

Application Instructions for September 2024 Entry East Kootenay Teacher Education Program

B.Ed. Elementary Post-Degree Professional Program
Faculty of Education



Thank you for applying to the 16-month Elementary PDPP offered at the University of Victoria. We are proud of our teacher education programs and our role in preparing future educators. We hope you find the information in this document helpful as you prepare your application.

If you have questions about the application process or the admission requirements, contact **Education Advising:** by email at adve@uvic.ca.

If you have questions about the Experience Requirement, please contact **Ashlie Wetmore** at AWetmore@cotr.bc.ca.

Checklist Items

- Before applying:** See the [admission requirements](#) for this full-time program.
 - Ensure you will have all course and grade requirements. Examples of approved courses are listed on the above website.
 - **All course and grade requirements must be completed by** **April 30**
 - Not ready for this year? To attend UVic to complete the above admission requirements, please apply for the Faculty of Humanities or Social Sciences (or your previous faculty if you are returning to UVic), for “non-degree” studies.
- Step 1: Submit the online application by** **Jan. 2**
More information is provided on page two.
- Step 2: Submit the following supporting documents for the experience requirement as follows:**
More information is provided on pages three and four.
 - A. Upload your Summary of Experience (see required template) when you submit your application, by **Jan. 2**
 - B. Ask two referees to email Reference Forms (using the required form) directly to AWetmore@cotr.bc.ca by **Jan. 2**
- Step 3: Order official transcripts in time for them to arrive by the following deadlines:**
More information is provided on page two.
 - By **January 31**, we require transcript(s) that show: **Jan. 31**
 - grades for all courses attempted to December 31, 2023
 - in-progress course registrations for January 1 to April 30, 2024, if applicable
 - By **May 31**, we require transcript(s) that show: **May 31**
 - grades for all courses attempted January 1 to April 30, 2024. Order the transcript(s) as soon as second-term grades are available.

→ At least one of your transcripts must include a ‘degree granted/awarded’ statement. If your degree won’t be conferred until May/June 2024 (based on grades to April), an additional transcript showing proof of degree must be submitted by **June 30**
- Step 4: Submit a graduate student status letter, if applicable, by** **Feb. 28**
More information is provided on page three.
- Optional: Indigenous applicants may submit a “[supplementary form for Indigenous applicants](#)” by** **Jan. 31**
More information is provided on page 5.



Steps 1 and 2: Online UVic application by January 2

You may apply online at [My UVic application](#) (apply for undergraduate level studies).

Notes:

- **It is important to upload your Summary of Experience in the required format at the time you submit the application.** If you apply before January 2 and then subsequently upload these items separately (by Jan. 2), **you must allow for a delay of 2-3 weeks** before your uploaded documents will be attached to your application and viewable on your application checklist.
- **Please confirm your January-April 2024 course registration(s) before applying. It is important to include that term's course information (as well as the Fall 2023 term) accurately in the "in-progress courses" section of the application.**
- **Select: [East Kootenay Teacher Education program](#).**
- List every college and university where you've registered under "post-secondary institutions attended." This includes exchange studies, studies transferred to another institution, Advanced Placement and International Baccalaureate studies, if applicable. The IB declaration appears under "high schools attended." The AP declaration appears as "College of Advanced Placement."
- Late applications (i.e. those received after January 2) will be considered only if space remains in the quota after all on-time, eligible applicants have been admitted.

If you have questions about the online application or application fees, contact Undergraduate Admissions:

-  If your last name starts with the letters A-L: adms1@uvic.ca
-  If your last name starts with the letters M-Z: adms6@uvic.ca

Step 3: Official transcripts by January 31 and May 31

Submit an official transcript from every college and university that you've attended, including withdrawals, incomplete, failed, repeated studies and attendance as an exchange student. **We cannot review your application if any transcripts are missing.**

Official transcripts are those sent directly from the issuing institution to UVic. Transcripts in languages other than English or French must be submitted together with notarized English translations.

Check with your institution about how and when to **place your transcript order to meet our transcript deadlines**. Processing and mail delivery times will vary. Order as early as possible. Your application will be considered 'late' if any transcripts are received after the published deadlines.

Notes:

- This includes College of Advanced Placement (AP) and/or International Baccalaureate (IB).
- UVic students do not need to order UVic transcripts since we have access to those records.

Official transcripts may be emailed directly to admsscanning@uvic.ca by the sending institution. Otherwise, the documents may be mailed or couriered to the following addresses:

Have your transcript **mailed** to:

Undergraduate Admissions
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2 Canada

OR

Have your transcript **couriered** to:

Undergraduate Admissions
University Centre, UVic
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2 Canada

Transcript Deadlines:

January 31: Deadline for official transcripts showing grades for courses attempted to December 2023.

January 31: Deadline for official transcripts showing in-progress course registration in the January to April 2024 term.



