



**PRINCIPAL'S QUALIFICATION PROGRAM APPLICATION FORM
PART I & II**

Course Dates: January 27 – April 28, 2012

Information on Admission Eligibility Document Requirements Part I

Eligibility for admission to Part I is prescribed by Regulation 184/97-Teachers Qualifications under the Ontario College of Teachers Act.

An applicant for admission to the Principal's Qualification Program Part I must,

- (a) hold an acceptable university degree;*
- (b) hold a certificate of qualification or interim certificate of qualification;*
- (c) have an entry on his/her certificate of qualification that shows a qualification in technological education for Grades 9 and 10 or a concentration in the intermediate division, and that shows any two of,*
 - i. a concentration in the primary division,*
 - ii. a concentration in the junior division, and*
 - iii. either a qualification in technological education for Grades 11 and 12 or a concentration in the senior division;*
- (d) provide evidence of at least five years of successful teaching experience in a school providing elementary or secondary education, as certified by the appropriate supervisory officer or, in the case of experience outside Ontario, by the appropriate supervisory official; and*
- (e) hold or provide evidence of one of the following:*
 - 1. A Specialist or Honour Specialist qualification as indicated on the applicant's certificate of qualification and,*
 - (i) successful completion of at least half the number of credits required to qualify for a master's degree that is an acceptable university degree, or*
 - (ii) an additional Specialist or Honour Specialist qualification as indicated on the applicant's certificate of qualification.*
 - 2. A master's degree for which the applicant was required to complete at least 30 post graduate credits or their equivalent, or a doctorate that is an acceptable university degree.*
 - 3. Successful completion of at least 30 post graduate credits or their equivalent, completed at an acceptable university.*

(2) to fulfill a requirement in clause (1) (e) relating to the completion of graduate credits or their equivalent, the credits or their equivalent must have been completed in addition to any credits the applicant was required to complete to be granted a certificate of qualification or an interim certificate of qualification.

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Application Deadline: January 6, 2012



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Documentation Required

1. *A photocopy of your current Ontario Teacher Certificate of Qualification*
2. *If any prerequisites are not shown on your current Ontario Teacher Certificate of Qualification, they must be verified through the Ontario College of Teachers public registry or you must submit an Acknowledgement of Additional Qualification/Degree letter issued by the College of Teachers.*
3. *If you are applying on the basis of #3 above, or if your Master's degree is not yet recorded on your current Ontario Teacher Certificate of Qualification you must arrange for an official transcript to be sent directly to The Catholic Principals' Council of Ontario and to the Ontario College of Teachers.*

Application Deadline: January 6, 2012



**PRINCIPAL'S QUALIFICATION PROGRAM APPLICATION FORM
PART I & II
Course Dates: January 27-April 28, 2012**

Information on Admission Eligibility Document Requirements Part 2

Eligibility for admission to the Principal's Qualification Program Part II is prescribed by Regulation 184/97 – Teachers Qualifications, under the Ontario College of Teachers Act.

An applicant for admission to a course leading to qualifications in Part II of the Principal's Qualification Program must have an entry on his or her certificate of qualification showing qualifications in Part I of the Program.

You are eligible for admission if you provide the required documentation to show that you have successfully completed The Principal's Qualification Program, Part I and the Practicum Proposal.

Documentation Required

- 1. A copy of your current Ontario Teacher Certificate of Qualification showing that you have been granted the Additional Qualification for Part I of the Principal's Qualification Program*
- or 2. A copy of your current Ontario Teacher Certificate of Qualification and an official letter from the Ontario College of Teachers which confirms that you have successfully completed The Principal's Qualification Program, Part I.*

Practicum

- 1. A copy of your Practicum Proposal report signed by the Practicum coordinator.*
- or 2. If you are in the process of completing the Practicum Proposal for Part I, you must provide a copy of your Practicum Proposal report to indicate successful completion at least one week prior to the start of the Part II course.*

Attendance Policy

Attendance is mandatory, and full completion of the course hours is necessary to successfully receive credit for the course. Should a situation arise for the candidate that requires them to miss a part of the course time, the candidate must notify the instructor immediately.

