



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, 2025

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 online application, the DHH Program Office will contact you via email to share a folder with you, you will use this folder to upload your supporting documentation. Please follow the instructions provided at the end of this document.

For your application file to be complete, applicants must submit the following:

1. Online application
2. All supporting documents listed below, uploaded to the file that was provided by the DHH Program Office
3. Application Fee
4. Reference Form link provided to three professional references
 - a. Applicants are welcome to confirm submission directly with their selected references. Due to privacy and confidentiality, the DHH Program office cannot confirm this information with the applicant.

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.

How to submit documentation:

The applicant will upload this documentation to the folder that will be shared with them from the DHH Program office. Please refer to the last page of this document for more information.

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 their 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.

How to submit documentation:

The applicant will upload this documentation to the folder that will be shared with them from the DHH Program office. Please refer to the last page of this document for more information.

Resume/Curriculum Vitae (CV)

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

How to submit documentation:

The applicant will upload their CV/Resume to the folder that will be shared with them from the DHH Program office. Please refer to the last page of this document for more information.

Practicum Reports or Equivalent Documentation

- A) Current BEd Students or recent graduates:** If you are currently enrolled in a Faculty of Education or you 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 upload your first evaluation to the folder that the DHH Program office will share with you after your online application has been submitted and then submit your second evaluation once you receive it. Reports submitted after the application deadline can be emailed to deafed@edu.yorku.ca.

- B) Newly-Hired Teachers:** Provide a copy of your most recent [Teacher Performance Appraisal](#) (TPA) **or** if you do not have a TPA you are not required to get one for the purpose of applying to the DHH Program; instead, provide copies of your practicum evaluation reports from your practice teaching placements **and** a letter of support from your Principal/Vice-Principal*.
- C) Experienced Teachers:** Provide a copy of your most recent [Teacher Performance Appraisal](#) (TPA) **or** if you do not have a TPA yet provide an explanation as to why not, and a letter of reference from your Principal/Vice-Principal*.

*A letter of support/reference from your Principal/Vice-Principal can be used to meet this requirement and can also be used as one of your three reference letters. This option is at the discretion of the applicant.

How to submit documentation:

The applicant will upload this documentation to the folder that will be shared with them from the DHH Program office. Please refer to the last page of this document for more information.

Transcripts

Current BEd Students: Applicants currently enrolled in an undergraduate BEd or recently completed a program, may submit unofficial transcripts of work completed to date. An unofficial transcript is sufficient for the admissions process. If an offer of conditional admission is made to the applicant, it will be conditional upon successful completion of the degree, submission of official transcripts and confirmation of good standing with the Ontario College of Teachers (Ontario applicants) or your Provincial/Territorial Licensing body (out-of-province applicants).

Applicants who receive a decision of conditional admission must submit an official transcript for every post-secondary institution they have attended.

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 provide any previous names used as a York University student (if applicable) 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. If offered conditional admission, any outstanding fees must be paid before registration in the program is possible.

Clarification of terms:

- **Unofficial Transcript:** An *unofficial* transcript is a transcript submitted to the DHH Program office **directly from the applicant** for the admission process.
- **Official Transcript:** An *official* transcript is submitted to the DHH Program office **directly from the Institution/Organization**.

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 the 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.

To request the release of personal information from your file with the OCT, please complete and submit [Request for Release of Personal Information](#) form. This form is available on the OCT website under the tab "Members" scroll down and select "[Forms](#)" and scroll down and select "Request for Release of Personal Information". Please request to have your transcripts emailed directly to deafed@edu.yorku.ca

How to submit documentation:

Unofficial Transcript: Please upload an unofficial transcript (if available) to the file that will be shared with you after your online application has been submitted.

Official Transcript: 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:

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

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

To meet the ASL admission requirements, applicants are required to provide documentation on the 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 Services, Bob Rumball Canadian Centre of Excellence for the Deaf) program.

