Creating a 'Frequently Asked Questions (FAQ)' Document for Transgender and/or Gender-Nonconforming Teacher Candidates in a Post-Secondary Program

Queen's UNIVERSITY | FACULTY OF EDUCATION

Information in this document is current as of May 2023.

This template was created as part of our action research project at Queen's University titled *Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance*. Our findings highlighted that teacher candidates who are transgender and/or gender non-conforming have particular needs and questions in relation to the structures and processes that are part of learning to teach in contemporary Canada. This can include names, titles, certification, graduation and other areas, but also extends to potential experiences of gender identity or gender expression discrimination in program and school climates that are beginning to adapt to their new human rights-related responsibilities.

We generated a timeline of instances in the student 'life cycle' when name, sex and other related information (e.g., titles and pronouns) were collected and disseminated by our teacher education program. The timeline process raised questions that were answered through an information gathering process carried out by our team along with program staff collaborators. As a research team that includes transgender people, we knew that having this information was critical for transgender teacher candidates in order to make informed and timely decisions about, for example, what they need to be called in school placements, or which name they want to have appear on their public record with the Ontario College of Teachers. In the end, we created a Frequently Asked Questions document. We hope that this template allows you to create a similar document within your own teacher education program.

While we believe we have surfaced areas of common concern across programs, our FAQs arose after collaboratively mapping the barriers to a hypothetical transgender student in our program, leveraging staff

> "Overall, throughout the action research process that led us to create this template, we learned that the 'normal' pathway into K-12 teaching quite simply does not imagine that a transgender person may walk that pathway, which is why we had to work hard to find the information in this document."

expertise of our processes and systems. Our publications contain more information about the barrier mapping exercise, and we encourage our colleagues in other teacher education programs to undertake this as well, in addition to simply sourcing answers to the questions we include here.

Overall, throughout the action research process that led us to create this template, we learned that the 'normal' pathway into K-12 teaching quite simply does not imagine that a transgender person may walk that pathway, which is why we had to work hard to find the information in this document. In other words, that it is not readily available to teacher candidates means that teacher candidates who need this information were not expected in our program. We are working hard to change that, and it is our sincere hope that our research and this template can be part of making this change across Canada. We hope you find it useful, and please get in touch to share your thoughts and feedback.

Our very best,

Lee Airton, PhD
lee.airton@queensu.ca

Michelle Searle, PhD
searlem@queensu.ca

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
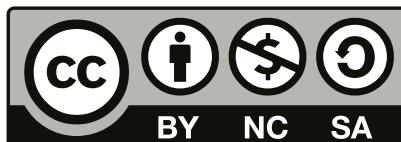v1 Last updated May 22 2023.

i

Using the Template

Answering each question in a way tailored to your program likely requires specialized knowledge from staff and administrators with the most on-the-ground knowledge of your teacher education program, as well as specialized knowledge from broader institutional staff (e.g., registrar's office, information technology services, etc.). We suggest striking a working group to divide the questions, source answers, and complete your document. Once completed, host the document online in multiple public and obvious locations for teacher candidates to easily come across, and — for greatest effectiveness — include links to the document in as many student-facing program handbooks, resources, and websites as possible. You might also consider holding orientation sessions for staff whose duties mean providing this sort of information to teacher candidates so that they are prepared.

Red text in a grey box indicates that a program-specific term is required.

Bold text in a yellow box indicates where more comprehensive, program and/or campus-specific information should be added. In some instances, we have retained our own Queen's-specific responses as a model.

Blue text indicates a hyperlink.

This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

May 2023

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance v1 Last updated May 22 2023.

ii

GLOSSARY A: Teacher Education

Terms used in teacher education programs vary. We provide these definitions so that you can select the most accurate term for the context in which your FAQ document will be used. These terms appear in red in the template so that you can make substitutions as needed.

Alternative Practicum or Alt Prac: A non-teaching placement that is normally situated within a community organization.

Associate Teacher: The teacher who hosts a teacher candidate in their classroom during a placement.

Program Advisor: A staff person in the teacher education program who supports students in their interactions with the program's systems and structures.

Faculty Liaison: A person employed by the teacher education program who liaises with teacher candidates, host schools, school liaisons, and associate teachers before and during a placement.