Technical Requirements

All candidates are required to have regular access to a computer with internet access, and must submit a valid email address to be used for regular communication, and to act as a user name for on line portions of the course.

Return application to/for questions contact:

Vanessa Kellow
The Catholic Principals' Council of Ontario
161 Eglinton Avenue East, Suite 400
Toronto, Ontario M4P 1J5

Phone: 416 483-1556 ext. 31
Fax: 416-483-2554
E-mail: vkellow@cpco.on.ca

Application Deadline: January 6, 2012



THE CATHOLIC
PRINCIPALS' COUNCIL
OF ONTARIO

PQP PARTS I & II
Course Dates: January 27-April 28, 2012

Sites: Barrie, Chatham, Hamilton, Kemptville, London, Mississauga, Napanee, Niagara, Oshawa/Whitby, Ottawa, Peterborough, Stratford, Thunder Bay, Toronto, Timmins, Waterloo, York

Please note that courses are dependent on registration. If there is insufficient registration the course will not be able to run.

Please see the website at www.cpcpo.on.ca/pqp for specific information regarding locations.

Choice of Program:

Part 1
Part 2

Choice of Location:

First Choice: _____
Second Choice: _____

Personal Information *(please print)*

Last Name: _____ First Name: _____ Middle Initial: _____

Ontario College of Teachers # _____

*Date of Birth: _____ *Gender: F M

*Note: Information is required by the Ontario College of Teachers

Address to which all correspondence should be forwarded:

Street: _____ Apt /Unit: _____

City: _____ Province: _____ Postal Code: _____

N.B.: Please inform us, in writing, of any change of address.

Tel: [home] () _____ [work] () _____

E-mail (*Primary Only*): _____ (required for on-line portion of course)

Name of School (*or office*): _____

School Address: _____

City, Prov, PC: _____

Panel: Elementary Secondary District School Board: _____

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Application Deadline: January 6, 2012



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Professional Qualifications and Experience

For Part I: (Complete only if you are applying to Part 1)

Please forward a photocopy of your current Ontario Teacher Certificate of Qualification, along with the completed application form. Any qualifications must be confirmed by an entry on the Certificate of Qualification or by official transcript or by an Acknowledgement of Additional Qualification/Degree letter issued by the College of Teachers. Divisional Areas of Concentration: (3 required, one of which must be Intermediate)

Primary Junior Intermediate Senior

Specialist Qualifications:

1. _____ 2. _____
3. _____ 4. _____

Academic Qualifications

	Degree	Date Conferred	University	Major
1.				
2.				

Additional University Courses: (list on separate sheet if necessary)

Supervisory Officer's Signature

I certify that _____ has completed a minimum of five (5) years successful teaching experience in a school providing elementary or secondary education following his/her certification and prior to January 27, 2012

****SIGNATURE OF SUPERVISORY OFFICER:** _____

Print Name: _____ Ontario College of Teachers Reg. #: _____

Board: _____

Telephone: _____ Date: _____

**This section should be filled out in full by the Supervisory Officer

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Application Deadline: January 6, 2012



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For Part II:

I completed the Principal's Qualification Program Part 1 provided by

_____ on _____.
(Name of Provider) (Date)

Please check one of the following:

- I am enclosing a copy of my current Ontario Teacher Certificate of Qualification showing that the Principal's Qualification Program, Part I has been successfully completed.
- I am enclosing a copy of my current Ontario Teacher Certificate of Qualification and an official letter from the Ontario College of Teachers, which confirms that I have successfully completed the Principal's Qualification Program, Part I.
- I am enclosing a copy of my current Ontario Teacher Certificate of Qualification, and will forward the appropriate notification of course completion from OCT once I have received it.

Please check one of the following:

- My Practicum Proposal is completed and a copy of my Practicum Proposal signed by the Part 1 Instructor is enclosed.
- My Practicum Proposal is completed and I will forward a copy of my Practicum Proposal signed by the Part 1 Instructor at least one week prior to the start of the Part II course.

