

Technological Education

2013 ENTRY - APPLICATION RESOURCES

ACCEPTABLE DOCUMENTATION/QUALIFICATION CHECKLIST

Before you apply, use this checklist to determine if you will be able to submit acceptable documentation related to the basic admission requirements for this program. *This is provided to assist you with the application process; for comprehensive admission requirements see: www.brocku.ca/registrar/teacher-education/admission-criteria/technological-education*

Minimum Academic Requirement: To satisfy this requirement you **MUST** provide:

- ☐ Official transcripts showing the applicant holds a bachelor's degree from a recognized university; OR
- ☐ Official transcripts showing the applicant holds a diploma from a College of Applied Arts and Technology or equivalent (a minimum of 16 months post-secondary education).

English Proficiency Requirement

See: www.brocku.ca/registrar/teacher-education/english-language-proficiency to assess how you will satisfy this requirement.

Formal Technical Education/Proof of Competence Documentation: To satisfy these requirements you need one of:

- ☐ Copy of a current Ontario C of Q (Certificate of Qualification) in related trade ¹ with Red Seal or equivalent,
 - C of Q must be accompanied by copy of Ontario C of A (Certificate of Apprenticeship) in the same trade
- ☐ Transcript of 2 year CAAT Diploma - in a related field of study ¹
- ☐ Transcript of 3 year CAAT Diploma or University Degree in a related field of study ¹

¹ The description of Technological Education areas includes a list of related trades and professions that are recognized for each BBT, and indicates whether a degree/diploma or a Certificate of Qualification is required. Trades/professions not listed cannot be accommodated.

Skilled Wage-earning Work Experience: To satisfy this requirement you need one of:

- ☐ 5 years full-time work experience in a Brock listed trade/profession with a related Ontario C of Q ²
- ☐ 3 years full-time work experience in a recognized trade/profession AFTER completion of a related 2-year diploma program ²
- ☐ 2 years full-time work experience in a recognized trade/profession AFTER completion of a related 3- or 4-year diploma/degree program ²

² See previous item regarding the identification of related trades/professions and technical qualifications. Work experience must relate to your selected BBT area and formal technical education and must involve the actual provision of services or the creation of an end-product using skills within the Technological Education qualification area.

Depending on the employment situation, each skilled wage-earning activity must be documented in 1 of the following 3 ways:

1) Documentation From an Employer (SEE SAMPLE LETTERS BELOW)

- ☐ Original signed & dated letters for each period of employment (on company letterhead that shows the company address and phone number)
 - Signed by a supervisor, personnel manager, and/or other persons in authority who would be familiar with your work, skills and responsibilities (name and position of this person must be printed on the letter with the signature)
 - States title of the position that you hold/held
 - States duration of the employment, including start dates and end dates (day/month/year)
 - States typical hours per week (specifies full-time, part-time, seasonal)
 - States nature of work performed
 - Lists duties and skills used in the position (i.e., a detailed description of the job)

2) Documentation For Company No Longer in Business (SEE SAMPLE LETTERS BELOW)

- ☐ Original Sworn Statement - Notarized by a Commissioner of Oaths
 - Name of company, the nature of its business, and when it went out of business
 - Title of position held and nature of work performed
 - Start dates and end dates (day/month/year)
 - Typical hours per week (specifies full-time, part-time, seasonal)
 - A detailed list of the duties and skills used in the position
- ☐ Tax Records, T4s which support the period of full-time employment
- ☐ **One of:** Letter of Reference on company letterhead from a company official who had direct knowledge of your activities, **OR** Formal Company Job Description

3) Documentation For Self-Employment (SEE SAMPLE LETTERS BELOW)

- ☐ Original Sworn Statement - Notarized by a Commissioner of Oaths
 - Start dates and end dates (day/month/year)
 - Typical hours per week (specifies full-time, part-time, seasonal)
 - Nature of work performed
 - A detailed list of duties - skills used
 - Lists all major clients and full employment details for each
- ☐ Letter from Accountant or Tax Records - confirms income and supports duration of self-employment
 - Annual income indicating successful operation of business, i.e. sustainable self-employment
- ☐ Letter(s) from a Major Supplier - supports Sworn Statement
- ☐ Letter(s) from a Client - supports Sworn Statement
- ☐ Business License or Registration - supports duration of self-employment