



Deaf and Hard of Hearing Teacher Education Program:

Required Application Documentation

Faculty of Education, York University

York University, DHH Teacher Education Program, 4700 Keele St., 108A Winters College, Toronto, ON M3J 1P3

Telephone: (416) 736-5971 ~ Email: deafed@edu.yorku.ca

Website: <http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/>

Application Deadline: March 21, 2024

Dear Applicant:

Thank you for expressing interest in York University's Deaf and Hard of Hearing Teacher Education Program. We are proud to be able to offer this program, and we are pleased that you are considering joining us.

Since changes to admission policies can occur from year to year, we advise that applicants read the information package related to the upcoming academic year and not refer to admission information from previous years. Admission information for the current year may be subject to change. Prospective students should check the website <https://www.yorku.ca/edu/students/deaf-and-hard-of-hearing/> for the most up-to-date information.

Please read the following information carefully to ensure that you provide the correct documentation to support your application.

Once you submit your application package and supporting documentation, the Deaf and Hard of Hearing Teacher Education Program office is not able to make any changes on your behalf.

In order for you to complete the online application, submit all documents listed below. Please read each section carefully to be sure you provide the proper documentation for your current circumstance. Documents will need to be uploaded in the appropriate section of the online application package (unless noted otherwise in the how to submit documentation section) for your application to be considered complete.

When **saving documents for submission** it is expected that the applicant will name the document as indicated-below. Please save your documentation in the following format:

Document type - applicant first name last name
(e.g., Practicum Report 1 – John Smith, Verification of Residency-John Smith etc.)

It is the applicant's responsibility to ensure that all **scanned images** are **clear and legible** (e.g., 300 dpi).

LIST OF REQUIRED DOCUMENTS

☐ **Verification of Residency Documentation**

Applicants are required to provide a copy of legal documentation (e.g., driver's license) verifying their current address.

☐ **Ontario College of Teachers (OCT) OR Provincial/Territorial Teaching Certification**

Ontario Resident:

Applicants are required to provide documentation indicating that they are a member in good standing with no terms, conditions, limitations and/or restrictions with the Ontario College of Teachers (OCT) by providing the six-digit registration number. This membership must remain paid and in good standing throughout the program.

Non-Ontario Resident:

Applicants are required to provide documentation indicating that they are a member in good standing with no terms, conditions, limitations and/or restrictions with the Provincial/Territorial licensing body from the current Province/Territory with which they are registered to teach. This documentation can be uploaded in the space provided in the online application. A copy of a teaching license or print-out from a public registry is acceptable. This membership must remain paid and in good standing throughout the program.

☐ **Resume/Curriculum Vitae (CV)**

Applicants are required to provide a current resume/curriculum vitae.

☐ **Practicum Reports or Equivalent Documentation**

Current BEd Students or recent graduates: If you are currently enrolled in a Faculty of Education or are a recent graduate who does not yet have a teaching position, please provide copies of your practicum evaluation reports from two school settings.

Note: If your second evaluation is not available at the time of submitting your application, please submit your first evaluation in the space provided in the online application package and then submit your second evaluation once you receive it. Reports submitted after the application deadline can be emailed to deafed@edu.yorku.ca. Please make sure your documentation is saved as referenced on page one of this document.

Newly Hired Teachers: Provide a copy of your most recent Teacher Performance Appraisal **OR** (if you do not have a TPA), provide copies of your practicum evaluation reports from your practice teaching placements and a letter of support from your principal.

Experienced Teachers: Provide a copy of your most recent Teacher Performance Appraisal **OR** a letter of reference from your Principal/Vice-Principal.

☐ **Transcripts**

Current BEd Students

Applicants currently enrolled in an undergraduate BEd program may submit unofficial transcripts of work completed to date. Unofficial transcripts are documents submitted by the applicant. Transcripts provided in this way are sufficient for the admissions process. Offers of admission will be conditional upon successful completion of the degree and confirmation of good standing with the Ontario College of Teachers or your Provincial/Territorial Licensing body.

Applicants who receive a decision of conditional admission must submit one official transcript for every postsecondary institution attended. **These must be sent directly from the institution to the DHH Program Office to be considered official.**

If you completed your degrees in Canada or the United States?

Official Transcripts must come directly from, and bear the seal of, the issuing institution(s). The transcript must remain sealed until opened by York University to be considered official. Photocopied or faxed transcripts are not accepted.

If you completed your degrees outside of Canada or United States

If you have completed your studies outside of Canada or United States and you have submitted your official transcripts to the Ontario College of Teachers or to your Provincial/Territorial Licensing body (if you reside outside of Ontario), you can request the Ontario College of Teachers or the Provincial/Territorial Licensing body to send your transcripts directly to the Deaf and Hard of Hearing Teacher Education Program office and we will consider them as official.

