

Transgender and/or Gender-Nonconforming Teacher Candidates

Frequently Asked Questions (FAQ)



Information in this document is current as of May 2023.



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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 (practicum.office@queensu.ca or 613-533-6202) prior to completing the Practicum Registration form (sent directly to candidates and available in the Information Hub in OnQ) 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>. Queen's and local Kingston supports for transgender students and community members are listed in the B.Ed. Program Handbook. The Yellow House Student Centre for Equity and Inclusion on main campus is a hub for 2SLGBTQIA+ and BIPOC student support on campus, and teacher candidates can walk in or make an individual appointment with the Sexual and Gender Diversity Advisor (Kel Martin in 2023/2024) (<https://www.queensu.ca/yellow-house/>). Any Faculty member with a Positive Space sticker (<https://www.queensu.ca/positivespace/home>) on their door has completed Positive Space training and is able to support 2SLGBTQIA+ students and other community members.

b. What should I do if I experience gender expression or gender identity discrimination during my time in the B.Ed. 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 Alternative Practicum (AltPrac). **If you are experiencing discrimination, or a climate that is unsafe or not conducive to your learning for reasons related to gender identity or gender expression (or other Ontario Human Rights Code protected grounds) ...**

i. ... in the Faculty:

There are a number of campus-wide resources you can access (<https://www.queensu.ca/inclusive/resources/equity-diversity-antiracism>), and the Faculty of Education faculty, staff, and administration are supports you can access. The Faculty of Education has an EDID (Equity, Diversity, Inclusion, and Decolonization) Committee that is a central point of contact for EDID concerns, and supports and advocates for systemic change for students, faculty and staff. They can be contacted anonymously or non-anonymously here: <https://educ.queensu.ca/community/equity-diversity-and-inclusion>.

You could also choose to meet with the Associate Dean of Teacher Education, an Academic and Career Advisor in the Faculty of Education Student Services Office, and their contact information is on the Faculty of Education website. The Education Student Society (ESS) also has an Equity Representative (email esscncil@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 or the EDID Committee.

At any time, you can request a meeting with a Human Rights Advisor in the Queen's Human Rights and Equity Services office. "An advisor can, with your permission, speak to people on your behalf in order to help resolve the problem and may, where appropriate, attend meetings as a support person, but is not your advocate or representative." <https://www.queensu.ca/humanrights/>

If you need to access mental health support due to experiencing discrimination or for any reason, there are counselors with office hours dedicated to West campus (call Student Wellness Services at 613-533-2506 and ask for the education counselor at Duncan McArthur).



3. Name, Gender and Queen's Records

Figure 2 Duncan McArthur Hall Second Floor source: <https://educ.queensu.ca/sites/webpublish.queensu.ca.educwww/files/files/Contact/DMH-map.pdf>

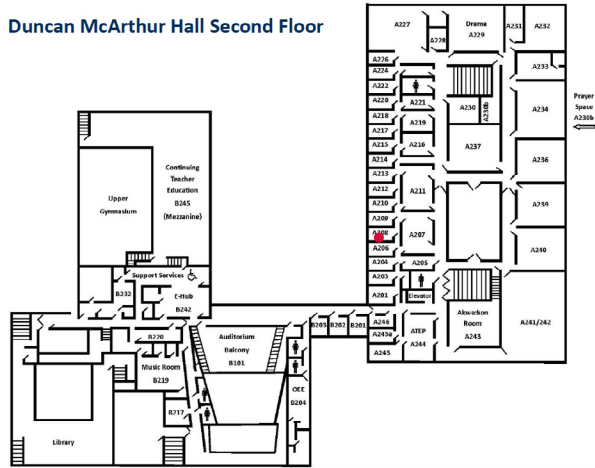
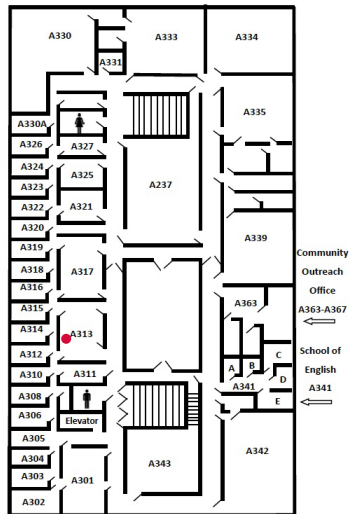


Figure 3 Duncan McArthur Hall Third Floor source: <https://educ.queensu.ca/sites/webpublish.queensu.ca.educwww/files/files/Contact/DMH-map.pdf>

Duncan McArthur Hall Third Floor



a. My gender on SOLUS is incorrect. How do I change this?

