

## LETTER OF PERMISSION (LOP) APPLICATION PROCESS – COMPARISON CHART

PRIOR TO JUNE 30, 2008 O. REGULATION 183/97 & LOP CHECKLIST	AS OF JUNE 30, 2008 O. REGULATION 142/08 & PPM 147
<b>APPLICATION FOR AN LOP</b>	
<ul style="list-style-type: none"> <li>School boards must complete and submit to the Ministry the LOP application form provided in Ontario Regulation 183/97 and the LOP Checklist.</li> </ul>	<ul style="list-style-type: none"> <li>School boards must complete and submit to the Ministry the application form provided in PPM 147.</li> </ul>
<ul style="list-style-type: none"> <li>School boards must submit to the Ministry copies of the advertisements for the teaching position that would be filled by the LOP applicant.</li> </ul>	<ul style="list-style-type: none"> <li>School boards must be able to provide evidence that they have complied with the advertising requirements, if asked to do so by the Ministry.</li> </ul>
<ul style="list-style-type: none"> <li>There is no specific requirement that school boards must wait a set amount of time before applying for an LOP.</li> </ul>	<ul style="list-style-type: none"> <li>School boards cannot submit an LOP application form until at least the seventh day after the closing date of the competition for the teaching position that would be filled by the LOP applicant.</li> </ul>
<b>ADVERTISING REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>School boards are required to publicly advertise, on at least three occasions, the teaching position that would be filled by the LOP applicant.</li> </ul>	<ul style="list-style-type: none"> <li>School boards are required to publicly advertise, at least once, the teaching position that would be filled by the LOP applicant.</li> </ul>
<ul style="list-style-type: none"> <li>At least one advertisement must be published in a daily newspaper having provincial circulation in Ontario or on a publicly accessible website approved by the Minister.                             <ul style="list-style-type: none"> <li>If placed in the newspaper, the advertisement must have appeared for one day.</li> <li>If placed on an approved website, the advertisement must have appeared for at least five days and must not have been removed until after the closing date of the job competition.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The one required advertisement,                             <ul style="list-style-type: none"> <li>Must be published in a provincially circulated daily newspaper for at least three days, and at least one of those days must be within the five days before the closing date of the competition for the position, or</li> <li>Must be published on a publicly accessible website approved by the Minister for at least ten days and cannot be removed before the closing date of the competition for the position.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>At least one advertisement must appear during the 30 days preceding the start of employment.</li> </ul>	<ul style="list-style-type: none"> <li>The one required advertisement must appear within the 30 days before the closing date of the competition for the position.</li> </ul>

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<ul style="list-style-type: none"> <li>• Each advertisement must include the following information:                             <ul style="list-style-type: none"> <li>• Name of school board</li> <li>• Position details: school, division, grade</li> <li>• For credit courses: course title, course code</li> <li>• Duration of the position</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The one required advertisement must include the following information:                             <ul style="list-style-type: none"> <li>• The closing date of the competition for the position</li> <li>• Details of the position, including the division and the grade to be taught</li> <li>• The course title and course code for secondary school credit courses</li> <li>• The duration of employment</li> </ul> </li> </ul>
<b>DUE DILIGENCE TO PROTECT STUDENT SAFETY</b>	
<ul style="list-style-type: none"> <li>• There is no requirement regarding an LOP applicant's minimum age or level of education.</li> </ul>	<ul style="list-style-type: none"> <li>• The LOP applicant must be 18 years of age or older and hold an Ontario Secondary School Diploma, a Secondary School Graduation Diploma, a Secondary School Honour Graduation Diploma, or equivalent.</li> </ul>
<ul style="list-style-type: none"> <li>• The LOP Checklist requires school boards to confirm that the LOP applicant is not a member of the Ontario College of Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• School boards must declare in the LOP application form that the LOP applicant is not and has never been a member of the Ontario College of Teachers.</li> </ul>
<ul style="list-style-type: none"> <li>• The LOP Checklist requires school boards to confirm that satisfactory professional and criminal reference checks of the LOP applicant have been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• School boards must declare in the LOP application form that they have conducted a professional reference check and collected a personal criminal history of the LOP applicant.</li> </ul>
<ul style="list-style-type: none"> <li>• The LOP Checklist requires school boards to collect a signed declaration from the LOP applicant that he/she has not had his/her teaching certificate revoked or suspended in any jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>• School boards must declare in the LOP application form that they have collected a written statement from the LOP applicant that any teaching certificate or license granted to him/her by another jurisdiction is not cancelled, revoked, or suspended for any reason other than for failure to pay fees or levies to the governing body.</li> </ul>

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<b>STARTING DATE AND DURATION OF EMPLOYMENT</b>	
<ul style="list-style-type: none"> <li>There is no specific requirement relating to the start date of employment.</li> </ul>	<ul style="list-style-type: none"> <li>School boards must ensure that the anticipated start date of employment is no later than 30 days after the closing date of the competition for the teaching position.</li> </ul>
<ul style="list-style-type: none"> <li>Ontario Regulation 183/97 and the LOP Checklist do not specify when the LOP becomes effective.</li> </ul>	<ul style="list-style-type: none"> <li>The LOP is effective as of the start date of employment.</li> </ul>
<ul style="list-style-type: none"> <li>The period for which an LOP is granted,                             <ul style="list-style-type: none"> <li>Shall not exceed one year; and</li> <li>Shall not extend beyond the end of a school year unless the period begins after the end of a school year and ends before the beginning of the next school year (i.e. summer session).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The period for which an LOP is granted cannot exceed one year (i.e. 12 months) because of the limit set in the <i>Education Act</i>.</li> <li>An LOP can be granted for a period that extends beyond the end of a school year in order to accommodate courses that do not conform to the school year calendar.</li> </ul>
<b>OTHER CHANGES</b>	
<ul style="list-style-type: none"> <li>School boards are required to provide an LOP applicant's Social Insurance Number in the LOP application form.</li> </ul>	<ul style="list-style-type: none"> <li>School boards are not required to provide an LOP applicant's Social Insurance Number in the LOP application form.</li> </ul>
<ul style="list-style-type: none"> <li>There is no requirement that school boards must review their occasional teacher list before applying for an LOP.</li> </ul>	<ul style="list-style-type: none"> <li>School boards are required to declare in the application form that they have reviewed their list of occasional teachers, and have not identified an available or willing candidate for the position.</li> </ul>