Application Deadline: January 6, 2012



Application Check List

<u>For Candidate's Use</u>	<u>For Office Use Only</u>																					
<ul style="list-style-type: none"> <input type="checkbox"/> Personal information has been completed in full, including a valid e-mail address <input type="checkbox"/> A supervisory officer has signed my registration form, certifying the total number of years of teaching experience I have gained. (Part 1 only) <input type="checkbox"/> Fee Payment Form is completed, and payment is enclosed. <input type="checkbox"/> A copy of my current Ontario Teacher Certificate of Qualification is enclosed <input type="checkbox"/> I have requested an official transcript for any University courses/degree not shown on my current Ontario Teacher Certificate of Qualification be sent to The Catholic Principals' Council of Ontario and the Ontario College of Teachers <input type="checkbox"/> An acknowledgement of additional qualification/degree letter from The Ontario College of Teachers is enclosed which confirms that I have successfully completed any professional qualifications not shown on my current Ontario Teacher Certificate of Qualification (e.g. Primary, Junior, Intermediate or Senior division, Specialist Qualifications, or other additional basic qualifications, PQP Part 1) <input type="checkbox"/> A copy of my Practicum Proposal signed by the Practicum Coordinator is enclosed, or will be forwarded to CPCO a minimum of one week prior to the start of the course. (Part 2 only) <input type="checkbox"/> Application Checklist is enclosed. <p style="margin-top: 10px;">Applicant's Signature _____ Date _____</p>	<p><u>Part I</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> University Degree from an acceptable University <input type="checkbox"/> Certificate of Qualification or Interim Certificate of Qualification <input type="checkbox"/> Concentration in three divisions including Intermediate <input type="checkbox"/> Five years successful teaching experience in a school providing elementary or secondary education, certified by appropriate Supervisory Officer (signature) <input type="checkbox"/> Specialist or Honour Specialist and half-masters degree from acceptable university, or <input type="checkbox"/> Two Specialist or Honour Specialist certificates, or <input type="checkbox"/> Masters degree or doctorate that is an acceptable university degree, or <input type="checkbox"/> Equivalent number of graduate courses to masters degree <p><u>Part II</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of the current Ontario College of Teachers Certificate of Qualification showing that AQ PQP Part 1 has been granted <input type="checkbox"/> A copy of the current Ontario College of Teachers Certificate of Qualification and a letter from the OCT confirming successful completion of PQP Part I <input type="checkbox"/> A copy of the Practicum Proposal signed by the Practicum coordinator <p><u>Both Parts</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Application Fee <input type="checkbox"/> Course Fee <input type="checkbox"/> Textbook Fee <input type="checkbox"/> Late Application Fee (if applicable) 																					
<p>Notes: _____</p> <p>_____</p> <p>Documentation Reviewed by: _____ Date: _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Candidate Accepted</td> <td style="width: 33%;"><input type="checkbox"/> Conditional Admission</td> <td style="width: 33%;"><input type="checkbox"/> Admission Denied</td> </tr> <tr> <td><input type="checkbox"/> Acknowledgement Letter/Receipt sent</td> <td></td> <td>Date: _____</td> </tr> <tr> <td><input type="checkbox"/> Incomplete Documentation Letter sent</td> <td></td> <td>Date: _____</td> </tr> <tr> <td><input type="checkbox"/> Registration Confirmation Letter sent</td> <td></td> <td>Date: _____</td> </tr> <tr> <td><input type="checkbox"/> Letter of Ineligibility sent</td> <td></td> <td>Date: _____</td> </tr> <tr> <td><input type="checkbox"/> Conditional Registration Letter w/ Conditional Admission Form sent</td> <td></td> <td>Date: _____</td> </tr> <tr> <td><input type="checkbox"/> Textbook/Receipt Sent</td> <td></td> <td>Date: _____</td> </tr> </table>		<input type="checkbox"/> Candidate Accepted	<input type="checkbox"/> Conditional Admission	<input type="checkbox"/> Admission Denied	<input type="checkbox"/> Acknowledgement Letter/Receipt sent		Date: _____	<input type="checkbox"/> Incomplete Documentation Letter sent		Date: _____	<input type="checkbox"/> Registration Confirmation Letter sent		Date: _____	<input type="checkbox"/> Letter of Ineligibility sent		Date: _____	<input type="checkbox"/> Conditional Registration Letter w/ Conditional Admission Form sent		Date: _____	<input type="checkbox"/> Textbook/Receipt Sent		Date: _____
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<input type="checkbox"/> Letter of Ineligibility sent		Date: _____																				
<input type="checkbox"/> Conditional Registration Letter w/ Conditional Admission Form sent		Date: _____																				
<input type="checkbox"/> Textbook/Receipt Sent		Date: _____																				

