

**APPLICATION GUIDE**  
**Diploma in Technological Education**



**Technological Education Program**

# Important Instructions for Applying to the Diploma in Technological Education Program

Please read the following important instructions prior to starting the Supplemental Application package:

## 1) OUAC TEAS Application

You must apply using the [Ontario Universities' Application Centre Teacher Education \(TEAS\) application](#) by no later than **December 1, 2023**. Note: the application deadline may be extended pending availability in the program.

- a. Create an [OUAC account](#)
- b. Click on the Program Title link (e.g. Diploma in Technological Education - Thunder Bay). Lakehead University offers the Diploma in Technological Education program at both of its campuses: **Thunder Bay and Orillia**. If you would like to submit an application to both campuses, you must use two separate application choices. Your OUAC application fee includes three choices. If you are planning to submit an application to both campuses, make sure that your preferred campus is your number one choice. The *OUAC Program Codes* for Technological Education are as follows:
  - i. Diploma in Technological Education - Thunder Bay: **A82**
  - ii. Diploma in Technological Education - Orillia: **A83**
  - iii. Degree in Technological Education - Thunder Bay: **A80**
  - iv. Degree in Technological Education - Orillia: **A81**
- c. On the *Program Details* page, you will also **select your broad-based technological education subject** area using the “*Teaching Subject*” dropdown menu. You must have relevant professional experience working in one of the following broad-based technological education subject areas:
  - Communications Technology
  - Computer Technology
  - Construction Technology
  - Green Industries
  - Hairstyling and Aesthetics\*
  - Health Care
  - Hospitality and Tourism
  - Manufacturing Technology
  - Technological Design
  - Transportation Technology\*

\*Since these are restricted trades, a current Certificate of Qualification is required

- d. Lastly, the *Program Details* page will **automatically select your entry point** for you (e.g. Summer 2024). Keep in mind that the Diploma in Technological Education program is 16-months in length and **begins in July**. There is no September, January or May intake for this program.

Once you have submitted your application successfully, **you will receive an Acknowledgement Email** from Enrolment Services - Undergraduate Admissions within 3 business days. The email will provide you with:

- Login credentials to your Student Portal
- Lakehead Student ID Number

Going forward you may **use your Student Portal** to upload academic transcripts, view required documents, and monitor your application status.

Please **do not** submit any of the Supplemental Application items (see list below) through your Student Portal. The Supplemental Application Package must be submitted to the Faculty of Education using the [Supplemental Application Google Form](#).

## 2) Transcripts and Academic Records

You must submit **all** academic transcripts from your secondary and post-secondary (if applicable) education. We will accept unofficial transcripts for a conditional assessment of your application. **You must submit all unofficial transcripts by no later than 4:30 PM EST on Friday, December 15, 2023.** Final official transcripts will be required if you receive an offer of admission.

**If you attended or are attending an Ontario university or college, you must request transcripts through your online OUAC application. If you are in-progress with post-secondary courses, you will need to request an additional transcript to be sent upon completion of the coursework.**

You can submit unofficial transcripts in one of two ways:

- Using the Document Upload tool on your Student Portal, or
- Emailing docs.admission@lakeheadu.ca

Final official transcripts must be requested through OUAC or be sent to Lakehead University directly from your previous institution.

## 3) Credential Assessments

If you have completed your secondary or post-secondary education outside of Canada or the United States, you **may** be required to submit a document-by-document or full course-by-course

international credential evaluation from [World Education Services \(WES\)](#). This will be requested at the discretion of the Undergraduate Admissions office. All associated fees are your responsibility. WES assessments may take several months or longer. Please plan accordingly. WES will inform us when your results are available. We can access your WES results electronically.

#### 4) English Language Proficiency (*if applicable*)

If your first language is not English, you must demonstrate that you can cope with the language demands of an English language university. You may meet our English language requirements by completing a certain number of years of study at a school where English is the language of instruction. Lakehead University also accepts many standardized language tests for those who are required to submit proof of English language proficiency. All associated fees are your responsibility. Learn more about our [English language proficiency requirements](#). If you are required to submit proof of English language proficiency, we must receive your proficiency test results or medium of instruction letter by no later than **4:30 PM EST on Friday, December 15, 2023**.

#### 5) Supplemental Application Package

The submission of your Supplemental Application Package must be submitted no later than **4:30 PM EST on Friday, December 15, 2023**. Please follow the instructions below to guide your submission. You are required to assemble the following for your supplemental application package and submit them using the [Supplemental Application Google Form](#)

##### a. Video Submission

You are required to submit a video (3 minute maximum) making **specific** reference to the [Technological Education curriculum](#) for your requested subject-area (one of the **ten** technological education subjects). Please describe how your specific work experiences have prepared you to teach this curriculum to students.

