

Bachelor of Education
APPLICANT HANDBOOK
2024



trentu.ca/education

SCHOOL OF EDUCATION

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OVERVIEW & WELCOME

The Consecutive Bachelor of Education program builds on Trent University's reputation for high standards in teaching and research, a deep commitment to excellence in classroom teaching and a focus on the individual. Through learning and classroom experience, Trent's teacher education program supports you as you become the teacher you want to be. I believe you will find our program provides the ideal foundation for embarking on your teaching career.

All applicants are encouraged to read this Applicant Handbook very carefully. This information is provided as a supplement to the information found on the Ontario Universities' Application Centre TEAS website. Please ensure that you have reviewed all information as part of your application process.

Thank you for your interest in the Consecutive Bachelor of Education program at Trent University. If you have any questions about your application, please do not hesitate to contact us.

**All the best,
School of Education**

CONTACT INFORMATION

Education Admissions
Office of the Registrar
Trent University
1600 West Bank Drive
Peterborough, ON K9L 0G2
705-748-1011 ext. 7738
1-888-MY-TRENT (1-888-739-8885) ext. 7738
educationadmissions@trentu.ca
www.trentu.ca/education

OVERVIEW OF REQUIREMENTS, IMPORTANT DATES, AND WHERE TO COMPLETE EACH STEP

Key Date	Description	Where to Submit
14-Sep-23	Teacher Education Applicant Service (TEAS) online applications open.	TEAS
1-Oct-23 to 8-Dec-23	Applicants will be able to access the online Profile of Experience and Course List through their MyTrent applicant portal. Instructions will be emailed within 2-3 business days of applying. <i>Check your junk/spam email folder if you haven't received your email within 3 business days</i>	myTrent applicant portal
1-Dec-23	Deadline to apply through Teacher Education Application Service (TEAS)	TEAS
1-Dec-23	Deadline to request official transcripts	TEAS or Current Institution if applying outside Ontario
8-Dec-23	Deadline to submit Profile of Experience and Course List Deadline for receipt of official transcript Deadline for Equity Admission Form (if applicable)	myTrent Applicant Portal
1-Feb-24	Trent will send out our first round of offers	TEAS
1-Mar-24	All institutions must send their first round of offers	TEAS
5-Mar-24	Deadline to accept Trent's offer of admission	TEAS
1-Jul-24	Deadline to submit final transcript for those who have accepted a conditional offer	TEAS or Current Institution if applying outside Ontario

TEACHER CERTIFICATION

In Ontario, you must be registered with the Ontario College of Teachers to teach in the province's publicly funded schools. Graduates of the Bachelor of Education program at Trent University will be recommended to the Ontario College of Teachers for registration. Visit www.oct.ca for more information.

PROGRAM INFORMATION & TEACHING DIVISIONS

The two year, full-time, Consecutive Bachelor of Education degree program prepares students to teach in either the Primary/Junior (Kindergarten - Grade 6) or Intermediate/Senior (Grades 7-12) divisions. This program is offered at the School of Education & Professional Learning at the Trent University campus in Peterborough.

PRIMARY/JUNIOR PROGRAM (K- 6)

While there are no specific prerequisites for the Primary/Junior program, applicants are encouraged to demonstrate a range of curriculum expertise in the subject areas listed below:

- Arts (Dramatic, Musical, and/or Visual)
- Computer Studies
- English and/or French
- Mathematics
- Science
- Social Studies (Geography, History)

The configuration of the courses you take during your undergraduate degree will not impact your application in the Primary/Junior divisions, however, courses in these areas will be beneficial towards the courses you take in the program and your future careers.