Practicum Office: The administrative unit with a teacher education program responsible for coordinating school placements.

School Liaison: A person employed by a school who liaises with all teacher candidates placed at their school and the program's faculty liaison.

Teacher Candidate: A person enrolled in a post-secondary teacher education program, such as a Bachelor of Education or Master of Teaching (etc.).

GLOSSARY B: Gender Terms

Suggested citation: Airton, L. (2021). Glossary: Gender terms. In L. Airton & M. Searle, *Creating a 'frequently asked questions (FAQ)' document for transgender and/or gender-nonconforming teacher candidates in a post-secondary program* (n.p.). [URL]

cisgender (adj.). A cisgender person has a gender identity that aligns with expectations for people of their assigned sex (e.g. a cisgender woman was assigned female at birth [sex] and identifies as a woman today [gender identity]).

gender-conforming (adj.). A gender-conforming person's gender expression aligns with expectations for people of their gender identity. Some examples of gender-conforming people are: a feminine woman (whether cisgender or transgender), or a masculine man (whether cisgender or transgender). Some behaviours, characteristics or preferences can also be described as 'gender-conforming,' such as typically masculine behaviours exhibited by a man.

gender-fluid (adj.). A gender-fluid person has a gender identity (e.g., man, woman, nonbinary) and/or gender expression (e.g., masculine, feminine, androgynous) that varies consistently. For example, a cisgender man may have a gender-fluid gender expression if he sometimes dresses in a feminine way and sometimes in a masculine way.

gender expression (n.). How a person publicly presents their gender. Can include behaviour and outward appearance such as hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender (Source: Ontario Human Rights Commission). Everyone has a gender expression, whether they are cisgender or transgender. Masculine, feminine, and androgynous are some gender expression terms.

gender identity (n.) Each person's internal and individual experience of gender, including their sense of being a woman, man, both, neither or anywhere along the gender spectrum. A person's gender identity may be the same or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation (Source: Ontario Human Rights Commission). Everyone has a gender identity, whether they are cisgender or transgender. Man, woman, and nonbinary are some gender identity terms.

gender non-conforming (adj.). A person is gender non-conforming if their gender expression does not align with expectations for people of their gender identity. Examples of gender non-conforming people are a masculine woman (whether cisgender or transgender), and a feminine man (whether cisgender or transgender). People who are gender non-conforming are at risk of gender expression discrimination, including if they are cisgender. Nonbinary and gender-fluid people are often perceived by others to be gender non-conforming women or men.

Mx. (n.). A gender-neutral title that serves as alternative to Ms., Mr. or Mrs., pronounced 'mix.'

nonbinary (adj.). A nonbinary person has a gender identity that is not neatly either man/boy or woman/girl. Nonbinary people have a variety of gender expressions, and may or may not be out, or pursue transition. Many nonbinary people have pronouns that are gender-neutral, with singular they/them being the most common (e.g., saying 'they are' for one person).

transgender (adj.) This term has two common usages: individual and categorical. Individually, a 'transgender person' has a gender identity that does not align with expectations for people of their assigned sex. Categorically, 'transgender' is used as an umbrella term to include the diverse range of people whose gender identities and/or gender expressions do not align with sex-based expectations. The transgender spectrum includes but is not limited to transgender girls and women (trans girls, trans women), transgender men (trans boys, trans men), nonbinary people, and gender-fluid people.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

iii

Contents

If your program's courses take place in multiple buildings on campus, ensure you have this information for every building.

Replace with the college or other body that certifies your program's graduates such that they may teach in your province or territory's schools.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

1

1. General

a) What resources does the [PROGRAM] have for Transgender and/or Gender-nonconforming Teacher Candidates?

The [PROGRAM] values the participation of transgender and/or gender non-conforming people in the teaching profession, and welcomes the 2012 addition of 'gender identity' and 'gender expression' protected grounds in the Ontario Human Rights Code. The [PROGRAM] also recognizes that transgender teacher candidates and those who are gender non-conforming (but not necessarily transgender) are preparing to join a profession with norms that have historically referenced a strict gender binary. Transgender and/or gender non-conforming teacher candidates are encouraged to contact the Practicum Office [EMAIL] prior to completing practicum registration and/or to share relevant information in the special circumstances box.

