

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.