

To Ms. Erin Rennie,

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:

PME 800 – Self-Regulated 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.

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)