Include a list of resources on campus such as groups, websites, and others that are of particular relevance to LGBTQ+ students.

b) What should I do if I experience gender expression or gender identity discrimination during my time in the program?

First, know that "Queen's is committed to fostering a campus environment in which all students, staff, and faculty are treated with dignity and respect. The university encourages members of the Queen's community who experience or witness harassment or discrimination to disclose their experience. Disclosures are held in confidence and our support services are client-driven. Faculty, staff, and students can confidentially consult on their options, seek informal resolutions, and initiate a formal report, or any combination of these options" (Harassment and Discrimination Support and Reporting Queen's). It is important to consider where this discrimination is taking place, as teacher candidates spend time on campus for their coursework, in schools for practicum placements, and in a variety of external settings for Alternative Practicum (AltPrac). **If you are experiencing discrimination, or a climate that is unsafe or not conducive to your learning for reasons related to gender identity or gender expression (or other Ontario Human Rights Code protected grounds)** …

i. … in the faculty :

There are a number of campus-wide resources you can access (https://www.queensu.ca/inclusive/resources/equity-diversity-antiracism), and the Faculty of Education faculty, staff, and administration are supports you can access. The Faculty of Education has an EDID (Equity, Diversity, Inclusion, and Decolonization) Committee that is a central point of contact for EDID concerns, and supports and advocates for systemic change for students, faculty and staff. They can be contacted anonymously or non-anonymously here: https://educ.queensu.ca/community/equity-diversity-and-inclusion

You could also choose to meet with the Associate Dean of Teacher Education, or an Academic and Career Advisor in the Faculty of Education Student

---

Your own province or territory has these grounds as well, as they are universal across Canada. Substitute this with the relevant Code reference.

A process by which, prior to students arriving on campus, they provide information that allows the Practicum Office to begin placing students for the first practicum, which begins just weeks after program intake. As you create your own response, consider how 'practicum registration' takes place where you are, and amend accordingly. How, for example, can transgender and/or gender non-conforming teacher candidates let you know about their needs in advance of arriving on campus, if applicable?

This is an affirming statement from a relevant Queen's policy that offers the reader a path forward. Add one from a similar policy within your own institution.

Our own response is retained here as a model. Some important things to note: contact information is provided, with a bias toward generic email addresses or websites and not individual named ones (to ensure the document remains current for as long as possible); both reporting and mental health-related pathways are outlined; and the information offers multiple reporting pathways.

Most importantly, the response offers accurate information about the formal process of making a complaint against a fellow member of the Ontario Teachers' Federation. Consider what such a process looks like in your program (if not in Ontario), and how you might offer the teacher candidate reader as much information as possible.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

2

Services Office, and their contact information is on the Faculty of Education website. The Education Student Society (ESS) also has an Equity Representative (email esscncil@queensu.ca) who will help you address any concerns you may have, and can bring these concerns (anonymously, if you wish) to any of the people above or the EDID Committee.

At any time, you can request a meeting with a Human Rights Advisor in the Queen's Human Rights and Equity Services office. "An advisor can, with your permission, speak to people on your behalf in order to help resolve the problem and may, where appropriate, attend meetings as a support person, but is not your advocate or representative." https://www.queensu.ca/humanrights/

If you need to access mental health support due to experiencing discrimination or for any reason, there are counselors with office hours dedicated to West campus (call Student Wellness Services at 613-533-2506 and ask for the education counselor at Duncan McArthur).

ii. … during a school practicum placement:

It is important to document each incident in detail, as soon as you can, and decide how you might like to proceed.

If you are not comfortable if any of the steps below, please reach out to the Equity, Diversity & Inclusion (EDI) Coordinator (Alana Butler in 2023/2024) and/or the Equity, Diversity, Inclusion & Decolonization (EDID) Committee Co-Chairs (Jamie Kincaid and Pam Serff in 2023/2024); visit https://educ.queensu.ca/community/equity-diversity-and-inclusion

If the alleged discrimination or harassment is from a **student,** also be sure to document each incident in detail, and speak with your Associate Teacher about next steps. If it is safe to do so, you may have a conversation with the student yourself, with your associate teacher, or your associate teacher may do so by themself. You can also alert your Faculty Liaison about what is taking place. It is likely they will have recommendations.

