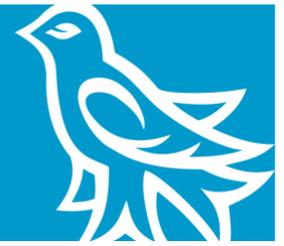


Application Instructions for September 2022 Entry East Kootenay Teacher Education Program

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



Thank you for applying to the sixteen-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.

Checklist Items

- Before applying:** See the [admission requirements](#) for this full-time program.
 - o Ensure you will have all course and grade requirements. Examples of approved courses are listed on the above website.
 - o **All course and grade requirements must be completed by** **April 30**
 - o 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. Upload your Reflection on Experience (see required template) when you submit your application, by **Jan. 2**
 - C. 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, 2021
 - in-progress course registrations for January 1 to April 30, 2022, if applicable
 - By **May 31**, we require transcript(s) that show: **May 31**
 - grades for all courses attempted January 1 to April 30, 2022. 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 2022 (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 4.

Step 1: 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 and Reflection on 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 2022 course registration(s) before applying. It is important to include that term's course information (as well as the Fall 2021 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. In 2021, we did not have space to consider late applicants.

If you have questions about the application or application fees, write to:



Undergraduate Admissions at adms6@uvic.ca, if you are a new UVic applicant.

Step 2: 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.

Have your transcript **mailed** to:

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

OR

Have your transcript **couriered** to:

Undergraduate Admissions & Records
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 2021.

January 31: Deadline for official transcripts showing in-progress course registration in the January to April 2022 term.

May 31: Deadline for official transcripts showing grades for courses attempted January to April 2022.

June 30: At least one of your transcripts must indicate "degree granted/awarded." If your degree won't be conferred until May/June 2022 (based on grades to April 2022), an additional transcript showing proof of degree must be submitted by **June 30 if applicable**.



Step 3: Graduate student status letter, if applicable

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, 2022, or that you'll be taking a leave of absence from that program for the duration of this program (September 2022 to December 2023). Submit this to the Admissions Clerk (adms6@uvic.ca). Due: **February 28**.

Step 4: Experience requirement (January 2 deadline)

In light of restrictions due to COVID, for September 2022 entry we have reduced the number of required hours of experience. You'll need a minimum of 50 hours of practical experience working with children or youth at the age level you wish to teach (ages 5 – 13 for elementary). These hours can be in either one or two settings, and can be online, face to face, or a combination of both. Experiences listed must be within the past four years, and some must be within the past two. Experience in international settings is valuable, but we also require at least 25 hours of experience in domestic settings. You must have completed these hours **prior** to the January 2 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 a combination of both.

Typical experiences for applicants include:

- coaching team sports
- working as a camp counsellor, summer program leader, or program leader for youth
- tutoring
- working with church groups or other youth groups
- working in school classrooms as a volunteer or assistant

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

- 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 (use the required format)

Upload when you submit the application (by Jan. 2)

You will need to list the organization(s) where you acquired your 50 hours of experience, describe your duties and significant learning from these experiences. If your required hours are in one setting, please fill out the name and contact information of a second reference for that setting. A sample is included as part of the application instructions. You must use the format provided in these application instructions or your application will be considered incomplete and ineligible. The downloadable Word document is available here ([link](#)).

B. Reflection on Experience (use the required format)

Upload when you submit the application (by Jan. 2)

You will be asked to respond to the two provided prompts using examples from the experiences you included in your *Summary of Experience*. Your responses will be assessed on your ability to respond to the prompts using **specific** examples drawn from your experiences described in the *Summary of Experience*. This is not a list of accomplishments but rather an opportunity to reflect on what you have learned and how it will inform you as an educator. You must use the format provided in these application instructions or your application will be considered incomplete and ineligible. The downloadable Word document is available here ([link](#)).

C. Confidential Reference forms (two)

Each referee to email directly to UVic (by Jan. 2)

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 of the appropriate age for your application. 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 at the same time as your application (January 2), 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 *Reference Form*.

References **cannot** be:

- relatives or other family members (including in-laws, step-family, etc.)
- friends or family friends,
- a classroom teacher whose only relationship to you is as their student
- 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 LASTNAME ELEM PDPP**" 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 2022 term as you are in the Fall 2021 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.

Selection

For September 2022 Entry, admission is based primarily on GPA as long as experience requirements are met.

Conditional admission based on academic requirements: Applicants who apply, submit all transcripts, submit all other required items, and satisfy all academic requirements by the published deadlines will be ranked by their 30-unit grade point average and selected to the program (offered conditional admission) starting with the highest GPA until all program seats are filled.

