Application Instructions for September 2019 Entry
Bachelor of Education Post-Degree Professional Program (Elementary)
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:
- in-person in room A225 MacLaurin Building
- by telephone at (250) 721-7877
- by email at advp@uvic.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

☐ Step 1: Submit the online application by Jan. 2
  More information is provided on page two.

☐ Step 2: 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:
  - grades for all courses attempted to December 31, 2018
  - in-progress course registrations January 1 to April 30, 2019, if applicable
  
  By May 31, we require transcript(s) that show:
  - grades for all courses attempted January to April, 2019. 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 2018 (based on grades to April), an additional transcript showing proof of degree must be submitted by June 30.

☐ Step 3: Submit a graduate student status letter, if applicable, by Feb. 28
  More information is provided on page two.

☐ Step 4: Submit the following four supporting documents for the experience requirement as follows.
  More information is provided on page three.
  
  A. Upload a statement of intent when you submit your application, by Jan. 2
  B. Upload a summary of related experience (see provided format) when you submit your application, by Jan. 2
  C. Ask two referees to email reference forms (using the provided form) directly to educapp@uvic.ca by Jan. 31

☐ Optional: Indigenous applicants may submit a “supplementary form for Indigenous applicants” by Jan. 31

Refer to the following pages for instructions

October 1, 2018
Step 1: Online UVic application by January 2

You may apply online at My UVic application.

Notes:
- It is important to upload your statement of intent and summary of related experience at the time you submit the application. If you instead decide to apply early and later upload these items separately (by Jan. 2), you must allow time for a delay of 2-3 weeks before your application will be able to accept subsequently-uploaded documents.
- Please confirm your January-April 2019 course registration(s) before applying. It is important to include that term’s course information accurately in the “in-progress courses” section of the application.
- If you are applying for the off-campus program in Cranbrook, BC (2-3 year program format), select: East Kootenay Teacher Education program.
- List every college and university at which 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 2018, we did not have space to consider late applicants.

If you have questions about the application or application fees, write to:
- Undergraduate Admissions at admis6@uvic.ca, if you are a new UVic applicant.
- Undergraduate Records at reco2@uvic.ca, if you are a continuing or returning UVic student.

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.
- UVic students who have studied elsewhere must submit, or re-submit, transcripts to UVic Undergraduate Records:
  - if the studies occurred since your last attendance at UVic, or
  - if you’ve been absent from UVic for more than three years (previously-submitted transcripts will have been destroyed).

Have your transcript mailed to:

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

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 2018.
- January 31: deadline for official transcripts showing in-progress course registration in the January to April 2019 term.
- May 31: deadline for official transcripts showing grades for courses attempted January to April 2019.
- June 30, if applicable: At least one of your transcripts must indicate “degree granted/awarded.” If your degree won’t be conferred until May/June 2019 (based on grades to April 2019), an additional transcript showing proof of degree must be submitted by June 30.

Step 3: Graduate student status letter, if applicable

You may 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, 2019, or that you’ll be taking a leave of absence from that program for the duration of this program (September 2019 to December 2020). Submit this to Undergraduate Admissions & Records by February 28.

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October 1, 2018
Step 3: Experience requirement (January 2 and January 31 deadlines)

You’ll need a minimum of 75 hours of practical experience working with groups of children or youth at the age level you wish to teach (ages 5 – 12 for elementary). It can be a total of various experiences put together. A substantial number of relevant experience hours is generally favourable for your application, as admission is competitive, and, in the event of a GPA tie, we will use experience to determine the successful candidate. Although we consider all relevant experiences, we strongly recommend current experiences within the last five years, preferably some within the last two years.

Typical experiences for applicants include coaching team sports, working as a summer camp counsellor, group tutoring, or working with church groups or other youth groups, after school care, working in school classrooms as a volunteer or assistant. Experience in international settings is valuable, but we also recommend experience in domestic settings. A variety of experiences is encouraged to better prepare for the program. If you wish to pursue volunteer opportunities, go to the Volunteer Victoria website or a volunteer association in your area.

Please note that babysitting, caregiving, and parenting, while worthwhile, will not be considered as evidence of meeting the experience requirement.

A. Statement of intent (400-500 words, typed) Upload when you submit the application (by Jan. 2)

This statement needs to address the following:
- why you wish to become a teacher,
- how your life experiences (employment, volunteer activities, work with diverse groups of children or youth, special skills or talents, leadership roles) are relevant to teaching, and
- why you think these experiences are appropriate preparation for a career in teaching.

B. Summary of related experience (use the format provided on page 7) Upload when you submit the application (by Jan. 2)

Include your full name, UVic student number (if you have one), the name of this program (Elem. PDPP) and a summary of related paid or unpaid experience (list most recent experience first). The summary of each experience should include: start and end date, name of workplace/organization, brief description of what you did, and the total number of hours spent working directly with children or youth. List any relevant skills, certificates, etc.