If the alleged discrimination or harassment is from your Associate Teacher or another adult in your practicum school, follow these steps:

STEP 1: If possible, and you are comfortable, bring the issue to your Associate Teacher OR your Faculty Liaison (PROF 410/411 instructor). If Step 1 is unavailable to you or does not resolve the concern, then:

STEP 2: Contact your PROF 410 (Andrea Martin in 2023/2024) or PROF 411 (Pamela Serff in 2023/2024) Coordinators. If Step 2 is unavailable to you or does not resolve the concern, then:

STEP 3: Contact Natalie Lefebvre, Practicum Manager. If Step 3 is unavailable to you or does not resolve the concern, then:

STEP 4: Contact the Executive Program Director, Teacher Education Program (Stephen Sliwa in 2023/2024). If Step 32 is unavailable to you does not resolve the concern, then:

STEP 5: Contact edudeans@queensu.ca to schedule a meeting with the Associate Dean of Teacher Education (Peter Chin in 2023/2024).

These steps align with the Ontario Teacher's Federation (OTF) preferred process (http://www.otffeo.on.ca/en/wp-content/uploads/sites/2/2013/11/HarassmentGuidelines1.pdf) for harassment complaints if the alleged perpetrator is an Associate Teacher or other OTF member (not an

Our own response is retained here as a model.

Note the variety of pathways provided, including alternatives, as well as the statement that concludes the section: "It is important to know that seeking support by following the five steps above does not necessarily mean making a formal written and named complaint." Formal reporting processes are often not clearly understood by teacher candidates, and can deter a candidate from seeking support. It is important to ensure that clear pathways to support are available, whether or not a candidate decides to initiate a formal process.

This option is first because it provides a teacher candidate with a path outside of the relationships they already have with their Faculty Liaison or Associate Teacher. An alternative pathway is required as teacher candidates may not feel as though the people in these roles will be able to support them, for whatever reason.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

3

administrator). The linked document sets out informal and formal pathways when harassment is alleged to have occurred. It is important to know that seeking support by following the five steps above does not necessarily mean making a formal written and named complaint.

iii. … on AltPrac:

Document each incident in detail, and contact the instructor [of the course which supervises Alt Prac] for advice and support. It is a good idea to find and share with them the policies on harassment and discrimination for the institution you are placed with. This will give you a better insight into how to address the problems you are facing, as well as the proper channels for communication and action.

No matter where the discrimination or harassment is taking place, remember that harassment in any form is never acceptable, and your safety and well-being are a critical concern of the [PROGRAM].

c) An Associate Teacher, Faculty Liaison or instructor (etc.) kindly wrote me a reference letter but misgendered me/ used my former name (etc.). How should I proceed?

The first and best course of action is to thank the writer for their letter, and point out the errors. You might offer to correct the letter yourself and send it back for their final approval and signature. If for any reason you do not feel as though you can make this request, consider asking the Practicum Office to act as an intermediary and request the changes on your behalf. However, communicating openly with the writer is the best solution.

2. Facilities

a) Where can I find an all-gender washroom on campus?

There is an all-gender washroom in B Wing with two stalls, one of which is also accessible. It is located on the main floor next to the Technological Education area. There are also single-stall, accessible all-gender washrooms on the second and third floors of A Wing, directly to your right as you exit the elevator. All three washrooms are indicated in yellow on the maps below:

Add images of building maps, and links to any maps available on your institution's website.

Full answer retained here as an example of the depth and detail of the information required.

3. Name, Gender and University Records

a) My gender on [STUDENT RECORD] is incorrect. How do I change this?

If you have looked at your Demographic Information on [STUDENT RECORD] (LINK) and noticed that the gender indicated (see Figure 4) is not accurate, contact [REGISTRAR'S OFFICE with contact information] and it will be updated. You do not require any formal documentation in order to request this change.

Add screenshot of student record interface.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

4

b. What gender options are available in [STUDENT RECORD]?