May 31: Deadline for official transcripts showing grades for courses attempted January to April 2024.



June 30: At least one of your transcripts must indicate “degree granted/awarded.” If your degree won’t be conferred until May/June 2024 (based on grades to April 2024), an additional transcript showing proof of degree must be submitted by **June 30 if applicable.**

Step 4: Graduate student status letter, if applicable by February 28

You must not be registered in a graduate program, or any other program, concurrently with this program. If you’re currently registered in a graduate program, provide a letter from your university’s graduate records or registrar’s office stating that your graduate program requirements will be completed by August 30, 2024, or that you’ll be taking a leave of absence from that program for the duration of this program (September 2024 to December 2024). Submit this to Undergraduate Admissions:

-  If your last name starts with the letters A-L: adms1@uvic.ca
-  If your last name starts with the letters M-Z: adms6@uvic.ca

Experience requirement by January 2

You’ll need a minimum of 75 hours of practical experience working with groups of children or youth in Kindergarten Grade 12 in educative ways.

- these experiences must be in face to face settings, interacting with groups (i.e. 3 or more) of children or youth.
- can be in either one or two settings, but at least 50 of the 75 hours must be from a single, continuous experience.
- experiences listed must be within the past four years.
- experience in international settings is valuable, but we also require at least 50 of the 75 hours of experience be domestic settings.

You must have completed these hours **prior** to your program application deadline. Hours that may occur in the future will not be considered. In the event of a GPA tie with other applicants, we will use experience to determine the successful candidate.

What qualifies as experience with respect to your application? Note these can be either paid or volunteer experiences, or combination of both.

Typical experiences for applicants include:

- coaching team sports
- working as a camp counsellor, summer program leader, or after school program leader
- group tutoring or teaching (e.g. teaching music classes, specialty extra-curricular activities, etc.)
- working with faith-based groups or other youth groups
- volunteering in a school classroom
- working as an Educational Assistant in a school district or independent school
- cultural work in Indigenous communities
- cultural, social justice, and inclusion themed work with youth

What does **not** qualify as experience with respect to your application?

- one on one tutoring
- peer tutoring as a high school student
- teaching or being a TA at the college or university level
- parenting, babysitting or caregiving

A. Summary of Experience (*must use template on page 7*) Email to AWetmore@cotr.bc.ca (by January 2, 2024)

You will need to list the organizations(s) you acquired your experience, describe your duties and significant learning from the experiences. Please ensure your two references are directly linked to the experiences you list in your *Summary of Experience*. Our must be a supervisor.

You can view a **sample** Summary of Experience online here: <https://www.uvic.ca/education/curriculum/assets/docs/experience-requirement-docs/2024-sample-elementary-summary-of-related-experience.pdf>.

You must use the format provided in these application instructions or your application will be considered incomplete and ineligible.

B. Confidential Reference forms (two) Each referee to email directly to AWetmore@cotr.bc.ca (by January 2, 2024)

The confidential reference forms must be from the two people who you have identified in the *Summary of Experience*. Ensure that those you ask to be referees can speak to your experience working with children and youth. One of your references must be a supervisor.

Referees must use the form provided; reference letters are not acceptable. References must meet the described criteria or your application will be considered incomplete and ineligible.

Both references must recommend or highly recommend your application and results of references are not released to applicants.

Reference reports are due by January 2, 2024, so it is beneficial for you to ask potential referees well in advance of the deadline. Late references will not be considered. Instructions to your referee are included with the reference form. You may wish to review them. It is your responsibility to follow up with referees to ensure they have submitted the *Confidential reference form*.

References **cannot** be:

- relatives or other family members (including in-laws, step-family, etc.)
- a classroom teacher whose only relationship to you is as your teacher,
- friends or family friends,
- co-workers,
- someone you taught or tutored,
- someone you have supervised,
- somebody who is also applying to a UVic teacher education program.

[Obtain the reference form here by clicking this link.](#) To avoid your form being received in an unreadable format: use the latest version of *Adobe Acrobat Reader* (free) to complete the top portion and save it to a desktop computer (not a phone or tablet) with the following file name: "**NEW/RETURNING FIRST INITIAL LAST NAME 4-YR ELEM**" depending on whether you'll be new to UVic or a returning UVic student (ex. NEW J SMITH SEC PDPP).

Email the form to your two referees, asking them to follow the instructions on the form to complete it and email it **directly to** AWetmore@cotr.bc.ca.

Note: Applicants may also be invited to meet with the Teacher Education Office during their experience review. Only applicants who are conditionally admitted will have their experience reviewed. **Please do not assume that you have satisfied this experience requirement based on applying or being wait-listed for program admission in a previous year.**

Optional: Supplementary form for First Nations, Métis and Inuit applicants

The Faculty of Education is committed to increasing the number of First Nations, Métis and Inuit teachers and has reserved 5% of the positions in teacher education programs for applicants who meet the Faculty of Education's admission requirements. If you have Aboriginal ancestry, and would like to be considered for this quota, please email the [supplementary form](#) to iedlpa@uvic.ca.




