

Community-Based Indigenous Teacher Education Program Queen's University

How to Submit Supplemental Documentation

Supplemental Documentation Check List



- ☐ Indigenous Teacher Education Applicant Information Form.
- ☐ An updated résumé.
- ☐ Reference letters from two respected members of the Indigenous community.
- ☐ Statement of Indigenous Experience (SIE).
- ☐ Transcript(s).

Step One



- Go to: <https://educ.queensu.ca/applyitepcomm>.
- This website outlines what supplemental documentation is needed and how to submit it.

Step Two



Supplemental Documents for Indigenous Teacher Education

Please submit one email containing all applicable Supplemental Documents.

Please see our [Supplemental Documentation Guide](#) for more details about the process.

Supplemental Document	Method of Submission
<input type="checkbox"/> The online Indigenous Teacher Education Applicant Information Form (the information collected is kept confidential and is used to maintain data on Indigenous admissions).	Automatically submitted using the form
<input type="checkbox"/> A résumé providing a clear and concise overview of both (a) your academic background, and (b) work experience.	Submit PDF to: Student Services Office as part of your complete application package
<input type="checkbox"/> Reference letters from two respected members of your Indigenous community (e.g., Elders, Community Leaders, Work Supervisors, Social/School Counsellors, Educators, Director of local Friendship Centres). The referees must be able to comment on Indigenous community contributions which you have made, and your potential to serve in the field of Indigenous education.	Letters of reference should be submitted by the referees directly to: Student Services Office
<input type="checkbox"/> Statement of Indigenous Experience (SIE) . Please consider your future in Indigenous education when you are completing the SIE. Personal qualities and experiences are vitally important to the successful educator. The Faculty of Education encourages applicants to focus their SIE on what would make you a good teacher. When listing an extracurricular activity or employment opportunity, describe the impact of this experience and the greatest learning outcome for you from the perspective of how that would make you a good teacher. The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator.	Automatically submitted using the form
<input type="checkbox"/> Highschool transcript showing completion of Ontario Secondary School Diploma (for those without an undergraduate degree).	Submit PDF to: Student Services Office as part of your complete application package

You will see this chart on the page. This outlines what supplemental documentation is needed and how to access it. The words highlighted in blue are links to forms, emails, or other websites where you can access further information.

Indigenous Teacher Education Applicant Information Form

Indigenous Teacher Education Applicant Information Form



Supplemental Document	Method of Submission
<input type="checkbox"/> The online Indigenous Teacher Education Applicant Information Form (the information collected is kept confidential and is used to maintain data on Indigenous admissions).	Automatically submitted using the form

Click on the blue link that says [Indigenous Teacher Education Application Information Form](#).

Indigenous Teacher Education Applicant Information Form



In Canada, human rights legislation and policies recognize the importance of equity programs in ensuring equal participation by all members of society. Equity legislation and programs have designated four groups as needing special attention because of historical disadvantage including the Aboriginal Peoples of Canada. However, in Canada measuring the degree of under-representation in post-secondary education is difficult, as existing national and provincial databases do not include detailed information on the university student population. Queen's University believes in the principle of equity and is committed to implementing equity programs that ensure that all students are treated fairly and with respect. We invite you to help us implement our equity programs by filling in this voluntary and confidential census. Please be assured that individual responses will go directly to the Student Services office and are accessible only by Student Services and the Aboriginal Teacher Education Program. Responses on this form will have no influence on any admission decisions.

The personal information collected on this form is collected under the authority of the Royal Charter of 1841 as amended. The personal information collected on this form will be used to plan more effective programming, targeted initiatives, additional support, and provide data that would lead to increased funding for Aboriginal education. If you have any questions or concerns about the information collected or how it will be used, please contact Bob Burge, FIPPA Contact, 613-533-6205.

This will bring you to a page that looks like this. Once you've read the text in its entirety, click next.

A red button with the word "Next" in white text, circled in red. A red arrow points from the text "click next." to this button.