The options available in [STUDENT RECORD] are <u>male, female, undeclared, and other</u>. There may be ways in which information or opportunities are made available to students using the entries in this field, but this is not clear.

c. <u>How can I ensure my instructors use my preferred first name?</u>

Most instructors receive their class list from [LEARNING MANAGEMENT SYSTEM], the online learning management system, which is automatically populated by information from your student record in [STUDENT RECORD]. If your preferred name is not currently in [STUDENT RECORD], <u>you are able to add it (see question 3d below)</u>! This will automatically update in [LEARNING MANAGEMENT SYSTEM] within 48 hours, so that your preferred name appears on each instructor's class list at that time. However, if you have not done so two weeks in advance of the first class meeting, your instructor may not access the update or be regularly checking for updates. Your best strategy is to have a conversation with your instructor as far in advance as you can, asking them about their plans to collect attendance and ensuring that your preferred name is used in all public communications.

d) <u>How can I add my preferred first name to my student record?</u>

To add a preferred name to your student record, you will have to access SOLUS. To do so, go to my.queensu.ca, select "Student" and click on "SOLUS" underneath the "Teaching & Learning Applications" sub-header. After signing in using your NetID, scroll down to "Personal Information" and click on "Names." Select "Add a New Name" and fill in the information, including your Prefix, First Name, Middle Name, Last Name, and Suffix. Be sure to indicate that this is your preferred name from the "Name Type" dropdown.
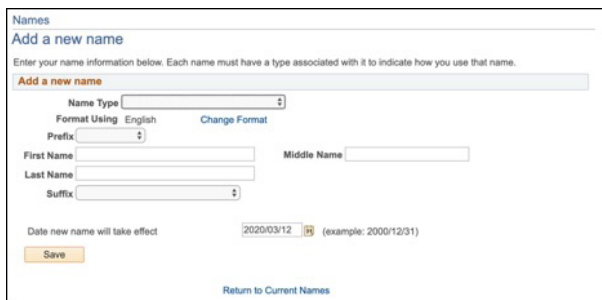

Figure 5 • SOLUS "Add a new name" window. Source: https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?
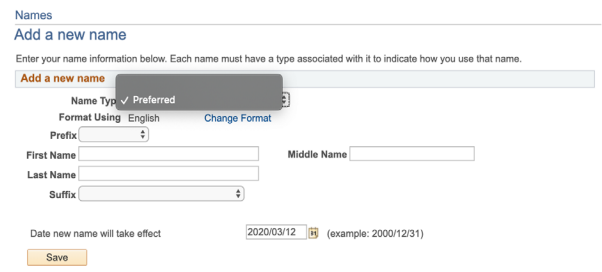
Figure 6 • SOLUS "Add a new name" window. To have your name populate the class list for OnQ, be sure to select the "preferred" name type. Source: https://saself.ps.queensu.ca/psp/saself/EMPLOYEE/SA/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?

Sidebar notes

Retained as examples only. Populate this answer with the options available in your own system when student records are created.

Our answer mostly retained here. Generating your own answer will require specialized knowledge from IT professionals at your institution. Note the detail: for example, that the learning management system updates, so the student is able to count on the class list reflecting changes they make even once class has begun.

This depends on whether your institution has a preferred name option in the student record interface, which is becoming standard.

Our complete answer retained here as a model. We strongly recommend step-by-step instructions, with screenshots, of the entire process, directly in this document even if there is a similar generic resource provided by your campus IT unit.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance v1 Last updated May 22 2023.

5

e) If I've added a preferred name in SOLUS, does this become automatically used across OnQ, or just in the attendance list?

OnQ will use the preferred first name that you have added to your student record in SOLUS (see question 3d above) in the gradebook, discussion boards, and all other functions.

f) If I add a Nickname in my onQ User Profile, will this Nickname override the preferred name (or legal name, if no preferred name has been added) from SOLUS?

The Nickname feature in onQ only adds information to your onQ profile, and does not override the name that is obtained through SOLUS.

g) How do I legally change my name?

If you have lived in Ontario for twelve (12) months or more and are over the age of sixteen (16), you are eligible to apply for a legal name change (https://www.ontario.ca/page/change-name). The cost is $137 in most cases. Those who need to change their name before a post-secondary graduation are eligible for alternative service options under "Urgent Requests" (https://www.ontario.ca/page/change-name#section-4) (please contact Service Ontario directly at 1-800-461-2156 for more information). Please note that a criminal record check is required for your legal name change application.