If you have looked at your Demographic Information on SOLUS (https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL) and noticed that the gender indicated (see Figure 4) is not accurate, contact Office of the University Registrar (613-533-2040) and it will be updated. You do not require any formal documentation in order to request this change.

Demographic Information

ID	
Gender	
Date of Birth	
Citizenship Information	
Description	Country
Visa or Permit Data	
Not Applicable to Canadian Citizens	
If any of the information is wrong, contact your administrative office.	

Figure 4 Demographic Information window on SOLUS. Source: https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL

b. What gender options are available in SOLUS?

The options available in SOLUS are male, female, undeclared, and other. There may be ways in which information or opportunities are made available to students using the entries in this field, but this is not clear.

c. 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 question 3d below)! This will automatically update 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.



d. How can I add my preferred first name to my student record?

To add a preferred name to your student record, you will have to access SOLUS. To do so, go to my.queensu.ca, select "Student" and click on "SOLUS" underneath the "Teaching & Learning Applications" sub-header. After signing in using your NetID, scroll down to "Personal Information" and click on "Names." Select "Add a New Name" and fill in the information, including your Prefix, First Name, Middle Name, Last Name, and Suffix. Be sure to indicate that this is your preferred name from the "Name Type" dropdown.

Figure 5 • SOLUS "Add a new name" window. Source: https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?

Figure 6 • SOLUS "Add a new name" window. To have your name populate the class list for OnQ, be sure to select the "preferred" name type. Source: https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?

e. 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 (see question 3d above) in the gradebook, discussion boards, and all other functions.

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?

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

g. 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 post-secondary 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 contact the Yellow House on main campus with questions and for support with this process, if you need.

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, considering communicating this to the Practicum Office in advance (e.g., using the special circumstances box on the Practicum Registration Form or by contacting the Practicum Manager – Natalie Lefebvre in 2023/2024) 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. Students Services will print you a new name tag without cost if the change relates to a human rights ground (e.g., gender identity or gender expression).

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 Grant Hall (where students are marshalled prior to entering the convocation hall)?

According to the AMS Social Issues Commission (https://www.queensu.ca/positivespace/sites/webpublish.queensu.ca/pospwww/files/files/res_washrooms.pdf), there is no all-gender washroom in Grant Hall. The nearest all-gender washrooms are in Jeffrey Hall (121 or 324) or Ellis Hall (137, 433, or 438). Both of these buildings are located across University Avenue from Grant Hall.

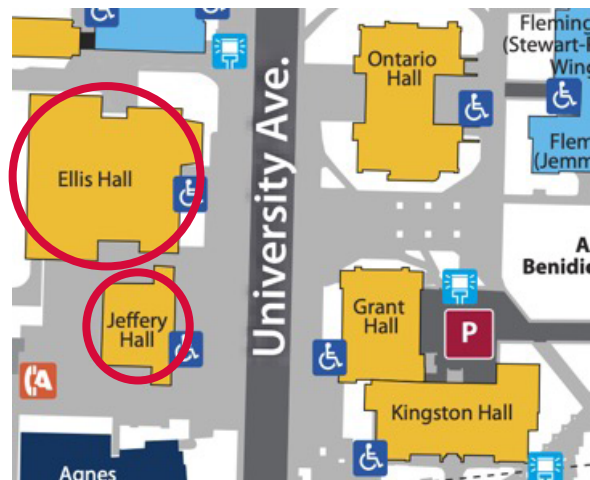


Figure 7 • Ellis Hall and Jeffrey Hall are located across University Ave from Grant Hall. Source: <https://www.queensu.ca/campusmap/sites/default/files/assets/QU-Campus-Map-2020-01.pdf>



c) 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 (see question 3g above) with the University (while enrolled or after graduation), you must complete and submit a Name Change Form (http://www.queensu.ca/registrar/sites/webpublish.queensu.ca/uregwww/files/files/name_change_form.pdf), 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 (see question 3g above). 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 B.Ed. program (Consecutive) or B.Ed. year (Concurrent).**

Figure 8 • Legal Name and Common Name Usage with OCT

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

YOUR NAME(S)

Your full name will appear in the [Find a Teacher](https://www.oct.ca/findateacher?sc_lang=en) (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 10 • List of all valid forms of proof of identity for OCT. 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 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>

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 12 • Process for changing name with OCT. 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.



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 taught under (including the name originally submitted to the OCT by the Faculty of Education, whether or not you have taught in an Ontario school) will also be listed there in the Name History drop-down menu, including your birth name, 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.

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

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

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

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	

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.

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

Gender

INFORMATION

Female

Male

X

Cancel Save

Figure 16 • Information provided by OCT regarding the "X" gender marker 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.

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.

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

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

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Certificate of Qualification and Registration	Good Standing	Oct 08, 2019	

