

Faculty of Education Pension Plan Eligibility Form

On September 1, 2004, following application to Ontario Teachers' Federation and the Ontario Teachers' Pension Plan, the University of Windsor was granted designation as a non-profit educational institution (designated employer status) under the Ontario Teachers' Pension Act, 1990. This designation allows those working in the Faculty of Education who are considered qualified and eligible, to contribute to the Ontario Teachers' Pension Plan (OTPP). Employees who work in the Faculty of Education holding one of the following (whether active, inactive or suspended) are considered qualified and eligible to contribute to the Plan:

- **Certificate of Qualification** (including interim certificate). This certificate replaces the Ministry of Education's Ontario Teaching Certificate, Ontario Qualification Record Card and Letters of Standing. Contributions begin as of the effective date of the certificate.
- **A Letter of Permission (LOP)** obtained by your employer and issued by the Ministry of Education. Individuals teaching on a Letter of Permission may only contribute during the period for which the letter is issued. Once the letter expires, you are no longer eligible for plan membership. A copy of your LOP must be provided to Human Resources to activate your participation

Participation is compulsory for all persons working in the Faculty of Education who meet the eligibility qualifications, even if you are not teaching, but working in another capacity such as in an administration or support role. In accordance with the Ontario Teacher's Pension Plan requirements for participating employers, please complete the following questions.

***Completion of this form is mandatory and must be received by Human Resources prior to activation on payroll.**

EMPLOYEE INFORMATION:

Employee Name _____
 Employee Number _____
 Appointment Start Date _____

YOUR CURRENT APPOINTMENT IS: (CHECK ONE)

Faculty	
Sessional	
Administrative	
GA/TA/ Research Assistant	

PLEASE ANSWER THE FOLLOWING:

	Yes	No
1. Are you receiving a monthly pension from the OTPP? If YES, do not complete questions 2 – 5. Please sign, date and return this form to HR.		
2. Do you hold an Ontario Teaching Certificate, Certificate of Qualification or Letter of Permission (whether active, inactive or suspended)? If NO, you are ineligible for OTPP participation. Please sign, date and return this form to HR.		
3. Your OTC registration number is		
4. Have you previously been enrolled in the OTPP? If NO, HR will send required information to OTPP for your enrolment.		
5. Do you currently contribute to the OTPP on a full time school year basis elsewhere?		
If NO, OTPP participation is MANDATORY		
If YES, participation is optional, do you wish to also contribute to the OTPP from your University of Windsor earnings?		

Employees who obtain the required qualifications after employment begins are responsible to notify the Department of Human Resources so enrolment and participation in the OTPP Plan can commence on time. Those ineligible for membership in the OTPP Plan may be eligible to participate in either the University of Windsor Retirement Plan for Faculty and Certain Employees, or the Employees' Retirement Plan. Such employees will be advised in writing by the Department of Human Resources upon meeting the eligibility requirements.

Signature _____

Date _____