If you have lived in Ontario for fewer than twelve months, please consult the requirements for your permanent residence regarding legal name changes. Please note that a name change on a federal document such as your passport (https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-name.html) or Social Insurance Number (https://www.canada.ca/en/employment-social-development/services/sin/after-applying.html) will need to be handled by the federal government at a Service Canada (not Service Ontario) location.

4. Practicum

a) I'm starting my practicum next week! What do I wear?

The question of what to wear is one that many teacher candidates (TCs) ask themselves before practicum, and this can weigh heavily on transgender and/or gender non-conforming TCs who are entering a highly gendered profession. Firstly, it is important that you wear something that is professional and indicates your position as a future teacher, not a student. However, you should also wear clothes that allow you to feel your best, regardless of your gender identity and/or gender expression. Do not feel pressured to dress up in a way that fits the conventions of your sex assigned at birth or your gender identity, and do not feel pressured to maintain a consistent gender expression throughout your practicum if that is not who you are. The Practicum Handbook contains more information about things like school staff dress codes, and what to do if they do not leave room for your gender expression. If you experience any communication that you ought to dress differently, and this references your gender expression, this may be an instance of gender expression discrimination (see question 1d above).

Phrased more generically:

"If I update my preferred name or other information in the central student record, does that update happen in places where my instructors and program staff will see it? Or, do I have to update different systems?" If yes to the latter question, your FAQ document should include detailed steps for how to update each system: where to go, who to speak with, etc. in order to have this need met.

As many campuses are beginning to make these processes more transparent, you might consider including information on a campus human rights office or similar, in case the teacher candidate experiences obstacles to making these changes.

An example of a program/institution-specific question that you might add and answer in your own FAQ, depending on how your systems interact with each other.

This information is current as of 2021 for the province of Ontario. Locate your own province or territory's requirements and replace our text if you are not in Ontario.

Any resource given to teacher candidates which sets out how practicum works, schedules, roles and responsibilities, assessment, etc.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

6

b) Do I have to go by Ms. or Mr. when I'm in my practicum school?

Being called the wrong title is a form of misgendering similar to being called the wrong pronoun. If one or both of these titles do not align with your gender identity, you cannot be asked to go by them, as this many constitute gender expression and/or gender identity discrimination. If neither Ms. nor Mr. work for you, Mx. (usually pronounced "mix") is an increasingly popular gender-neutral title. However, some teachers prefer to be addressed without the use of an honorific and may choose a different form of address from their students; a common path among nonbinary teachers is just going by their last name, or going by a noun title like 'teacher X.' This is an area of evolving experience in education, a domain in which 'Ms.' OR 'Mr.' have long been the only options. If you anticipate using a title that will not be automatic for those in your practicum school, is very important to communicate with your Faculty Advisor and/or the Practicum Office in advance (e.g., using the special circumstances box on the Practicum Registration Form) so that you can be supported in having this important need met. The name tag that you receive from the Faculty uses the title that you input into the Practicum Registration Form. If you have a credential that offers you a title (e.g., Dr.) which you would like to have on your practicum name tag (in place of Ms., Mr. or Mx.), it may be possible to have this on your name tag. Contact the Student Services Office.

A form which allows the Practicum Office to gather information from teacher candidates in order to begin placement coordination before candidates arrive on campus.

Does your program create a name tag for teacher candidates to use in practicum schools? Trace this process, and where the information comes from that is used to populate the name tag; when does the teacher candidate provide it, and how can it be changed?

5. Graduation and Convocation

a) Convocation is coming up. How do I make sure that my correct name is used in the ceremony?

Your name in the convocation program will be generated automatically from your "Primary" (legal) name on SOLUS. If you have obtained a legal name change (see question 3g above) before convocation, be sure to have your name entered and selected on SOLUS by October 15th for a Fall Convocation. During the convocation ceremony, you will receive a card where you will write your own name to be announced as you cross the stage. You are free to write your preferred name on this card. Unless you are receiving an award at convocation, it is unlikely that anyone will speak about you onstage using gender pronouns. Rather, the announcer just says the name(s) you have written on your card. If you are receiving an award at Convocation, however, it is a good idea to ask the Faculty of Education Student Services office who will be reading the award script, and ask that your pronouns are shared with that person (likely an administrator), and that this is verified in advance. NOTE: Deadlines for changes for Degree List purposes must be received no later than April 30th for Spring Convocation and October 15th for Fall Convocation.