Next

Indigenous Teacher Education Applicant Information Form



If you are a Consecutive Education applicant, please provide your 11-digit OUAC Reference Number below. If you are a Concurrent Education applicant, you may instead provide your 8-digit Queen's Student Number.

- ☒ Consecutive - OUAC ID i.e. 202175XXXX0
- ☐ Concurrent - Student ID
- ☐ Click to write Choice 3

Please enter your name below.

Last Name

First Name

You are a **Consecutive Education** student.

Follow the instructions for Consecutive Education and enter your OUAC ID (you would have received this from the OUAC).

If you have misplaced your ID you can contact OUAC at:

teassup@ouac.on.ca or our Student Services office at educstudentservices@queensu.ca.

Next fill in your last name and first name and then click next.

Next

Indigenous Teacher Education Applicant Information Form



Are You an Aboriginal Person?

Aboriginal People are persons who identify themselves as a North American Indian or member of a North American First Nation, an Inuit or Métis. North American Indians or members of a First Nation include status, treaty, or registered Indians, as well as non-status and non-registered Indians. Please select the category that applies to you.

- ☐ Status - Community to which you belong
- ☒ Non-Status - Community or Organization
- ☐ Non-Registered
- ☐ Inuit
- ☐ Métis - Community or Organization
- ☐ Not an Aboriginal Person

Are you fluent in an Aboriginal Language?

- ☐ Ojibwe
- ☐ Algonquin
- ☐ Cree
- ☐ Mohawk
- ☐ Other, please specify:
- ☐ Not fluent or functional in an Aboriginal Language

On the next page you will fill out the questions as they pertain to you selecting the option that most describes yourself. For example: Non-Status and fluent in Mohawk.

Indigenous Teacher Education Applicant Information Form



I hereby certify that all statements are correct and complete. I understand that I may be required to supply documentation at some future date to substantiate my claim(s) and that any misrepresentations of this data may result in cancellation of my admission or registration status.

☐ I Agree

Next

Below the two questions on the previous slide, you will see this statement of accountability. You will be required to check 'I agree' which means you agree that everything you checked off previously is correct. This is the last question on the application. Once you click next you will receive a confirmation that it was submitted.

Résumé and Reference Letters

Résumé and Reference Letters



<input type="checkbox"/>	A résumé providing a clear and concise overview of both (a) your academic background, and (b) work experience.	Submit PDF to: Student Services Office as part of your complete application package
<input type="checkbox"/>	Reference letters from two respected members of your Indigenous community (e.g., Elders, Community Leaders, Work Supervisors, Social/School Counsellors, Educators, Director of local Friendship Centres). The referees must be able to comment on Indigenous community contributions which you have made, and your potential to serve in the field of Indigenous education.	Letters of reference should be submitted by the referees directly to: Student Services Office

You will be required to submit your résumé **in PDF form** directly to Student Services via email at educstudentservices@queensu.ca. Additionally, your reference letters should be submitted directly to Student Services using the email above by your referees.

For support on how to save a word document as a PDF please visit this website: <https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-project-desktop-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>.

Reference Letters



You are required to retrieve **two reference letters** from two respected members of your Indigenous community. Your referees are then responsible for emailing your letter of reference directly to the Student Services office at educstudentservices@queensu.ca.

Referees can be but are not limited to:

- Elders
- Community Leaders
- Work Supervisors
- Social/School Counsellors
- Educators
- Director of local Friendship Centers

Referees should be able to comment on your Indigenous community contributions, their relationship to you, and your potential to serve in the field of Indigenous education.

Résumé



- Your résumé should be submitted in PDF format directly to Student Services via email (educstudentservices@queensu.ca).
- Your résumé should be clear and concise and should provide an overview of both your academic background and your work experience.