*Note: If submitting a video presents a barrier for you please reach out to [techcoord.educ@lakeheadu.ca](mailto:techcoord.educ@lakeheadu.ca)*

##### b. Text Submissions

You are required to submit a text response (150 word max.) to the following two questions:

- i. How have your personal character traits and lived experiences prepared you for a career working with young people?
- ii. Describe your experience with subject-specific equipment and health & safety guidelines.

**c. Proof of Work and/or Educational Experience**

You are required to provide supporting documentation indicating a minimum of 5 year work experience (equal to 8,500 hours) or a combination of work experience and relevant post-secondary educational background (specific to your selected “Tech Ed Teaching Subject”).

Option	Education	Experience
1	Ontario Secondary School Diploma (OSSD) and Certificate of Qualification (CofQ) in subject area of application.	A minimum of 5 years (1700 hrs = 1 year) of wage-earning experience in the subject area of application.
2	Two (2) year college diploma in subject area of application.	A minimum of 3 years (1700 hrs = 1 year) of wage-earning experience in the subject area of application.
3	Three (3) year college diploma in subject area of application.	A minimum of 2 years (1700 hrs = 1 year) of wage-earning experience in the subject area of application.
4	University or college degree in subject area of application.	A minimum of 2 years (1700 hrs = 1 year) of wage-earning experience in the subject area of application.
5	University or college degree that is NOT in the subject area of application.	A minimum of 5 years (1700 hrs = 1 year) of wage-earning experience in the subject area of application.

Documentation for work experience must include a copy of a signed letter on official company letterhead from each relevant employer. A letter must be written by a supervisor familiar with your work. It must attest to:

- The length of your employment, indicating start and end dates, the work was full-time or part-time, and number of hours worked.
- The nature of your employment (job description) providing a specific statement of the knowledge and skills you used.

Please see the Ontario College of Teachers Requirements for Becoming a Technological Educator for more information about required experience and acceptable documentation.

**d. Certificate of Qualification**

If you are applying to Hairstyling and Aesthetics or Transportation Technology, you are required to submit a current Certificate of Qualification.

## Important Contacts:

### Questions Regarding the Application Process

(i.e. how to apply, how to submit transcripts, accessing my Student Portal and myEmail):

Contact Enrolment Services – Undergraduate Admissions at (807) 343-8500 or [studentcentral@lakeheadu.ca](mailto:studentcentral@lakeheadu.ca).

**Issues with the OUAC Application** (i.e. how to access OUAC account, how to send transcripts, how to accept offer):

Contact the OUAC: [teas@ouac.on.ca](mailto:teas@ouac.on.ca)

**Questions Regarding the Supplemental Application Process** (i.e Supplemental Application Form, proof of employment requirements, or CofQ):

Contact the Faculty of Education: [undergrad.educ@lakeheadu.ca](mailto:undergrad.educ@lakeheadu.ca)

### Application Package Checklist:

Please use the following checklist when completing the application process:

<input type="checkbox"/>	I have applied using the <a href="#">OUAC Undergrad TEAS application</a> and selected my broad-based technological education subject area.
<input type="checkbox"/>	I have sent <b>all of my secondary and post-secondary transcripts</b> to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions. I have <b>not</b> included copies of my transcripts with the Supplemental Application Package.
<input type="checkbox"/>	I have completed my <b>full Supplemental Application Package</b> , including submitting the Supplemental Application Google Form.
<input type="checkbox"/>	<b>For Applicants with International Secondary and Post-Secondary Education (only if requested):</b> I have made arrangements to have my <a href="#">international credential assessment from the World Education Services</a> sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.
<input type="checkbox"/>	<b>For Applicants who Require Proof of English Language Proficiency:</b> I have made arrangements to have my <a href="#">official English language proficiency test scores</a> sent to Enrolment Services – Undergraduate Admissions by the deadline stated in the instructions.
<input type="checkbox"/>	I received my Acknowledgement Email and I have accessed both my student portal and myEmail. I understand that it is my responsibility to access each of these sites. If I cannot, I will contact Student Central ( <a href="mailto:studentcentral@lakeheadu.ca">studentcentral@lakeheadu.ca</a> ), phone: 807-343-8500.
<input type="checkbox"/>	I understand that the Faculty of Education <b>may</b> not accept incomplete or late applications.