Our full response retained to model the required depth and detail.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

7

b. What is the washroom situation in Grant Hall (where students are marshalled prior to entering the convocation hall)?

> **Add detailed textual information, building maps and/or screenshots that clearly indicate where the nearest all-gender and gendered washrooms are, even if these are in an adjacent building.**

c. Which name will appear on my official transcript from Queen's University?

According to University policy (http://www.queensu.ca/registrar/resources/policies/student-names), a student's full, legal name will appear on all official documents, such as a transcript. In order to change your legal name (see question 3g above) with the University (while enrolled or after graduation), you must complete and submit a Name Change Form (http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/name_change_form.pdf), with proper documentation.

Our full response retained to model the required depth and detail.

6. OCT (Ontario College of Teachers) Certification

a. I am applying for my OCT certification. What name(s) do I need to provide?

When applying to the OCT for certification, the name you provide must be supported with documentation such as a birth certificate or passport (see Figure 10). You must also provide a 'common name' (i.e., a preferred name), which does not require documentation and, according to the OCT's website, is used for correspondence sent by the OCT and to support search results in the Find a Teacher (https://www.oct.ca/findateacher) function on the OCT website. You may change your name in the future by providing the OCT with a legal change of name certificate (see question 3g above). Your full legal name will appear on your teaching certificate, not the common name that you provide to the OCT (See Figure 8 below to see where your common name and legal name are used with OCT). **If you anticipate changing your name, it is recommended that you submit the paperwork to do so by the end of the second semester of the B.Ed. program (Consecutive) or B.Ed. year (Concurrent).**

Our full response retained to model the required depth and detail. Answering this question required correspondence with the OCT directly, as well as via staff in our building who have regular contact with OCT staff. It was possible to source most, but not all, of this information from public websites. Anticipate that, to yield this detail, you may need a team member to initiate a certification application in order to identify where, in your province or territory, relevant information is received and used.

Include screenshots wherever possible.

Figure 8 • Legal Name and Common Name Usage with OCT

Legal Name and Common Name Usage with OCT

	Legal Name	Common Name
Correspondence to you		✓
Find a Teacher	✓	✓
OCT online public teacher registry	✓	
Teaching certificate	✓	

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance v1 Last updated May 22 2023.

8

Figure 9 • OCT Information on name(s). Source: https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html

YOUR NAME(S)

Your full name will appear in the Find a Teacher (https://www.oct.ca/findateacher?sc_lang=en) section of the College web site along with information about your qualifications and the type of certificate you hold. The College does not list initials.

You must provide all your past name(s) using the Add Previous Name button.

Figure 10 • List of all valid forms of proof of identity for OCT. Source: https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html

PROOF OF IDENTITY

The College requires proof of your identity, **a copy of an official document that shows your**:

- first, middle and last names at birth
- date and place of birth.

Submit a copy of one of the following documents or submit copies of more than one if needed to show all the information above:

- birth certificate
- Canadian or foreign passport (must include middle names)
- certificate of baptism if born in Quebec or in Newfoundland or Labrador before January 1994
- Permanent Resident Card (front and back)
- Canadian immigration record and visa (front and back)
- Record of Landing (front and back).

These are not acceptable as proof of identity: drivers' licence, Ontario Health Card and Canadian Citizenship Card.

If the document is in a language other than English or French, you must have it translated. See Translation Requirements (WelcomeE.html#translation) for more information.

Figure 11 • Your Common Name is used in correspondence with OCT and does not appear on the OCT registry. Source: https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html

COMMON NAME

Please indicate the first name you would like the College to use in our communications to you. This name may be different from your legal name. If your common name is the same as your first name, please enter your first name again.

For example, if your legal name is William, but you are known as Bill, Bill would be your common name. If your legal names are Marie Claudette, but you are known as Claudette, your common name is Claudette.

While your full legal name will appear on your teaching certificate, the College will make every effort to use your common name in our day-to-day communication with you.

Figure 12 • Process for changing name with OCT. Source: https://apps.oct.ca/OLR/Help/HPersonalInfo1E.html

CHANGE OF NAME

If you married and changed your name, send a copy of your marriage certificate.