If you need help with the form or have questions, please call (250) 721-8389 or e-mail ied@uvic.ca



Check your status and checklist

[Log into My UVic Application](#). Use the checklist to see that all transcripts and other required items, including the two references, have been received.

Notes:

-  If you are attending the same institution (other than UVic) in the January to April 2024 term as you are in the Fall 2023 term, you'll see at least two entries for that institution on the checklist: one with a January 31 deadline and another with a May 31 deadline.
-  It can take two to three weeks from the time an item is received at UVic for it to be recorded on the checklist.
-  The date a transcript is received at UVic determines whether it is considered on time or late, not the date that UVic staff upload it to your checklist.

Application status updates

Education Advising will email you at least once between April and mid-June

- May - June:** to make a conditional offer of admission, to explain why you are not eligible for admission, or to cancel your application if it is incomplete.
- May – June:** to confirm your offer of admission, to withdraw a conditional offer of admission, or to tell you that you have been placed on a waitlist.
- July – August:** if you are on the waitlist and a seat becomes available, to make an offer of admission.

Note: Admission offers are time sensitive. If you will not have email access for more than one week, contact Education Advising.

Frequently asked questions

What should I do if I decide not to proceed with my application?

Please notify Faculty of Education Advising at adve@uvic.ca and Undergraduate Admissions:

- ✉ If your last name starts with the letters A-L: adms1@uvic.ca
- ✉ If your last name starts with the letters M-Z: adms6@uvic.ca

Be sure to tell Admissions if you wish to apply to a different faculty for September 2024.

What do I do if I'm selected to this program?

Respond to the admission offer email from Education Advising to confirm you are accepting the offer. Then submit the \$150 Faculty of Education acceptance deposit to Education Advising. **New UVic students must also pay a separate UVic acceptance deposit to the Undergraduate Admissions Office.** Both deposits are applied towards your tuition fees.

May an offer of admission be deferred?

No. If you can't take the program in 2024, you must re-apply for a future entry point.

What courses will I take in this program?

The **program outline** is available in the [UVic Calendar linked here](#).

Is it my responsibility to apply for a teaching certificate after I complete this program?

Yes. Apply to the BC Ministry of Education's Teacher Regulation Branch for a teaching certificate upon program completion.

If you've been charged with, or convicted of, a criminal offense, you should write to the Teacher Certification Branch for clarification of your status before undertaking a teacher education program.

Will I qualify for a teaching certificate in another province?

If you qualify for a teaching certificate in British Columbia, you can expect to qualify for a teaching certificate in another province. Please consult the provincial teacher qualification service for additional details about this process.

Where can I get information about tuition?

Accounting Services at <https://www.uvic.ca/vpfo/accounting/services/tuition/>

Tuition is based on a per-unit fee that varies from year to year. The 2024 rate will be announced in the spring.

In addition to tuition, you must budget for miscellaneous fees (athletic and student society), room and board, practicum travel and other living expenses. For a breakdown of annual costs, go to <http://registrar.uvic.ca/safa/> (see "budgeting").

Where can I get information about student loans, bursaries and scholarships?

Student Awards and Financial Aid Office at <http://registrar.uvic.ca/safa/>. You can reach their office by email finaid@uvic.ca or telephone (250) 721-8423.

Where can I get information about housing?

Residence Services at <https://www.uvic.ca/residence/>. You can also email housing@uvic.ca or telephone (250) 721-8395.

Summary of Experience: Required Template

Full Name:		Date	
Program applying for:		Student #, if known:	V00

Experience (first reference)

Reference name & email:	
Organization name & location:	
Your job title:	
Date range of experience, and number of relevant hours in this setting (only include hours that fall within the past four years):	
How did the referee observe you (the applicant) working with children/youth?	
Provide a description of your experience, including your duties.	
What was your (the applicant's) key learning during this experience?	

Experience (second reference)

Reference name & email:	
Organization name & location:	
Your job title:	
Date range of experience, and number of relevant hours in this setting (only include hours that fall within the past four years):	
How did the referee observe you (the applicant) working with children/youth?	
Provide a description of your experience, including your duties.	
What was your (the applicant's) key learning during this experience?	

Any additional experience pertinent to your application

Organization name & location:	
Your job title:	
Date range and number of hours in this setting:	
This experience was acquired with children/youth in K – Gr 8	Yes <input type="checkbox"/> No <input type="checkbox"/>

It is your responsibility to ensure that the information you have supplied on this form meets the criteria outlined in the application instructions. Failure to do so may result in your application being ineligible for admission.

NOTE: Please keep this document to one page