PRINCIPAL'S QUALIFICATION PROGRAM – PART I Course Dates: January 27- April 28, 2012

Fee Payment Form

Personal Information *(please print)*

Last Name: _____ First Name: _____ Middle Initial: _____

Application Deadline: January 6, 2012



Ontario College of Teachers #: _____

Address to which all correspondence should be forwarded:

Street: _____ Apt /Unit: _____

City: _____ Province: _____ Postal Code: _____

N.B.: Please inform us, in writing, of any change of address.

Tel: [home] () _____ [work] () _____ E-mail: _____

Fee Schedule

Prior to January 6, 2012

Part I + 60 hour practicum: \$950.00
 Course Fee: \$900.00 (GST included)
 Registration Fee: \$50.00 (non-refundable)
 Total Fee: \$950.00

After January 6, 2012

Part I + 60 hour practicum: \$900.00
 Course Fee: \$900.00 (GST included) Registration
 Registration Fee: \$100.00 (non-refundable)
 Total Fee \$1000.00

Part II + Emotional Intelligence Inventory

Part II: \$950.00
 Course Fee \$900.00 (GST included)
 Registration Fee: \$50.00 (non-refundable)
 Total Fee: \$950.00

Part II + Emotional Intelligence Inventory

Part II: \$1000.00
 Course Fee: \$900.00 (GST included)
 Registration Fee: \$100.00 (non-refundable)
 Total Fee: \$1000.00

Fees are income tax deductible

Fee Payment Authorization

Payment Options: Visa Mastercard Cheque

Option A: I have enclosed a cheque for \$_____ made payable to The Catholic Principals' Council of Ontario. *(Please note that post-dated cheques are not accepted).*
 Applicant's Signature: _____

Option B: Credit Card Payment of \$_____
 Card #: _____ Expiry Date: _____
 MM/YY
 Cardholder's Name: _____
 Cardholder's Signature: _____ Date: _____

Withdrawal Policy

Candidates who withdraw on or before January 6, 2012 will receive a refund of the course fees note: \$50.00 non-refundable Registration Fee is included in the course fees. Those withdrawing by February 4, 2012 will receive a \$250.00 refund. No refunds will be granted after February 4, 2012.

I have read, understood and agree to the withdrawal policy: _____
 Signature

Application Deadline: January 6, 2012



**PRINCIPAL'S QUALIFICATION PROGRAM PART I & II
Textbook Order Form**

Name: _____

Please Print

Mailing Address: _____

Apt. /Suite _____

Street _____

City _____

Postal Code _____

Business Phone: _____

Home Phone: _____

Order: Part I

Title (Part I Text)	Unit Price		Total
The Educator's Guide to the Role of the Principal	\$59.52		59.52
		GST 5%	2.98
		Shipping	2.50
		Total Payment	\$65.00

Order:

Case Study Textbook (used in Part I and II)	Unit Price		Total
Exploring Leadership and Ethical Practice Through Professional Inquiry	\$43.33		43.33
		GST 5%	2.17
		Shipping	2.50
		Total Payment	48.00

Order: Part II

Title (Part II Text)	Unit Price		Total
Educational Leadership Key Challenges and Ethical Tensions	\$40.48		40.48
		GST 5%	2.02
		Shipping	2.50
		Total Payment	\$45.00

Payment:

Payment must be submitted with your order. Cheques, money orders, or credit cards (Visa and MasterCard only) are accepted. **Please note: Textbooks are also available for purchase on the CPCO website on the CPCO E-Commerce page. You may also purchase your textbook on the first day of class from your instructor**

Cheque Credit Card Number: _____/_____/_____

Name of Cardholder: _____

Expiry Date: _____

Cardholder's Signature _____

Application Deadline: January 6, 2012