Office of the Registrar
500 Glenridge Ave.
St. Catharines ON L2S 3A1
T: 905.688.5550 F: 905-988-5488
www.brocku.ca/registrar

Technological Education

Experience Profile - 2013 ENTRY
Information Sheet

CHECKLIST FOR APPLYING TO THE TECHNOLOGICAL EDUCATION TEACHER EDUCATION PROGRAM

To be submitted to OUAC by December 3, 2012

- ❑ TEAS application (www.ouac.on.ca/teas)
- ❑ TEAS application fee
- ❑ Transcript request form and applicable fees for any transcripts ordered through OUAC

To be **received** at the Office of the Registrar- Admissions, Brock University no later than **December 14, 2012**:
Original *Experience Profile* including the two *Personal Experience Verification Forms* and originals of all supporting documentation. No photocopies or facsimiles will be accepted as part of the original submission with the exception of any trade certificates (where copies will suffice = consider a copy of a certificate of qualification that has been notarized.

- ❑ Ensure the Verifier does not leave blank spaces on the Personal Experience Verification Forms or exceed the space that has been provided for comments.
- ❑ MAKE a duplicate copy of the *Experience Profile* including the two Personal Experience Verification Forms AND copies of all supporting documentation and submit the duplicate with your original.
- ❑ Official transcripts (including notarized English translations where needed) from all post-secondary institutions attended **must** be sent directly to Brock. Brock graduates need not order a transcript.
- ❑ Evidence of English language proficiency test results for all applicants whose first language is not English (learned and spoken in the home). **Studying in an English language school system does not exempt applicants from this requirement.** Brock University reserves the right to request an English language proficiency result from any applicant. Students who, after admission, show an inadequate command of spoken or written English may be required to withdraw from the program (see English Language Proficiency Requirements document for details).

- ❑ A copy of Record of Landing if not a Canadian citizen.
- ❑ Résumé
- ❑ Proof of work related skilled wage earning work experience(s) in a skilled trade or profession in the area being applied to must be included in *Experience Profile*.
- ❑ Certificate(s) of Qualification (if applicable) to be included in *Experience Profile*.
- ❑ Two Personal Experience Verification Forms to be included in *Experience Profile*.
- ❑ Secondary school transcript (if a non-degree applicant).

Important notes to read prior to completing the Experience Profile:

1. This Experience Profile charts experiences you have had (e.g. educational history, skilled wage earning work history, professional qualification, volunteer history) that are relevant to a career in teaching. Work and education information must also be included to document the training and experience you have in your broad-based Technological Education area(s).

2. Photocopies and facsimiles will not be accepted.

3. All applicants must submit two (2) completed Experience Profiles: the original completed Experience Profile (including originals of all other supporting documentation) and a second copy of the Experience Profile (including copies of all other supporting documentation). This must be submitted to Brock University, Office of the Registrar, Admissions no later than December 14, 2012.

4. Note: Personal Experience Verification Forms (Part D 1A and 2A) completed by relatives, friends and co-workers are NOT accepted. Verifiers must be someone who directly supervised the activity, unless the candidate has worked in a family business.

5. Computer Knowledge, Skills & Understanding: Candidates are expected to possess a full understanding of and ability to use email (attachments, sending/receiving), all aspects of programs such as Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and the skills to conduct web-based research.

Brock University

Office of the Registrar

Technological Education
Experience Profile - 2013 ENTRY

NOTE: *Read all instructions below and those found at brocku.ca/registrar/teacher-education* ***before*** *completing your Experience Profile*

PLEASE PRINT

_____ Surname

_____ Given Names

|___|___|___|___|___|___| Birthdate

2013 - _____ OUAC Application Reference #

If you had previously studied at Brock, please provide your student ID number:

|___|___|___|___|___|___|___|___| Brock ID Number

Program Selection: (Indicate your first choice selection from your OUAC application form)

- ❑ Communications
- ❑ Computer Technology
- ❑ Construction
- ❑ Green Industries
- ❑ Hairstyling and Aesthetics
- ❑ Health Care
- ❑ Hospitality and Tourism
- ❑ Manufacturing
- ❑ Technological Design
- ❑ Transportation

OFFICE USE ONLY

(1) Basic Academic Requirement met with: _____ ☐ Cert. Ed. OR ☐ B.Ed.