We will accept the completion of online ASL courses if these courses are interactive in a class setting via Zoom or another online platform. We do not accept ASL Courses that are offered fully online asynchronously or with pre-recorded lessons.

If you are enrolled in 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 where you are enrolled, along with the course name, course code, start date and end date.

If you are proficient in ASL, you can opt to complete the ASL Proficiency Test (ASLPI) in lieu of providing documentation of successful completion of two ASL courses to meet the Admission Requirement.

- This option is at the expense of the applicant.
- The ASLPI can be completed at any recognized organization.
- The final report must be on the organization's letterhead and provide the name of the applicant, the date the ASL Assessment was completed, the ASLPI rating achieved and a description of each of the rating levels.

- 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 level 2 on the ASLPI, you must provide documentation showing successful completion of two ASL courses.

If courses and/or the test are underway at the time of application, offers of admission will be conditional and will require proof of successful completion before the start of the program in mid-August.

How to submit documentation:

If you have successfully completed one or both courses or an ASLPI evaluation, please upload your documentation to the file that will be shared with you upon submitting your 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)/ASLPI evaluation 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 indicate this when you save the file (e.g., ASL-1_and_2-John_Smith) **To protect your privacy and information, please redact all banking and credit card information from your receipt/documentation BEFORE submitting it to the DHH Program office.**

Personal Statement

Please refer to the “Personal Statement” section in the online application. You will be provided with three questions and asked to provide your response in the space provided. Please limit your responses 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 in total (*not* three professional and three academic). Use your professional judgement when selecting references; the DHH Program cannot advise you on references. However, it is best to identify referees who can speak directly about your teaching and/or the experiences you have had in educational settings.

The link to the Reference Form can be found on the DHH Program website under “How to Apply” (see Step #5)

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.

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.

Applicants are welcome to confirm submission directly with their selected references. Due to privacy

and confidentiality, the DHH Program office cannot confirm this information with the applicant.

Pay the Application Fee Online

A \$100.00 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: https://DHH_Application_Fee_FW2025-2026.eventbrite.ca. The application fee is due no later than March 21, 2025 at 11:30 p.m. EST. We are unable to process incomplete applications or applications that do not have the accompanying \$100.00 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.

Upload documents to the shared file provided to you by the DHH Program office

It is the applicant's responsibility to ensure that all required documentation is uploaded to the shared file by the deadline provided.

Please read each section above carefully for instructions and to be sure that you provide the proper documentation for your current circumstance.

Instructions for uploading the required documents to the shared file provided:

When **saving documents for submission to the shared file** it is expected that the applicant will take the following steps for each document:

- a) All documents must be submitted as an **Adobe PDF file**.
- b) **Name the document using the following format:**
 - Document type as listed in this document
 - followed by the first name and last name of the applicant.
(e.g., Practicum_Report_1–John_Smith, Practicum_Report_2–John_Smith etc.)
- c) **Multiple-page documents must be submitted as one document**
(e.g., 5-page document, must be saved together as one Adobe PDF file and **not as individual pages**)
- d) It is the applicant's responsibility to ensure that all **scanned images are clear and legible**
(e.g., 300 dpi).

The following documents must be uploaded to the shared file to complete your application package:

- Verification of Residency Legal Documentation
- Ontario College of Teachers (OCT) Certification in good standing (Ontario applicants) or Provincial/Territorial Teaching Certification in good standing (Out-of-province applicants)
- Curriculum Vitae (CV)/Resume
- Practicum Reports (for recent graduates) or [Teacher Performance Appraisal](#) (TPA) reports (for experienced teachers)
- Post-Secondary Transcripts (if available): these are considered unofficial transcripts. If unofficial transcripts are not available to be uploaded then it is expected that Official Transcripts will be sent directly to the DHH Program Office from the institution.
- American Sign Language (ASL) documentation (e.g., ASL 101, ASL 102)