INTERMEDIATE/SENIOR PROGRAM (7-12)

Trent University offers the following teaching subjects:

- Anishnaabemowin (Ojibwe)
- Biology
- Chemistry
- Dramatic Arts
- English
- Environmental Science
- First Nations, Inuit, and Metis Studies
- French (Second Language)
- Geography
- Health and Physical Education
- History
- Mathematics
- Physics
- Visual Arts

SUBJECTS IN DEMAND

Trent is particularly interested in helping to address the provincial teacher shortages in the following disciplines: Chemistry, French, First Nations, Inuit, and Metis Studies, Mathematics, and Physics. We strongly encourage applicants with expertise in these curriculum areas to apply to our Intermediate/Senior program.

TEACHING SUBJECT REQUIREMENTS

All applicants are required to have:

- five (5) full undergraduate course equivalents (10 semester courses) in the first teaching subject, AND
- three (3) full undergraduate course equivalents (6 semester courses) in the second teaching subject*

As part of the Profile of Experience, all applicants are required to complete a course list that includes the course codes and names of the courses to be used toward the teaching subjects by **December 8, 2023**.

Applicants concerned about the eligibility of particular courses towards teaching subject requirements prior to application are encouraged to contact Education Admissions. We may also contact you for course descriptions if they are required for your teaching course assessment. Any course offered by the teaching subject in question is eligible if it counts toward a degree in that subject area. A majority of an applicant's credits must be within the applicable teaching subject area.

Students who have taken courses at Trent University must still complete the course listings information in the Profile of Experience.

Transfer credits received for community college, International Baccalaureate, Advanced Placement and CEGEP courses cannot be used toward teaching subjects.

***Note:** Anishnaabemowin (Ojibwe) and French as a Second Language requires five full course equivalents as a first teaching subject, or four full credit equivalents as a second teaching subject.

For more information on the general guidelines for teaching subject requirements a guide is available on the B.Ed. Admissions website (<https://www.trentu.ca/education/programs/consecutive-bed/bed-admissions>).

Please be advised that classes may not be offered in all teaching subjects if there are an insufficient number of qualified applicants. Trent University reserves the right to cancel a Teaching Subject at any point.

ADMISSION REQUIREMENTS

1. ACADEMIC REQUIREMENTS

A minimum average of 70 per cent on the last 10 full-year university undergraduate courses (last 20 semester courses or equivalent) completed prior to the application deadline is required for all programs. Academic qualifications of applicants (including those completing the final year of an undergraduate degree) will be assessed as of **December 1, 2023**.

Applicants who have less than 10 full-year university courses (20 semester courses, or a combination is acceptable) completed at the time of application, will be assessed on a case-by-case basis. Transfer credits received for community college, International Baccalaureate, Advanced Placement and CEGEP courses, as well as graduate-level university courses, will not be considered in the admission average calculation.

All applicants must complete an undergraduate degree and program prerequisite courses at an accredited degree-granting institution by **April 30, 2024**.

All applicants must provide confirmation of completion of degree requirements as well as completion of courses counted towards teaching subjects (Intermediate/Senior applicants only) by **July 1, 2024**.

Applicants who anticipate completing a degree in summer 2024 must contact educationadmissions@trentu.ca. If given a conditional offer they must provide confirmation of degree completion before Trent's consecutive education program begins at the beginning of September. The degree must be conferred no later than fall 2024 convocation.

Applicants who have completed four-year honours or graduate degrees will be given preference over those with a general degree.

Mature students must meet the same admissions requirements as all applicants.

Applicants who have selected multiple programs at Trent University are expected to prioritize the choices in the order they would like to be considered. Successful applicants will be offered admission to one program selection only.

Applicants who have applied for more than one program option do not need to send more than one copy of required transcripts. If applying to both Primary/Junior and Intermediate/Senior please complete two separate Profiles, one for each division.

2. RELATED EXPERIENCE

Selection of applicants is based upon equal weighting of academic achievement and related experience. Applicants must complete a Profile of Experience outlining experiences related to teaching. Fulfillment of the minimum requirements does not guarantee admission, and Profiles of Experience will not be read if academic requirements are not met.

3. PROFICIENCY IN ENGLISH

English is the normal language of instruction and communication at Trent University. Therefore, applicants must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions.

