






Application Instructions for September 2020 Entry

Secondary Post-Degree Professional Program (BEd or Diploma)

Faculty of Education

Thank you for applying to the sixteen-month Secondary 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 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 four supporting documents for the experience requirement as follows.**
More information is provided on pages three and four.
 - 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. 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, 2019
 - [in-progress course registrations](#) January 1 to April 30, 2020, if applicable
 - By **May 31**, we require transcript(s) that show: **May 31**
 - grades for all courses attempted January 1 to April 30, 2020. 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 2020 (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 statement of intent and summary of related experience in the required format at the time you submit the application. If you instead decide to apply early and then subsequently upload these items separately (by Jan. 2), you must allow for a delay of 2-3 weeks before your application will be able to accept subsequently-uploaded documents.
- Please confirm your January-April 2020 course registration(s) before applying. It is important to include that term's course information (as well as the Fall 2019 term) accurately in the "in-progress courses" section of the application.
- Select the program *Diploma in Secondary Teacher Education*. You'll have an option to switch to the BEd degree after year one.
- You must specify the 1 or 2 teachable subject area(s) for which you are applying; [review the options and their requirements here](#)
- 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 2019, 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.
-  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

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 2019.
- January 31:** deadline for official transcripts showing in-progress course registration in the January to April 2020 term.
- May 31:** deadline for official transcripts showing grades for courses attempted January to April 2020.
- June 30:** At least one of your transcripts must indicate "degree granted/awarded." If your degree won't be conferred until May/June 2020 (based on grades to April 2020), 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, 2020, or that you'll be taking a leave of absence from that program for the duration of this program (September 2020 to December 2021). Submit this to the Records Clerk (reco3@uvic.ca) if you are a past/current UVic student, or to the Admissions Clerk (adms6@uvic.ca) if you are new to UVic. Due: **February 28**.

Step 4: Experience requirement (January 2 deadline)

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 13 – 17 for secondary). 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. 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 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. If you are hoping to pursue teaching in a French Immersion environment, we would recommend experience in a French Immersion setting.

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
- working in after school programs
- leading summer programming for youth
- group tutoring
- working with church groups or other youth groups
- working in school classrooms as a volunteer or assistant (cannot include work as a peer tutor while in high school or teaching at the college or university level)

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
- Individual tutoring

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

C. Confidential Reference forms (two)

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

The confidential reference forms must be from people who have recently observed you working with groups of youth in educative ways. 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. Both references must recommend or highly recommend your application and results of references are not released to applicants.

References **cannot** be:

- relatives or other family members
- 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.](#) 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 SEC 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 educapp@uvic.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 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




*If you need help with the form
or have questions, please call
(250) 721-8389.*



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 2020 term as you are in the Fall 2019 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.

- April - May:** 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.

Selection

For September 2020 Entry, admission is based primarily on GPA and the quota for the teaching area(s) 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, 2019*
- *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.*

*Teaching area quotas and the expected number of available practicum placements in teaching areas will also be taken into consideration. If there are more qualified applicants than available spaces in a teaching area, not all applicants who have met the admission requirements will be offered admission. Conversely, if there are not enough qualified applicants in a teaching area to fill the spaces, we may not admit any applicants to that teaching area.

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.

We are reviewing our selection criteria for the September 2021 intake.

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
✉ New UVic students - Undergraduate Admissions at adms6@uvic.ca.
✉ Continuing and returning UVic students - Undergraduate Records at reco2@uvic.ca or reco3@uvic.ca.

Be sure to tell Admissions or Records if you wish to apply to a different faculty for September 2020.

Can another person access my university records?

No, the university does not normally allow another person to conduct business with the university on your behalf.

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.

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. (Both deposits are applied towards your tuition fees.)

May an offer of admission be deferred?

No. If you can't take the program in 2020, you must re-apply for a future entry point.

What courses will I take in this program?

The **Diploma in Secondary Teacher Education program format** is available in the [UVic Calendar linked here](#) (see sections 19.6.1 and 19.6.7). During this program, you will have the option of completing a **B.Ed. degree** instead of the Diploma, if you wish. For information, see [this link to calendar section 17.0](#) B.Ed. PDPP Secondary.

Is there a French Immersion option?

If you hope to complete **one or both of your practicums in a French Immersion setting**, contact Education Advising regarding options. We recommend accumulating some experience in a French language setting.

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.

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.

Where can I get information about tuition?

Accounting Services at <https://web.finance.uvic.ca/tuition/>.

Tuition is based on a per-unit fee that varies from year to year. The 2020 rate will be announced in the spring. Note: You'll register in 19.5 units for the first academic year. (For the rest of the program, see "What courses will I take in this program," above.)

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/> or telephone (250) 721-8423.

Where can I get information about housing?

Residence Services at <https://www.uvic.ca/residence/> or telephone (250) 721-8395.

Format for the "Summary of Related Experience" (see page 3)

Full Name: _____

Date: _____

V00

(student #, if known)

Program applying for: Secondary PDPP

Summary of Related Experience (paid or unpaid)

Dates & Description of Experience Includes: dates, name of organization, duties, hours/week Start with most recent.	# of hours working directly with groups of children/youth (ages 5-12 for elementary; ages 13-17 for secondary)
For example: <i>September 5 – December 17, 2019</i> <ul style="list-style-type: none"> - 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. 	30 hours
Total Hours	

List any other relevant skills, certifications, etc.

