

To the Manager of Graduate Programs in Education,

I have successfully completed a Post-Grad Certificate in _____ with Queen's Continuing Teacher Education.

Each post-graduate certificate program consists of five full-year university courses (6.0 units per course) and is a minimum of 100 hours. Candidates are required to complete five of the courses in the course package to be eligible for the certificate. Each course successfully completed will appear on a Queen's University transcript.

These advanced level courses build on the Undergraduate and/or Bachelor of Education degree plus relevant teaching experience. An undergraduate degree is required for admittance. Courses are graded and a minimum of a B+ is required to pass.

Upon successful completion of the program, I was granted a certificate and an official Queen's University transcript.

As required, I have included a copy of my certificate as proof of completion. Please accept this letter and copy of my certificate for advanced standing in the following Graduate Diploma in Education (GDE) courses:

GDE/PME 800 – Self-Regulated Inquiry and Learning

Provides opportunities for exploration of current theories of self-regulated learning. Self-regulated learning requires autonomous management of learning through effective goal setting, resource allocation, valid self-assessment, and goal revision.

GDE/PME 801 – Cultivating Creativity

This course will enable educators across disciplines and contexts to infuse their practice with creativity-nurturing approaches, structures, and dispositions. Educators will engage in projects that exercise their own creativity while exploring theoretical understandings of creativity and of how it can be motivated, supported, and assessed.

The Graduate Office has my certificate on file from my GDE application. Please accept this letter for advanced standing in the following Professional Master of Education (PME) course:

GDE/PME 811 – Innovation in Teaching and Learning

This course will help students develop a foundational understanding of innovation in the workplace grounded in exploration of historical, sociological, and philosophical contexts and frameworks. Students will explore case studies and develop a plan of action rooted in the particular needs of their workplace.

Please contact Continuing Teacher Education for any questions regarding my certificate.

Sincerely,

(signature and print full name)