# How To Apply Technological Education

- ~ On-Campus Program
- ~ Multi-Session Program (TEMS)

2024 Admissions



# How to Apply -**Technological Education**

## On-Campus:

https://educ.queensu.ca/teachereducation/consecutive/tech/apply

### Multi-Session:

https://educ.queensu.ca/teachereducation/consecutive/techmulti/apply

- Part 1 Complete an OUAC/TEAS application
- Part 2 Complete and submit Supplementary Documents

# How to Apply - Technological Education

Program offering is contingent upon funding and adequate enrolment.

For information on this program, please visit the Technological Education webpage

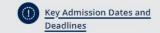
Consecutive Education applicants submit official transcripts of all post-secondary institutions attended, a Personal Statement of Experience (PSE) and the Supplemental Documents listed below.



Apply now at: TEAS









### Step-by-step process

Part 1

Start

here

Step 1: Apply through the Teacher Education Applicant service (TEAS)

Step 3: Submit your Personal Statement of Experience (PSE) through MyQueens Portal/SOLUS. Opens in early Nover

Part 2

Step 2: Submit supplemental documents through the Supplemental Documents Form. Documents required are outlined in detail below but should include a resume, copies of certificate(s) of qualification and/or certificate(s) of apprenticeship, or a trade license, letters of wage earning experience, high school transcript, and more if self employed

Step 4: Wait for an offer of admission.



# Part 1

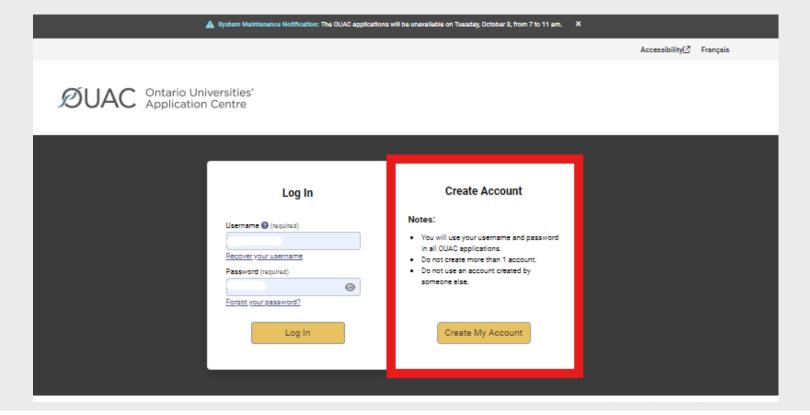
Application Process ~ OUAC/TEAS DEADLINE: December 2



# Create an OUAC account

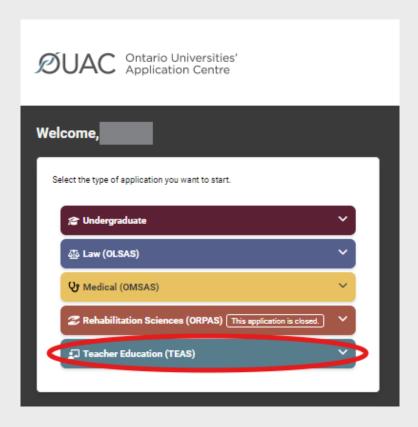
Visit: <a href="https://www.ouac.on.ca/apply/dashboard/en">https://www.ouac.on.ca/apply/dashboard/en</a> CA/user/login

Keep track of your username and password so you can return later to continue working on your application





# **Choose Teacher Education (TEAS)**







Accessibility Français Print



2025 Entry

You are logged in as:

Log Out

My OUAC Account

Application Links

Welcome

Help Links

Ontario Teacher Education Application

Welcome to your 2025 TEAS Application

Read important TEAS news and reminders.

Search FAQs.

Here are some helpful tips to get you started:

- Read the 2025 <u>TEAS Application Guide</u> thoroughly.
- Ensure that you are using the correct application.
  - If you are applying to Concurrent Education, submit an <u>Undergraduate application</u>.
  - If you have chosen the wrong application, return to the <u>OUAC website</u> to select another
- Use the "Application Links" menu to work through the application. You can complete the
  application in any order.
- Use Secure Applicant Messaging ("SAM") to upload supporting documentation or to communicate with TEAS in a protected environment.
- To ensure that your application is completed correctly, refer to the "Help" instructions in most sections of the application.
- Click "Review and Submit" at any time to review your information. You will be alerted to
  any missing information by "warnings" and/or "errors". Review all warnings, and ensure
  that you entered your information correctly and included all required components of the
  application. All errors must be fixed before you can submit your application.
- After 20 minutes of inactivity, you will automatically be logged out of your application.
   Please be advised that your changes will not be saved.

#### Your OUAC Reference Number

You will be assigned an OUAC Reference Number once you submit your application. This number is application-specific and is not valid for any other current year or future application services.

#### Notice and Declaration

When you submit your application, you must accept the terms and conditions in these statements:

- OUAC Privacy Statement
- Notice of Collection, Use and Disclosure of Your Personal Information Provided as Part of Your Ontario Teacher Education Application Service (TEAS) Application

Click here







2025 Entry

**Total Owing** 

You are logged in as:

Log Out

My OUAC Account

My OUAC Financial Account

Application Links

Welcome

Secure Applicant Messaging (SAM)

Browse Programs

Program Choices

Additional University Details

Personal Information

Contact Information

Academic Background

Transcript Requests

Current Courses

Review and Submit

#### Help Links

TEAS Application Guide

FAQs

About TEAS

**OUAC Privacy Statement** 

Applicant Responsibilities

Contact Us

### Ontario Teacher Education Application

#### Browse Programs

You may browse through program information using one of these starting points.

