	
Teaching certificate	✓	

Figure 8 • Legal Name and Common Name Usage with OCT

YOUR NAME(S)

Your full name will appear in the Find a Teacher (https://www.oct.ca/findateacher?sc_lang=en) section of the College web site along with information about your qualifications and the type of certificate you hold. The College does not list initials.

You must provide all your past name(s) using the Add Previous Name button.

Figure 9 • OCT Information on name(s). Source: <https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html>

PROOF OF IDENTITY

The College requires proof of your identity, a copy of an official document that shows your:

- first, middle and last names at birth
- date and place of birth.

Submit a copy of one of the following documents or submit copies of more than one if needed to show all the information above:

- birth certificate
- Canadian or foreign passport (must include middle names)
- certificate of baptism if born in Quebec or in Newfoundland or Labrador before January 1994
- Permanent Resident Card (front and back)
- Canadian immigration record and visa (front and back)
- Record of Landing (front and back).

These are not acceptable as proof of identity: drivers' licence, Ontario Health Card and Canadian Citizenship Card.

If the document is in a language other than English or French, you must have it translated. See [Translation Requirements \(WelcomeE.html#translation\)](#) for more information.

Figure 10 • List of all valid forms of proof of identity for OCT.

Source: <https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html>

COMMON NAME

Please indicate the first name you would like the College to use in our communications to you. This name may be different from your legal name. If your common name is the same as your first name, please enter your first name again.

For example, if your legal name is William, but you are known as Bill, Bill would be your common name. If your legal names are Marie Claudette, but you are known as Claudette, your common name is Claudette.

While your full legal name will appear on your teaching certificate, the College will make every effort to use your common name in our day-to-day communication with you.

Figure 11 • Your Common Name is used in correspondence with

OCT and does not appear on the OCT registry. Source: <https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html>

CHANGE OF NAME

If you married and changed your name, send a copy of your marriage certificate.

If you changed your name legally, send a copy of the change of name certificate or the court order that changed your name.

If the document is in a language other than English or French, you must have it translated. See [Translation Requirements \(WelcomeE.html#translation\)](#) for more information.

A proof of name change is required for every time your name has been changed.

1. Name Changed by Marriage

Please provide a photocopy of your marriage certificate or Record of Solemnization of Marriage. If you have misplaced your marriage certificate and were married in Ontario, you may be able to obtain one from the Ontario provincial government's [Office of the Registrar General \(https://www.orgforms.gov.on.ca/eForms/start.do?lang=en\)](https://www.orgforms.gov.on.ca/eForms/start.do?lang=en).

Otherwise, you will need to contact the organization responsible for issuing marriage certificates in the jurisdiction where you were married.

2. Legal Name Change

Please provide a photocopy of your Change of Name Certificate or the court order that changed your name. When you changed your name, you would have received this document. If you have misplaced your Change of Name Certificate and your name change was completed in Ontario, you can contact the Ontario provincial government's [Office of the Registrar General \(https://www.orgforms.gov.on.ca/eForms/start.do?lang=en\)](https://www.orgforms.gov.on.ca/eForms/start.do?lang=en) for more information.

Otherwise, you will need to contact the organization responsible for issuing your Change of Name Certificate in the jurisdiction where your name was changed.

Affidavits are not acceptable proof of name or name change.

Figure 12 • Process for changing name with OCT. Source: <https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html>



b. Can members of the public see my legal name on the OCT website?

Every OCT-certified teacher in Ontario can be located in the OCT registry using the name they have provided to the OCT. Prior names you have had, unless you apply to have it suppressed so that the public cannot see it. To do so, you will need to fill out a form entitled "Request to Update Registry Information" ([https://www.oct.ca/-/media/Forms/Request to Update Registry Info/update_e.pdf](https://www.oct.ca/-/media/Forms/Request%20to%20Update%20Registry%20Info/update_e.pdf)) and provide proof of a legal name change, as well as pay a \$25 fee (this is standard for all name changes, but may be waived if the request is related to a Code protected ground like gender identity). The common name that you provided to the OCT upon registration is collected with the intention to use for correspondence from the OCT but appears in the search results for the "Find a Teacher" function on the OCT website.

Registration Number	Full Name	Common Name	Status	Certified
700322	Kel Rowan Martin, OCT	Kel	Good Standing	2019

Figure 13 • Search Result for the "Find a Teacher" function on the OCT Public Register. Source: <https://www.oct.ca/findateacher/results>

KEL ROWAN MARTIN, OCT

NAME HISTORY

Registration Number: 700322 / Issued: Oct 08, 2019 / Status Good Standing

DEGREES

- Bachelor of Arts, Honours, University of Guelph, Ontario / 2017
- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

PROGRAM OF TEACHER EDUCATION

- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

BASIC QUALIFICATIONS

- Intermediate and Senior Divisions, Dramatic Arts / October 2019
- Intermediate and Senior Divisions, Visual Arts / October 2019

STATUS HISTORY

Certificate Type	Status	Effective Date	Expiry
Certificate of Qualification and Registration	Good Standing	Oct 08, 2019	

Figure 14 • An Example of the public register for OCT. Source: <https://www.oct.ca/findateacher/memberinfo?memberid=700322>

c. Does the OCT require information about my gender in order to certify me as a teacher in Ontario?

Yes, but this is self-selected by you, not sent by the Faculty. There is no indication on the OCT website that this information is 'verified' using supporting documentation. When applying to OCT, gender is a required field, for which there are three options: Female, Male, and X. This information

is collected because the OCT is a regulator that must provide annual reports to The Fairness Commission (<http://ort.fairnesscommissioner.ca/report.php?qid=32&year=2018>), which continues to request information on gender. The OCT only uses this information to determine which title should be used in correspondence to the teacher. We note that the information being collected (see Figure 13) is actually sex (e.g., male, female, intersex) and not gender (e.g., man, woman, nonbinary) and that this error is endemic to how information of this kind is collected across sectors.

Gender

INFORMATION

Female

Male

X

Cancel Save

Figure 15 • Required box indicating "gender" when applying for OCT certification. Source: <https://apps.oct.ca/OLR/Help/HGenderE.html>

GENDER

X is a third gender identifier for use by people identifying as Trans, Non-Binary, Two Spirited or Binary as well as anyone who chooses not to display their gender identity. This definition is used by the Ontario Ministry of Government and Consumer Services.

Figure 16 • Information provided by OCT regarding the "X" gender marker Source: <https://apps.oct.ca/OLR/Help/HGenderE.html>

d. Is gender indicated on my public OCT record?

No. The example screenshot below is what is visible on the OCT public record. The record indicates the teacher's full (often legal) name or names they have taught under, registration number, status and standing with the College, degrees, teacher education program, basic qualifications, and status history.

KEL ROWAN MARTIN, OCT

NAME HISTORY

Registration Number: 700322 / Issued: Oct 08, 2019 / Status Good Standing

DEGREES

- Bachelor of Arts, Honours, University of Guelph, Ontario / 2017
- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

PROGRAM OF TEACHER EDUCATION

- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

BASIC QUALIFICATIONS

- Intermediate and Senior Divisions, Dramatic Arts / October 2019
- Intermediate and Senior Divisions, Visual Arts / October 2019

STATUS HISTORY

Certificate Type	Status	Effective Date	Expiry
Certificate of Qualification and Registration	Good Standing	Oct 08, 2019	

Figure 17 • An example of the OCT public register. Source: <https://www.oct.ca/findateacher/memberinfo?memberid=700322>

