

# Teaching Qualifications

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An employee must be qualified as a teacher to be eligible for membership in the plan. The [Ontario College of Teachers \(OCT\)](#) is the governing organization responsible for teachers' professional designation, including issuing and maintaining teaching qualification certificates. The OCT has the authority to license, govern and regulate the teaching practice.

Employees with one of the following are considered qualified and must contribute to the pension plan:

- Certificate of Qualification (including interim certificate) issued by the Ontario College of Teachers (OCT)
- A letter of Permission obtained by their employer from the Ministry of Education.

Once qualified, status with the OCT has no impact on employee plan eligibility (i.e., employees who aren't maintaining their "good standing" status with the OCT continue to be eligible for plan membership).

The chart below summarizes acceptable qualifications for plan membership and identifies how we collect each type of information.

<b>Qualification</b>	<b>Eligible for Plan?</b>	<b>Collection Method</b>
Certificate of Qualification (issued by the OCT)	Yes, from certification date for remainder of career	We receive monthly transmissions directly from the OCT (no employer requirement)
Letter of Permission (issued by the Ministry of Education)	Yes, for effective period identified on letter	Employers send us the information, and effective period is added to member's file
Letter of Eligibility	No	Not applicable

## Examples of eligible qualifications

- Certificate of Qualification
- Certificate of Qualification (Limited)
- Certificate of Qualification (Restricted)
- Interim Certificate of Qualification
- Interim Certificate of Qualification with Conditions
- Letter of Standing

## Letter of Permission (LOP)

Employees are qualified to teach and contribute to the plan if they have a Letter of Permission (LOP). They are only eligible to contribute during the period for which the letter is issued.

Several dates appear on the letters. The period of eligibility is based on the effective dates (i.e., start and end dates) found on the top portion of the letter. The date the letter is actually signed by the Delegate of the Deputy Minister has no impact on the employee's qualification status for pension plan purposes.

\*\* You can send us LOP information using the [Create a Correspondence](#) feature in TIM. It is not necessary to send us copies of the letters.

## Letter of Eligibility

Employees with Letters of Eligibility are not eligible to contribute to the plan. Once they receive an Interim Certificate of Qualification, they are eligible to begin contributing as of the effective date of the certificate.

## Qualifications and admissibility to the plan

- The OCT regularly provides us with information on members who obtain Certificates of Qualification.
- Once teachers obtain a certificate, they can be members of our plan as long as they continue to be employed in education (once qualified, always qualified)
- An individual appointed by a board of education to teach because of an emergency for 10 days or less is not eligible to contribute

## New employees

Where an employee begins working for you before they receive certification by the OCT, they are only eligible to contribute from the date they become certified.

### Example

- Donna graduated from teachers' college in May 2010 and began working full-time on September 1, 2010.
- She obtained her certification from the OCT on October 15, 2010

In this case, Donna would eligible to contribute to the plan as of October 15, 2010.

If we receive contributions for a member who is discovered to have been ineligible for all or some of their service, an issue for resolution will appear in your Work Centre on TIM as Service outside qualification period or No qualifications found on file.

You should refund the contributions deducted in error directly to your employee as soon as you resolve the issue.