**Program Category** 

By University

By Program Grouping

By Teaching Subject

#### Search by Program Code

If you have done your research and know exactly which program codes you would like to add, enter the codes here:



# Select the site and program you want to apply to:

### **On-Campus Programs:**

- Q80 Queen's Technological Education (Degree)
- Q82 Queen's Technological Education (Diploma)

### **Multi-Session Programs:**

- Q84 Queen's Technological Education Multi-Session (Degree) – Kingston
- Q86 Queen's Technological Education Multi-Session (Diploma) – Kingston
- Q85 Queen's Technological Education Multi-Session (Degree) – GTA
- Q87 Queen's Technological Education Multi-Session (Diploma) – GTA





Please only apply to the sites that you are prepared to attend in-person.

Rank your choices carefully.



For the links on the left side of the page, you will need to fill in your personal details. Please work through each link outlined in red.

Submit your application.



Accessibility Français Print



#### 2025 Entry

#### Total Owing

You are logged in as:

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My OUAC Account

My OUAC Financial Account

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### Ontario Teacher Education Application

#### Additional University Details

Indicate if you have previously applied to, or attended, the following universities.

#### Queen's University

Return to Program Choices

Proceed to Personal Information if you are satisfied with this information



# Part 2

Application Process ~ Supplemental Documents DEADLINE: December 10



# Submit your Supplemental Documents

### Supplemental Documents for Technological Education

Please submit all supplemental documents using tite Supplemental Documents Form. Please note: this form can only be completed once, so please ensure all your documents are finalized and ready to submission.

#### **Required Documents:**

#### Highschool Transcript

· You must provide us with your Highschool transcript showing completion of Ontario Secondary School Diploma.

#### Resume

- · Provide a clear and concise overview of all education (secondary and post-secondary)
- . Include start and end dates for work and education
- · Specify what kind of education it was (diploma, certificate, trade license)
- . Include employer names and description of the position held for work related to the broad-based technological subject area to which application.

#### Certificate(s) of Qualification

- If you have a Certificate of Qualification that is relevant to the work experience related to the broad-based technological subject area to which you
  are applying, you must submit these certificates with your application.
- . The COQ/COA is mandatory for the following BBTs: hairstyling and transportation.
- Health Professionals: if your work is regulated by a professional college (ex. nursing, massage therapy, etc.) you must still be an active member
  and able to practice in Ontario, even if you are not currently practicing. Proof of active membership is required in your application.

#### Letters of Work Experience

- Letters must be original signed letters on official company letterhead with the supervisor's name, title, address, and contact information (phone/email).
- Letters should include your name, position(s) in the company, length of work experience(s) with start and end date.
- . Letters should include typical hours of work per week, and indication of if it was full or part-time employment.
- · Letters should include description of the work with details of the duties and skills used in the position.
- See the sample letter (Word document 53.7 KB) to see what must be included.

#### Sworn Statements (if applicable)

- · Applicable only if you cannot attain letters of wage-earning experience.
- Submit a sworn statement or solemn affirmation made before a commissioner of oaths indicating the reason(s) why the letter(s) are not available
  and
- All of the details of the job required in the wage earning letter (completed previously as another supplemental document)
- . Submit copies of T4 tax forms or a statement from an accountant to confirm the income and dates of employment

#### Proof of self-employment and/or employment in a family business (if applicable)

- You must provide a sworn statement or solemn affirmation made before a commissioner of oaths indicating that the applicant was selfemployed or employed in a family business. The statement should include the duration of employment, the actual start and end dates, and the nature of duties (providing specific statements of the skills used in the position).
- · Provide a copy of business license or registration supporting the duration of employment noted in the sworn statement
- Provide copies of income tax assessments (which indicate self-employment) supporting the duration of employment noted in the sworn statement, or a statement from an accountant, confirming income, or an annual report.
- Provide three letters from a major supplier or client representative of the period of self-employment and attesting to the materials purchased or a client attesting to the work completed.

### On-Campus:

https://educ.queensu.ca/teachereducation/consecutive/tech/apply

### Multi-Session:

How to Apply - Technological Education

Multi-Session Program | Faculty of

Education (queensu.ca)

Scroll down the page to see the Supplemental Documents information Submit documents using the Supplemental Documents Form.



# **Key Dates and Deadlines**

Key Dates 2024-25	Description	Method of Submission
Sept 12	Teacher Education Applicant Service (TEAS) online applications open	TEAS
Dec. 2*	Teacher Education Applicant Service (TEAS) online application deadline	TEAS
Dec. 10*	Deadline for receipt of official transcripts and supplemental documents. For policies on transcripts, see TEAS Requirements for Queen's	MyQueens Portal/SOLUS
Mid-Feb	Queen's sends first round of offers of admission	TEAS
Mar. 3*	Deadline to accept Queen's offers of admission through TEAS	TEAS
June 30	Deadline for applicants with conditional offers to submit final transcripts indicating completion of required and/or recommended courses and/or degree conferral	Submit to: <u>Student</u> <u>Services Office</u>

\*IMPORTANT: The deadlines for application, official transcripts, and supplemental document submission are firm.



# Find out more!

Join us for a webinar to find out more about our Technological Education Programs.

- Multi-Session Program (TEMS) October 22, 7 pm EST, **Zoom Registration**
- On-Campus Program October 23, 7 pm EST, <u>Zoom Registration</u>