All applicants are required to meet one of the following criteria:

1. First language is English.
2. They have studied full time for at least three years in a recognized educational institution where English was the language of instruction and examination, and which was located in a country where the dominant language spoken is English.
3. They have achieved the required level of proficiency on one of the following English language tests:

TOEFL (Test of English as a Foreign Language):

- Paper-based (PBT) and Test of Spoken English (TSE): A score of at least 600 on the paper-based TOEFL, with scores of at least 58 on each of the listening and reading components, 5.5 on the Test of Written English (TWE) and a minimum score of 60 on the TSE.
- Internet-based (IBT): An overall score of 100.

IELTS (International English Language Testing System): An overall score of at least 7 on the Academic Module of IELTS with scores of at least 6.5 in reading and listening and scores of at least 7 in writing and speaking.

CAEL (Canadian Academic English Language Assessment): An overall score of 70.

Results of English Language Proficiency assessments must be submitted to Education Admissions by **December 8, 2023**.

Please be advised that English language proficiency score requirements are subject to change. Candidates are expected to have a demonstrated proficiency in English. The University reserves the right to require English language testing, upgrading or withdrawal from the program if candidates do not meet the expected level of proficiency. For questions regarding Proof of English Proficiency, please contact educationadmissions@trentu.ca.

HOW TO APPLY

It is the responsibility of the applicant to ensure that the following documents are submitted by the required deadlines. Applicants are encouraged to check their myTrent portal account (www.trentu.ca/mytrent) to ensure that documents have been received.

1. TEAS APPLICATION

Applications must be submitted through the Teacher Education Application Service (TEAS) <https://www.ouac.on.ca/teas/>. The application will open on September 14, 2023, and will close on **December 1, 2023** for classes beginning in September 2024.

2. TRANSCRIPTS

Official transcripts from every post-secondary institution attended must be submitted to Education Admissions, Office of the Registrar by **December 8, 2023**.

Ontario Universities - Official transcripts must be ordered via the OUAC by completing the TEAS Transcript Request Form (TRF).

Universities outside Ontario - must be ordered directly from the institution, and submitted to Trent University, Education Admissions (address on page 3).

Trent University transcripts – Current students or graduates from Trent are not required to request transcripts through TEAS but should arrange to send transcripts for university courses completed at any other university they have attended. If they have completed a year abroad as a Trent student, they may contact the Trent International Program Office to request a transcript be sent to Education Admissions.

International Universities- Applicants who hold a degree from a foreign institution are strongly encouraged to get a course-by-course assessment of official international transcripts by the World Education Services (WES). You must request that WES evaluations be released to Trent University by December 8, 2023. This evaluation is official, we will not require any additional copies of your transcripts. Please contact Education Admissions to determine if a WES is required.

- It can take up to 6 weeks for WES to receive official transcripts from an international academic institution, after which point the WES evaluation will take approximately 1 week to be completed. Please begin the evaluation process as early as possible.
- Alternatively, if providing official transcripts without a WES evaluation, you do need to provide official English translations for all post-secondary documents. This must include a breakdown of the course weighting/hours. **Please contact Education Admissions to determine if a WES is required.**

***NOTE:** Applicants who have attended a university on a Letter of Permission or international exchange must provide an official transcript from the institution attended.

Do **not** send transcripts for secondary school or CEGEP.

3. PROFILE OF EXPERIENCE AND COURSE LIST

Once an application is submitted through the Teacher Education Application Service, applicants will be sent further information by email about completing the Profile of Experience and Course List online. The Profile of Experience and Course List must be submitted by **December 8, 2023**, through the myTrent applicant portal.

Within the Profile of Experience, applicants are required to submit contact information for two referees. Referees may be contacted to verify information submitted in the Profile, but not all referees will be contacted. A referee being contacted, or not contacted, does not indicate a decision has been made on your application.

Refer to the Profile of Experience instructions on page 11 for further details and tips regarding the completion of the profile.