(2) English Proficiency Requirement: ☐ Yes / ☐ No

(3) Formal Technical Education & Proof of Competence Requirement: ☐ Yes / ☐ No

C. of Apprenticeship: ☐ Yes/ ☐ No
C. of Qualification: ☐ Yes/ ☐ No
Red Seal: ☐ Yes/ ☐ No

OR

Degree/Diploma: ☐ Yes/ ☐ No
Post-Secondary Ed. Allowance: _____ Years

(4) Candidate has required work experience: ☐ Yes / ☐ No

Amount of Work Exp. Req.: _____ Years Total Yrs. Work Exp. Documented: _____ Years

Comments:	RO Rank: ❑ A I ❑ A R ❑ A F ❑ A O RO Rev ID _____	FAC Rank: ❑ A I ❑ A R ❑ A F ❑ A OA ❑ A OA+ ❑ A OA- FAC Rev ID _____
Date Rec'd:		

General Admission Guidelines

Refer to the Technological Education Admissions Criteria found at
www.brocku.ca/registrar/teacher-education/admission-criteria/technological-education
for details related to general admission requirements that are in accordance with the *Ontario College of Teachers Act - Ontario Regulation 176/10*.

Applicants should note preference will be given to candidates with a university degree and formal apprenticeship, technician or technologist training who can demonstrate expertise in more than one occupation housed within their broad-based Technological Education teaching subject at the Grade 9/10 and Grade 11/12 levels.

Applicants seeking admission to the program are selected on a competitive basis. Not all subject areas may be offered each year as industrial demands fluctuate.

Broad Based Technologies – Clarification

Teacher candidates must be skilled and qualified in one or more of the indicated regulated trades or professions below. This is not an exhaustive list of examples of professions within the broad based technologies.

<table>
<tr>
<td>Communications Technology
Graphic arts/designer technician/technologist – diploma/degree
Photography technician/technologist – diploma/degree
Radio and television arts technician/technologist – diploma/degree</td>
<td>Health Care
Registered Nurse/Registered Practical Nurse – diploma/degree

Hospitality and Tourism
Chef - certification
Cook Br. 2 - certification
Baker-Patissier - certification</td>
</tr>
<tr>
<td>Computer Technology
Computer engineering technician/technologist – diploma/degree
Electronics engineering technician/technologist – diploma/degree</td>
<td>Manufacturing Technology
General machinist - certification
Industrial mechanic millwright - certification
Tool and die maker - certification
Welding/fabrication - certification</td>
</tr>
<tr>
<td>Construction Technology
Cabinetmaker - certification/diploma
Electrician construction and maintenance - certification
General carpenter - certification
Refrigeration and air conditioning – certification/diploma</td>
<td>Technological Design
Architectural design technologist – diploma/degree
Electro-mechanical engineering technologist – diploma/degree
Mechanical engineering design technologist – diploma/degree
Interior designer – diploma/degree</td>
</tr>
<tr>
<td>Green Industries
Landscape technician designer – diploma/degree
Agriculture – diploma/degree
Horticulturalist – certification/diploma</td>
<td rowspan="2">Transportation Technology
Auto body and collision damage repairer Br. 1 – certification
Automotive service technician - certification
Truck and coach technician - certification</td>
</tr>
<tr>
<td>Hairstyling and Aesthetics
Hairstylist – certification</td>
</tr>
</table>

Name:_____ OUAC ID:_____ BBT:_____

Part A: Education

A candidate must hold either a bachelor's degree from a recognized university or a diploma from a College of Applied Arts and Technology or equivalent (a minimum of 16 months post-secondary education). Preference will be given to those applicants who hold a degree.

Transcripts submitted must be "official" and should arrive directly from the issuing institution. All official transcripts must be received by the Office of the Registrar, Brock University, by December 14, 2012. Official Ontario university transcripts must be ordered by completing the OUAC Transcript Request Form (TRF) via the TEAS application and appropriate fees. Transcripts ordered from out-of-province/international institutions **must be received by the Office of the Registrar, Brock University by December 14, 2012**.

(1) FORMAL TECHNICAL EDUCATION – ACADEMIC

Summarize your post-secondary education related to your selected BBT teaching subject.