C. Reference forms (two) Each referee to email directly to UVic (by Jan. 31)

The reference forms must be from people who have observed you working with groups of children/youth in educative ways. They cannot be completed by a relative, friend, co-worker or a person you have supervised. Referees must use the form provided; reference letters are not acceptable. References must meet the above criteria or your application will be considered incomplete and ineligible.
- Obtain the reference form here. 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 ELEM 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 educapp@uvic.ca.

Note: 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 submit the supplementary form to the address provided below.

Department of Indigenous Education
Faculty of Education
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Check your status and checklist

Log into My UVic Application. Use the checklist to see that all transcripts and other required items have been received.

Notes:

⚠️ If you are attending the same institution (other than UVic) in the January to April 2019 term as you are in the Fall 2018 term, you’ll see at least two entries for that institution on the checklist: one with a February 28 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 March and mid-June.

March – April: 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: Education Advising will email you 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, Education Advising will email you 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.

October 1, 2018
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, 2018.
- 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.) Applicants may also be invited to meet with the Teacher Education Office. Note: Only applicants who have been conditionally admitted will have their experience reviewed.
### Frequently asked questions

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<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What should I do if I decide not to proceed with my application?</td>
<td>Please notify Faculty of Education Advising at <a href="mailto:adve@uvic.ca">adve@uvic.ca</a> and&lt;br&gt;✍️ New UVic students - Undergraduate Admissions at <a href="mailto:adms6@uvic.ca">adms6@uvic.ca</a>.&lt;br&gt;✍️ Continuing and returning UVic students - Undergraduate Records at <a href="mailto:reco2@uvic.ca">reco2@uvic.ca</a> or <a href="mailto:reco3@uvic.ca">reco3@uvic.ca</a>.&lt;br&gt;Be sure to tell Admissions or Records if you wish to apply to a different faculty for September 2019.</td>
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<td>Can another person access my university records?</td>
<td>No, the university does not normally allow another person to conduct business with the university on your behalf.&lt;br&gt;If you will be unable to act on your own behalf (for example, medical reasons) and wish a third party to do so for a limited period of time, please consult Education Advising.</td>
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<tr>
<td>What do I do if I’m selected to this program?</td>
<td>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. (Both deposits are applied towards your tuition fees.)</td>
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<td>May an offer of admission be deferred?</td>
<td>No. If you can't take the program in 2019, you must re-apply for another entry point.</td>
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<td>What courses will I take in this program?</td>
<td>The program outline is available in the UVic Calendar linked <a href="#">here</a>.</td>
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<td>Is there a French Immersion option?</td>
<td>You may take the Professional Specialization Certificate in Teaching French Immersion after you complete this program. If you wish to take one or both of your practicums in a French Immersion setting, contact Education Advising as soon as you've been offered program admission.</td>
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<td>Is it my responsibility to apply for a teaching certificate after I complete this program?</td>
<td>Yes. Apply to the BC Ministry of Education's Teacher Regulation Branch for a teaching certificate.</td>
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<td>Will I qualify for a teaching certificate in another province?</td>
<td>If you've been charged with, or convicted of, a criminal offense, you should write to the Teacher Regulation Branch (<a href="http://www.bcteacherregulation.ca">www.bcteacherregulation.ca</a>) for clarification of your status before undertaking a teacher education program.</td>
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<td>Where can I get information about tuition?</td>
<td>Accounting Services at <a href="https://web.finance.uvic.ca/tuition/">https://web.finance.uvic.ca/tuition/</a>.&lt;br&gt;Tuition is based on a per-unit fee that varies from year to year. The 2019 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.)&lt;br&gt;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 <a href="http://registrar.uvic.ca/safa/">http://registrar.uvic.ca/safa/</a> (see &quot;budgeting&quot;).</td>
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<td>Where can I get information about housing?</td>
<td>Housing, Food and Conference Services at <a href="http://www.hfcs.uvic.ca">http://www.hfcs.uvic.ca</a> or telephone (250) 721-8395.</td>
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Full Name: ___________________________ Date

Program applying for: Elementary PDPP  V00
(student #, if known)

Summary of Related Experience (paid or unpaid)

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<th>Dates &amp; Description of Experience</th>
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<td>Includes: dates, name of organization, duties, hours/week</td>
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<td>Start with most recent.</td>
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For example:
September 5 – December 17, 2017
- Volunteering once a week (15 weeks) with Big Brothers in Vernon, BC
- Facilitating an activity group of eight gr. 4-7 students, planning & leading various games & team building activities in each 2 hour session.

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<tr>
<th># of hours working directly</th>
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<td>with groups of children/youth (ages 5-12 for elementary; ages 13-17 for secondary)</td>
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30 hours

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<th>Total Hours</th>
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List any other relevant skills, certifications, etc.