

## New reporting codes after having completed the program requirements for the Transitional and Multi-Session Transitional Certificates

As advised in our memo of August 17, 2023, faculties will report candidates for the *Transitional Certificate of Qualification and Registration* (Transitional CQ) and the *Multi-Session Transitional Certificate of Qualification and Registration* (Multi-Session Transitional CQ) through the Faculty Plus section of the College’s website. The file record layouts will not change.

For the **General Information File Record**, the following codes should be used to report candidates **on or after August 30, 2023**:

	Multi-Session Transitional CQ		Transitional CQ	
Degree/Diploma Codes of Teacher Education Program:	TE650	Teacher Education Program in progress (anticipated completion by certificate expiry)	TE650	Teacher Education Program in progress (anticipated completion by certificate expiry)
	TE651	Programme en cours (achèvement prévu à l’expiration du certificate)	TE651	Programme en cours (achèvement prévu à l’expiration du certificate)
Program Status:	5	(completed a minimum of 12 postsecondary credits and 10 practicum days)	6	(completed a minimum of 30 postsecondary credits and 40 practicum days)
Program Completion Date:	Date you are reporting a candidate for the certificate		Date you are reporting a candidate for the certificate	
Education Program:	See “Degree/Diploma Code” section of the Reporting Schedule		See “Degree/Diploma Code” section of the Reporting Schedule	

Those reported prior to August 30, 2023 as having completed the first part of the multi-session program **do not** need to be re-reported.

The codes for the **Qualification Information File Record** layout remain the same. The codes for reporting the completion of the program remain the same.

The **temporary certificate program** will end on December 31, 2023. As of August 30, 2023, teacher candidates that have been reported for a temporary certificate and have not yet completed their applications should request a transitional certificate after applications open on August 30, 2023. These candidates will also need to be re-reported once they have completed the program requirements for the transitional certificate. Current holders of temporary certificates, or those with expired temporary certificates, are not eligible to apply for the transitional certificate and should only be reported upon completion of program.

If you have any questions regarding the new reporting codes and how to submit them, please contact Lillian White at [lwhite@oct.ca](mailto:lwhite@oct.ca), Hugh Gordon or [hgordon@oct.ca](mailto:hgordon@oct.ca) or Maria Nushis at [mnushis@oct.ca](mailto:mnushis@oct.ca). We can also be reached by phone at (416) 961-8800, or toll-free in Ontario at 1-888-534-2222.