



BC College of Teachers
400 2025 W Broadway
Vancouver BC V6J 1Z6
604.731.8170 / 1.800.555.3684
604.731.9142 (Fax) www.bcct.ca

Course Approval Form

Information about Course Approval and the Course Approval Form

Purpose of the Course Approval Form:

This form is intended to provide written pre-approval of course work that you intend to take to fulfil BCCT requirements. It is intended to prevent your taking unnecessary course work in error. It is in your best interest to check that a course *does* fulfil the requirements specified in your letter of evaluation *before* you take the course.

We attempt to reply to requests for course approvals within two working days of their receipt. You may mail, fax, send the form as an email attachment, or send the course name, number, credit value and institution name by email message to certification@bcct.ca.

As you make or change your course selections, you can resubmit this form, creating a continuing record of your course approval requests. Please be sure to update your address or fax number whenever it changes.

Course Credit for TQS Category Upgrading:

In some cases, courses that you complete to fulfil BCCT requirements may also be applied to upgrading your TQS category. We recommend that you check with the TQS if you are considering upgrading your category:

Teacher Qualification Service
106 – 1525 West 8th Avenue
Vancouver BC V6J 1T5
Tel. 604.736.5484 Fax 604.736.6591

Courses Taken Outside of British Columbia:

If you intend to take courses from a college or university outside of BC, you need to send the relevant course descriptions. Photocopies of the calendar descriptions are acceptable if they provide a good description of the course content. Course outlines may be necessary when the course content is not obvious from the calendar description (for example, directed studies and special topics courses).

When the Course Work has been Completed:

You should instruct the institution to send an official transcript directly to the College of Teachers. Grade reports, course receipts, and fax copies of transcripts are not acceptable. It is important that you keep your certification current, either by *applying* for a non-expiring certificate

Academic Versus Professional Course Work:

The first five categories on the course approval form (English, Canadian Studies, Mathematics-Elementary, Science-Elementary, Academic) refer to *academic* course work. The next three categories (Education and Education Methodology) refer to *professional* course work. Academic course work is offered by faculties other than Education. If you are required to complete academic course work, you cannot fulfil the requirement by taking education courses. For example, if you are required to complete an English Literature and Composition course, it should be offered by the English Department; an Education course on teaching Language Arts would not fulfil the requirement.

University Transferable Credits:

All course work should be at the university level. Many of the courses offered by community colleges can be transferred to a university for credit toward a degree, and as such are considered university level. If a course is listed as *college level*, *preparatory*, or the course description indicates that it cannot be transferred to a university for credit, then it is unlikely that it will meet BCCT requirements.