

# ADDITIONAL QUALIFICATION COURSE REGISTRATION FORM

## Contact Information (all fields required)

Name: \_\_\_\_\_ Employee # (6 digits): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone (primary): \_\_\_\_\_ Phone (alternate): \_\_\_\_\_  
School Board Where Employed: \_\_\_\_\_

## OCT Related Information (all fields required)

Date of Birth (mm/dd/yy): \_\_\_\_\_ OCT # (6 digits): \_\_\_\_\_  
AQ Course Name: \_\_\_\_\_  
Program #: \_\_\_\_\_ Semester: \_\_\_\_\_

## Required Documentation

Candidates must be registered with the Ontario Colleges of Teachers or hold an interim Certificate of Qualification.

*For Part 2 and Specialist courses an Additional Qualification Certification of Teaching Experience form is required.*

## Fees and Payment Information

AQ Course Tuition Fee: \$550 for DDSB Employees | \$650 for non-DDSB Employees  
Tuition fee includes a \$50 non-refundable administration fee.

Payment Options: VISA, MasterCard or cheque (payable to Durham District School Board)

Withdrawal & Refund Guidelines:

- Full refund prior to commencement of course. Minus \$50 administration fee.
- 75% refund after the first class. Minus \$50 administration fee.
- 50% refund after the second class. Minus \$50 administration fee.
- 25% refund after the third class. Minus \$50 administration fee.
- No refund after the fourth class.

## DDSB Cancellation Policy

The Durham District School Board reserves the right to cancel courses in the case of insufficient registration or other extenuating circumstances. Changes to locations and/or dates may also occur. Decisions regarding cancellations will be made following the application deadline. In such cases, registrants will be provided with a full refund including the \$50 administration fee and will be notified by email. All courses require a minimum of 10 registrants in order to proceed.

Candidates are advised to verify program dates, location, and other details prior to the start of class.