Course List:

- Primary Junior Course List: You must provide the titles and course codes for courses taken in any of the following areas: English, Geography, History, Visual Arts, Dramatic Arts, Music, Mathematics, Science, French and Computer Science. The configuration of the courses you take during your undergraduate degree will not impact your application in the Primary/Junior divisions, however, courses in these areas will be beneficial towards the courses you take in the program and your future careers.
- Intermediate Senior Course List: You must provide the course code and title for the courses you would like to be used toward your teaching subjects. If you are concerned about the eligibility of particular courses toward teaching subject requirements prior to applying, contact Education Admissions. Course descriptions may be required.

Note: High school, CEGEP and college courses are not considered.

4. EQUITY ADMISSION (IF APPLICABLE)

Trent University is committed to social justice and encourages applications from persons traditionally under-represented in the teaching profession. Applicants who are persons of Indigenous heritage, persons of a visible minority and/or persons with a disability may apply for equity admission in the Bachelor of Education Program.

The Equity Admissions form is available through an applicant's myTrent portal account (www.trentu.ca/mytrent) for submission by **December 8, 2023**. For questions regarding Equity Admission, please contact educationadmissions@trentu.ca.

PROFILE OF EXPERIENCE

Applicants will receive information by email regarding the submission of the Profile of Experience 2-3 business days after submitting the TEAS application. All applicants should read the instructions below before completing the Profile of Experience online.

PROFILE OF EXPERIENCE

Trent University's School of Education & Professional Learning seeks to admit and educate future teachers who demonstrate a deep commitment to social justice, and a dedication to developing teaching practice that fosters inclusivity and ethical consciousness.

Admissions decisions are based on an equal weighting of academic achievement and related experience, as provided in this profile. **Completion of the Profile is mandatory – applicants who do not submit a Profile by December 8, 2023, will not be eligible for admission.**

OVERVIEW

1. Prepare the Point-Form Experience Listing and Critical Reflections in your own words, without professional assistance. There are word limits for each of the sections.
2. Carefully complete all sections of the online Profile fully and accurately. It is recommended you compose a document first, to allow for editing, have for your own record, and to copy and paste from when completing your responses online.
3. Contact information is required for two referees who can speak to the experiences discussed in the Critical Reflections section of the Profile. Please note that not all referees will be contacted. Letters of Reference will not be accepted. Family members are not acceptable referees.
4. Failure to comply with any of the above directions may result in an incomplete application, and your Profile may not be processed.

POINT-FORM EXPERIENCE LISTING

List the **five** most relevant teaching, teaching-related or life experiences that you identify as significant in preparing you to be an educator. You will be asked to identify the position title, organization/location, duration of experience (with start and end dates), age group of learners, and nature of your responsibilities. Contact information is not required in this section. Limit of 100 words per experience description, these should be kept brief.

CRITICAL REFLECTIONS

Select **three** key teaching, teaching-related and/or life experiences (see explanation below) from your Point-Form Experience Listing. **Critically reflect upon the challenges you faced and the insights you have gained about teaching through these experiences. There is a 500 word limit for this section (500 words total, not per experience).**

Trent University believes that life experience, in addition to teaching-related experiences, can often be significant in preparing applicants for a career in teaching. You may choose to discuss how your personal experiences and identity have enhanced or impacted the development of your classroom teaching skills, your understanding of the teaching profession, and your awareness of the challenges facing Ontario's classrooms. This can include, but need not be limited to, issues around racial, ethnic, religious, and sexual identity, disabilities, socio-economic status, citizenship, gender, age, family status and/or the intersection of multiple forms of oppression.

Please ensure that your reflections address the impact your knowledge and experiences have had upon your teaching goals.

ADMISSION DECISIONS

First round offers will be released in **February, 2024**. Decisions can be viewed on the myTrent applicant portal or through TEAS. All admission decisions are final.

NOTES

- Applicants are responsible for submitting all required documentation. Incomplete applications will not be considered.