Should you need support with crafting your résumé please visit the following sites:

- <https://www.stlawrencecollege.ca/campuses-and-services/services-and-facilities/career-services/resources/resume-and-references/>
- <https://careers.queensu.ca/students/tipsheets-career-resources/queens-best-resumes>
- <https://careers.queensu.ca/sites/webpublish.queensu.ca.csww/files/files/Resume%20Tipsheet%202018.pdf>

Statement of Indigenous Experience (SIE)

Statement of Indigenous Experience (SIE)



- | | |
|---|--|
| <input type="checkbox"/> Statement of Indigenous Experience (SIE) . Please consider your future in Indigenous education when you are completing the SIE. Personal qualities and experiences are vitally important to the successful educator. The Faculty of Education encourages applicants to focus their SIE on what would make you a good teacher. When listing an extracurricular activity or employment opportunity, describe the impact of this experience and the greatest learning outcome for you from the perspective of how that would make you a good teacher. The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator. | Automatically submitted using the form |
|---|--|

Click on the blue link that says [Statement of Indigenous Experience \(SIE\)](#)

Statement of Indigenous Experience (SIE)



Application Reference Number:

Please provide your 11-digit OUAC Reference Number.
ex. 202175XXXX0

Enter your OUAC ID/Reference Number (you would have received this from the OUAC) if you have misplaced your ID/Reference Number you can contact OUAC at: teassup@ouac.on.ca or our Student Services office at educstudentservices@queensu.ca.

Statement of Indigenous Experience (SIE)



Question 1: Explain what you have learned from your previous experiences that will help you as a future educator in an Indigenous context. Use paragraphs and full sentences. This is your opportunity to demonstrate your written communication skills. (Approximately 500 words)

A large, empty rectangular box with a thin grey border, intended for the student to write their answer to the question.

- Enter your answer to the question directly into the box in approximately 500 words.

Statement of Indigenous Experience (SIE)



Question 2: List, in point form, the reasons for your interest in Indigenous Education.
(Approximately 500 words)

A large, empty rectangular box with a thin grey border, intended for the student to enter their answer to the question.

- Enter your answer to the question directly into the box in approximately 500 words.

Statement of Indigenous Experience (SIE)



When completing your [Statement of Indigenous Experience \(SAE\)](#) questions please consider the following:

- Your future in Indigenous education and what experiences have led you to pursue teaching.
- Personal qualities are important as a future educator.
- Focus on what you believe would make you a good educator.
- When listing an extracurricular activity or employment opportunity, describe;
 - The impact of this experience.
 - The greatest learning outcome for you from the perspective of how that would make you a good educator.

The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator or how these experiences have influenced your thinking and the way you approach different situations.

Transcripts

Highschool Transcripts



- Submit Highschool transcript showing completion of Ontario Secondary School Diploma (for those applying without an undergraduate degree).

IMPORTANT:

- Applicants admitted without an undergraduate degree must be of Aboriginal ancestry and submit documentary proof of their ancestry as specified by the Ontario College of Teachers (OCT) when they apply to for certification. It is the candidate's responsibility to check the [OCT website](#) or contact the College (1-888-534-2222) in advance to determine what documentation is required.

Submit via email in PDF format to our Student Services office as part of your complete application package: educstudentservices@queensu.ca

For the Manitoulin North Shore, Mushkegowuk Territory and Lambton-Kent programs:

- **December 1, 2021:** Teacher Education Application Service (TEAS) online application deadline.
- **December 10, 2021:** Deadline for receipt of official transcripts and supplemental documents.

Final Reminders



- All supplemental documentation is **due December 10th, 2021**
- Your résumé should be submitted by you directly to the Student Services office in PDF format via email (educstudentservices@queensu.ca).
- Your two letters of reference should be submitted by your referees directly to the Student Services office via email (same as above).
- Your transcript(s) should be submitted by you directly to the Student Services office in PDF format via email (same as above).
- Supplemental documentation that is sent in via email should be sent in one email apart from reference letters.
- The Application Form and SIE should be submitted using the electronic form via this website: <https://educ.queensu.ca/applyitepcomm>.

For More Information



ITEP Office:

Email: itep@queensu.ca

Phone: 1-800-862-6701

Website: <https://educ.queensu.ca/itep-community>

Student Services Office:

educstudentservices@queensu.ca

Social Media

- **Twitter:** @ITEPQueens and @QueensEduc
- **Facebook:** Indigenous Teacher Education Program at Queen's University



Questions?