Current Students or Graduates of York University

Current students and graduates of York University are not required to submit official York University transcripts. Please provide us with your 9-digit York University Student Number and/or provide all previous names used as a York student and we will access your transcripts internally.

Note: If you have an outstanding balance/fee with York University, we will not be able to access your transcripts and your application package will be incomplete.

Important Information:

Most Institutions are now providing official transcripts by email. If your Institution is offering email service, please request to have your transcripts emailed directly to the DHH Program Office at deafed@edu.yorku.ca. If email service is not being offered, please have your transcript(s) mailed to the Deaf and Hard of Hearing Teacher Education Program office **directly from the institution** to the following address:

York University, Faculty of Education
DHH Program,
4700 Keele Street, Room 108A Winters College Building,
Toronto, ON M3J 1P3

□ **American Sign Language (ASL) Documentation**

To meet the ASL admission requirement, applicants are required to provide documentation of successful completion of two different ASL courses (e.g., ASL 101 and ASL 102).

Two courses are equivalent to *approximately* 60-hours of face-to-face instruction from a recognized college/university or community-based (e.g., Canadian Hearing Society, Bob Rumball Centre for the Deaf etc.) program.

We will accept online ASL courses. These courses must be interactive in a class setting via Zoom or another online platform. We do not accept ASL Courses that are offered as fully online pre-recorded lessons.

If you have recently enrolled in or are in the process of completing an ASL course and the course will not be completed by the application due date, please provide a copy of your receipt, or provide a letter of verification from the institution/organization as proof of your enrollment. This documentation should include the name of the institution/organization where you are enrolled, along with the course name, course code, start date and end date.

If you have successfully completed one or both courses, please upload your documentation in the space provided in the online application. Documentation can be provided in the form of a transcript, certificate, or letter of completion from the institution, printed on letterhead.

If you complete your course(s) after the application due date, please email your documentation of successful completion to deafed@edu.yorku.ca and we will add it to your application file.

If you have a transcript that lists both ASL courses on it, please upload the same transcript in both fields provided in the online application package to indicate that you have completed the two ASL courses.

To protect your privacy and information, please remove all banking and credit card information from your receipt/documentation BEFORE sending it to the DHH Program office.

If you are proficient in ASL, you can opt to complete the ASL Proficiency Test (ASLPI) with [Gallaudet University](#) or other recognized organization in lieu of providing documentation of successful completion of two ASL courses to meet the Admission Requirement.

- This option would be at the expense of the applicant.
- The DHH Program will only accept evaluations from Gallaudet University or other recognized institutions.
- Applicants must achieve a minimum of a [level 2 on the ASLPI](#) (refer to [Gallaudet University Level Descriptions](#)) in lieu of providing documentation of successful completion of two ASL courses to meet the Admission Requirement.
- If you do not achieve a level 2 on the ASLPI, you must provide documentation showing successful completion of two ASL courses prior to the start of the DHH Program in mid-August.

Any offers of admission will be conditional and require proof of successful completion before the start of the program in mid-August.

☐ **Personal Statement**

Please refer to the “Personal Statement” section in the online application package. You will be provided with three questions and asked to provide your response in the space provided. Please note that the space provided for your response is limited to 500 words.

☐ **References**

Applicants are required to submit **three professional and/or academic references** to support their application to the Deaf and Hard of Hearing Teacher Education Program.

Note: We are requesting three letters total (not three professional and three academic). Use your professional judgement; the DHH Program cannot advise you on references. However, it is best to identify referees who can speak directly to your teaching and/or the experiences you have had in educational settings.

The Reference Form can be found on the DHH Program website under “How to Apply” (see Step #4)

How to submit documentation:

The Reference Form will be completed online by your Referees. It is the Applicants responsibility to send the link to their referees. The referee will upload a letter of support and submit the completed form online.

Completed reference forms and letters of support are confidential and for the use of the Admission Committee only. They will not be shared with the applicant during or after the admission process.

☐ **Pay the Application Fee Online**

A \$60.00 non-refundable application fee is payable online. Once you submit your completed application package you should automatically be directed to the Eventbrite site to pay your application fee. If you are not automatically directed to the site, please copy and paste the following link into your web browser to pay your \$60.00 application fee: https://DHH_Application_Fee_FW2024.eventbrite.ca The application fee is due no later than March 21, 2024 at 11:30 p.m. EST. We are unable to process incomplete applications or applications that do not have the accompanying \$60.00 fee.

All payments must be made online using the link provided. We will not accept other form(s) of payment. The Application Fee is non-refundable.