- The 30-unit GPA is calculated on the most recent 30 units of courses attempted to December 31, 2021.
- 30 UVic units is equivalent to 20 typical, half-year courses.
- While the minimum required GPA is 3.00 (9-point scale, UVic C+), admission is competitive and the actual GPA cut-off may be higher.

Admission confirmed based on experience requirement: Applicants offered conditional admission as above must satisfy the Teacher Education Office's experience requirement in order for their offer of admission to be confirmed. (See "Experience Requirement" above.) **Note:** Only applicants who have been conditionally admitted will have their experience reviewed.

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 at adms6@uvic.ca. Be sure to tell Admissions if you wish to apply to a different faculty for September 2022.

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 \$200 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 2022, 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 Certification 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 2022 rate will be announced in the spring. Note: You'll register in 18 units for the first academic year. (Year two, from July to December, totals 12 units.)

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](mailto: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](mailto:housing@uvic.ca) or telephone (250) 721-8395.

Summary of Experience (Sample)

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

Experience (First Reference)

| | |
|---|--|
| Reference name & email: | <i>Tim Smith tsmith@xxx.yy</i> |
| Organization name & location: | <i>Big Brothers and Sisters in Nanaimo</i> |
| Number of hours in this setting: | <i>75</i> |
| How did the referee observe you (the applicant) working with children/youth? | <i>Tim was the program coordinator who supervised the after-school programs offered by Big Brothers. He oversaw my planning and he watched me with the group of 5 students for whom I was responsible during after school programming.</i> |
| Provide the dates and the description of the experience, including your duties, about which the referee will be commenting. | <i>September 5 to December 18, 2019 once a week after-school care programming for elementary school students aged 5-12. I organized activities and provided homework support twice a week for 6 hours.</i> |
| What was your (the applicant's) key learning during this experience? | <i>Include what you learned about teaching and learning here...</i> |

Experience (Second Reference)

| | |
|---|--|
| Reference name & email: | <i>Sarita Grewal sgrewal@xxx.zz</i> |
| Organization name & location: | <i>Collingwood Community Centre in Nanaimo</i> |
| Number of hours in this setting: | <i>35</i> |
| How did the referee observe you (the applicant) working with children/youth? | <i>I worked as a leader in an online "drop in" program through the Collingwood Community Centre. My supervisor, Sarita, was present for the calls and online group sessions.</i> |
| Provide the dates and the description of the experience, including your duties, about which the referee will be commenting. | <i>October 5 to November 12, 2021 once a week after school programming (online) for 12-13 year olds needing homework and life skills support. This included some in-person support and online help with youth.</i> |
| What was your (the applicant's) key learning during this experience? | <i>Include what you learned about teaching and learning here...</i> |

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: This document must be a maximum of one page

Summary of Experience: Required Template

Summary of Experience

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

Experience (First Reference)

| | |
|---|--|
| Reference name & email: | |
| Organization name & location: | |
| Number of hours in this setting: | |
| How did the referee observe you (the applicant) working with children/youth? | |
| Provide the dates and the description of the experience, including your duties, about which the referee will be commenting. | |
| What was your (the applicant's) key learning during this experience? | |

Experience (Second Reference)

| | |
|---|--|
| Reference name & email: | |
| Organization name & location: | |
| Number of hours in this setting: | |
| How did the referee observe you (the applicant) working with children/youth? | |
| Provide the dates and the description of the experience, including your duties, about which the referee will be commenting. | |
| What was your (the applicant's) key learning during this experience? | |

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: This document must be a maximum of one page



Reflection on Experience

Full Name:

Date

Program applying
for:

Student #, if
known:

Please respond to the following questions. Answers must be typed and a maximum of 200 words per question.

Context: Teaching is becoming increasingly complex, requiring educators to continually learn new concepts and challenge our held values, world views and perspectives.

1. Drawing on your experiences listed in the *Summary of Experience*, describe, **using one specific example**, how your perspective was changed based on what you learned through that experience.

Context: Our schools and classrooms are becoming increasingly diverse. Additionally, our [BC Curriculum](#) stresses the importance of creating personalized experiences for all students in order to ensure their educational success.

2. Drawing on your experiences listed in the *Summary of Experience*, what types of diversities did you encounter, considering ability, culture, socio-economic status, or gender differences? **Provide a specific example**, explaining challenges you encountered and what you did to ensure that everyone had a positive experience.

Note: You must complete these prompts with specific examples linked to the experiences you listed in your *Summary of Experience*. You can find the downloadable Word document here ([link](#)). Please note that that professional language is expected. Failure to complete these prompts with examples drawn from your specific experiences, or unprofessional communication, may result in your application being ineligible for admission.