Level	Institution	Years	Certificate/Diploma/ Degree Awarded	Date Granted	Office Use Only
College					
University					
Other					

(2) FORMAL TECHNICAL EDUCATION – TRADE/PROFESSIONAL QUALIFICATIONS

If applicable, indicate the area(s) of specialization of your Ministry of Education and Training Certificate of Qualification and check-off documents submitted. *(If additional space required, attach a page.)*

(i) Certificate of Qualification

Area of Specialization: (1) _____

Date Obtained: |___|___|___| *(D-M-Y)* Photocopy submitted: ☐Yes ☐No Details of exam submitted: ☐Yes ☐No Cert. of Apprenticeship submitted: ☐Yes ☐No

Area of Specialization: (2) _____

Date Obtained: |___|___|___| *(D-M-Y)* Photocopy submitted: ☐Yes ☐No Details of exam submitted: ☐Yes ☐No Cert. of Apprenticeship submitted: ☐Yes ☐No

(ii) Other Professional/Trade Qualifications

(1) _____

(2) _____

Name:_____ OUAC ID:_____ BBT:_____

Part B: Work Experience

Supporting Documentation Required for Skilled Wage-Earning Experience(s):

You are required to provide supporting documentation for the experience(s) you report on the Skilled Wage-Earning Experience Form below. To show proof of wage-earning work experiences you must include original letters on company letterhead that include:

- Start and end date of employment
- A description of the nature and scope of your job duties within the time of employment
- A clear indication of whether the employment was full- or part-time (part-time hours must be specified for each week worked)
- Signature of supervisor/employer to confirm employment

If you were self-employed, you must present:

- An affidavit providing start and end dates of employment and nature of duties; PLUS
- Copies of business registration and license
- Letters from clients and suppliers
- Copies of income tax assessments or statement from an accountant

See the Technological Education Application Resources document for sample letters to outline your proof of wage-earning experience.

****When requesting documentation from employers it is recommended you request five (5) signed "originals" – one for your Brock application and the remaining four (4) you should retain for future use should you be offered admission (i.e. Ontario College of Teachers, Federation and/or School Boards).***

SKILLED WAGE- EARNING EXPERIENCE				**Office Use Only**	
Name of firm, contact person and telephone number	Date employed (DD/MM/YY format)	Specific nature of work performed	Documentation provided as proof of work experience (check only 1)	**Exp. Amt**	
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
			Total		

SKILLED WAGE- EARNING EXPERIENCE (cont'd)				Office Use Only	
Name of firm, contact person and telephone number	Date employed (DD/MM/YY format)	Specific nature of work performed	Documentation provided as proof of work experience (check only 1)	Exp. Amt	
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
Tel: ( ) ___-_____	From: DD/MM/YY To: DD/MM/YY		☐ Employer Letter ☐ Sworn Statement (company no longer in business) ☐ Sworn Statement (self-employed)		
			Total		
Please ensure that all contact persons named are aware that they may be contacted to confirm information provided					

Part C: Computer Skills

Please rate your overall level of computer literacy and your level of any trade-specific computer skills. Specify the nature of the trade-specific computer skills.

NOTE: any professional or trade-related computer qualifications should be listed in Part A (2).

(1) Overall level of personal computer literacy:

☐ None ☐ Novice ☐ Intermediate ☐ Advanced

(2) Professional/Trade-specific computer skills:

☐ None ☐ Novice ☐ Intermediate ☐ Advanced

Specify Skills:

I certify that all statements within this Experience Profile are true and complete and that any misrepresentation may result in the cancellation of my application or registration status.

Applicant Signature: _____ Date: _____

PRINT NAME: _____ ID: 2013-_____

First and Last Name OUAC Appl Ref #

Name:_____ OUAC ID:_____ BBT:_____

Part D: Personal Statement based on two personal experiences

Explain how the two verified experiences which you have provided in the Experience Profile have shaped your understanding of the teaching and learning process in schools and how they have influenced your decision to become a teacher. Be specific in terms of skills, attitudes and values. *Please do not exceed the space provided.*

Part D (1A) Personal Experience #1

Describe a significant teaching and/or teaching related experience.

Criteria for Personal Experience

Experience should be:

- significant and related to teaching
- at least 50 hours in duration
- in schools or other community organization
- instructional in nature in the applicant's teachable
- while the applicant is in a leadership position
- verified by an immediate supervisor
- strongly recommended that at least one experience be in a secondary school setting

Directions for Applicant

1. Complete ALL sections of this form. Do not leave any spaces blank.
2. Have verifier read this document and sign it indicating they have read it.
3. Have verifier compete form **'Part D (1B) Personal Experience Verification #1'**

Personal Experience #1 Applicant Name: _____

Given Name Surname

What was/is the position you held/hold _____

(i.e. your job title in reference to this personal experience)

Where did/do you perform your duties : _____

(i.e. "XYZ Secondary School, home of child, etc.)

What was/is the age of the children/students/participants:_____

The number of students/participants you were/are responsible for:_____

The date you started: _____ and the date you ended this position: _____

How many hours per week (on average) did/does this involve: _____ Total Hours completed:_____

Outline your responsibilities/duties while in this position: _____

_____

_____

_____

_____

_____

_____

Detail the specific skills you learned/demonstrated that you think will make you a good teacher:

_____

_____

_____

_____

_____

_____

Verifier's confirmation: I have read the applicant's description of his/her experience and I verify the applicant performed the duties as prescribed.

Signature of Verifier: _____ Date: _____

Part D (1B) Personal Experience Verification #1

Criteria for Personal Experience

Experience should be:

- significant and related to teaching
- at least 50 hours in duration
- in schools or other community organization
- instructional in nature in the applicant's teachable
- while the applicant is in a leadership position
- verified by an immediate supervisor
- strongly recommended that at least one experience be in a secondary school setting

Directions for Verifier Please complete this form after you have read the applicants description of his/her personal experience.

Name: _____ Position: _____

School/Organization: _____ Phone: _____

School/Organization Address: _____

Employer: _____

Relationship to the Applicant: _____

I verify that this applicant performed the duties as described by the applicant from _____(date)_____ to _____(date)_____ for a total of _____ weeks and _____ hours per week.

Total hours: _____

Based on the applicant's experience with your school/organization, please explain why he/she would be a good candidate for Brock University's Technological Education program:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Verifier: _____ Date: _____

Part D (2A) Personal Experience #1

Describe a significant teaching and/or teaching related experience.

Criteria for Personal Experience

Experience should be:

- significant and related to teaching
- at least 50 hours in duration
- in schools or other community organization
- instructional in nature in the applicant's teachable
- while the applicant is in a leadership position
- verified by an immediate supervisor
- strongly recommended that at least one experience be in a secondary school setting

Directions for Applicant

4. Complete ALL sections of this form. Do not leave any spaces blank.
5. Have verifier read this document and sign it indicating they have read it.
6. Have verifier compete form **'Part D (2B) Personal Experience Verification #1'**

Personal Experience #1 Applicant Name: _____

Given Name Surname

What was/is the position you held/hold _____

(i.e. your job title in reference to this personal experience)

Where did/do you perform your duties : _____

(i.e. "XYZ Secondary School, home of child, etc.)

What was/is the age of the children/students/participants:_____

The number of students/participants you were/are responsible for:_____

The date you started: _____ and the date you ended this position: _____

How many hours per week (on average) did/does this involve: _____ Total Hours completed:_____

Outline your responsibilities/duties while in this position: _____

_____

_____

_____

_____

_____

_____

Detail the specific skills you learned/demonstrated that you think will make you a good teacher:

_____

_____

_____

_____

_____

_____

Verifier's confirmation: I have read the applicant's description of his/her experience and I verify the applicant performed the duties as prescribed.

Signature of Verifier: _____ Date: _____

Part D (2B) Personal Experience Verification #1

Criteria for Personal Experience

Experience should be:

- significant and related to teaching
- at least 50 hours in duration
- in schools or other community organization
- instructional in nature in the applicant's teachable
- while the applicant is in a leadership position
- verified by an immediate supervisor
- strongly recommended that at least one experience be in a secondary school setting

Directions for Verifier Please complete this form after you have read the applicants description of his/her personal experience.

Name: _____ Position: _____

School/Organization: _____ Phone: _____

School/Organization Address: _____

Employer: _____

Relationship to the Applicant: _____

I verify that this applicant performed the duties as described by the applicant from _____(date)_____ to _____(date)_____ for a total of _____ weeks and _____ hours per week.

Total hours: _____

Based on the applicant's experience with your school/organization, please explain why he/she would be a good candidate for Brock University's Technological Education program:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Verifier: _____ Date: _____