If you changed your name legally, send a copy of the change of name certificate or the court order that changed your name.

If the document is in a language other than English or French, you must have it translated. See Translation Requirements (WelcomeE.html#translation) for more information.

A proof of name change is required for every time your name has been changed.

1. **Name Changed by Marriage**

   Please provide a photocopy of your marriage certificate or Record of Solemnization of Marriage. If you have misplaced your marriage certificate and were married in Ontario, you

   may be able to obtain one from the Ontario provincial government's Office of the Registrar General (https://www.orgforms.gov.on.ca/eForms/start.do?lang=en).

   Otherwise, you will need to contact the organization responsible for issuing marriage certificates in the jurisdiction where you were married.

2. **Legal Name Change**

   Please provide a photocopy of your Change of Name Certificate or the court order that changed your name. When you changed your name, you would have received this document. If you have misplaced your Change of Name Certificate and your name change was completed in Ontario, you can contact the Ontario provincial government's Office of the Registrar General (https://www.orgforms.gov.on.ca/eForms/start.do?lang=en) for more information.

   Otherwise, you will need to contact the organization responsible for issuing your Change of Name Certificate in the jurisdiction where your name was changed.

   Affidavits are not acceptable proof of name or name change.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance v1 Last updated May 22 2023.

9

b. Can members of the public see my legal name on the OCT website?

Every OCT-certified teacher in Ontario can be located in the OCT registry using the name they have provided to the OCT. Prior names you have taught under (including the name originally submitted to the OCT by the Faculty of Education, whether or not you have taught in an Ontario school) will also be listed there in the Name History drop-down menu, including your birth name, unless you apply to have it suppressed so that the public cannot see it. To do so, you will need to fill out a form entitled "Request to Update Registry Information" (https://www.oct.ca/-/media/Forms/Request to Update Registry Info/update_e.pdf) and provide proof of a legal name change, as well as pay a $25 fee (this is standard for all name changes, but may be waived if the request is related to a Code protected ground like gender identity). The common name that you provided to the OCT upon registration is collected with the intention to use for correspondence from the OCT, but appears in the search results for the "Find a Teacher" function on the OCT website.

Figure 13 • Search Result for the "Find a Teacher" function on the OCT Public Register. Source: https://www.oct.ca/findateacher/results

Figure 14 • An Example of the public register for OCT. Source: https://www.oct.ca/findateacher/memberinfo?memberid=700322

c. Does the OCT require information about my gender in order to certify me as a teacher in Ontario?

Yes, but this is self-selected by you, not sent by the Faculty. There is no indication on the OCT website that this information is 'verified' using supporting documentation. When applying to OCT, gender is a required field, for which there are three options: Female, Male, and X. This information is collected because the OCT is a regulator that must provide annual reports to The Fairness Commission (http://ort.fairnesscommissioner.ca/report.php?qid=32&year=2018), which continues to request information on gender. The OCT only uses this information to determine which title should be used in correspondence to the teacher. We note that the information

Our answer retained as a model. If you are not in Ontario, if it vital that you source an accurate answer to this question as it is of central importance to many transgender teacher candidates. The name they enter a program with may not be the one that they will want on a public registry of certified teachers in their province or territory.

Our answer retained as a model, and holds for all Ontario programs. If you are not in Ontario, if it vital that you source an accurate answer to this question as it is of central importance to many transgender teacher candidates. We encourage you to note, as we do, whether the information being collected is actually gender.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance
v1 Last updated May 22 2023.

10

being collected (see Figure 13) is actually sex (e.g., male, female, intersex) and not gender (e.g., man, woman, nonbinary) and that this error is endemic to how information of this kind is collected across sectors.

Figure 15 • Required box indicating "gender" when applying for OCT certification. Source: https://apps.oct.ca/OLR/Help/HGenderE.html

Figure 16 • Information provided by OCT regarding the "X" gender marker Source: https://apps.oct.ca/OLR/Help/HGenderE.html

GENDER

X is a third gender identifier for use by people identifying as Trans, Non-Binary, Two Spirited or Binary as well as anyone who chooses not to display their gender identity. This definition is used by the Ontario Ministry of Government and Consumer Services.

d. Is gender indicated on my public OCT record?

No. The example screenshot below is what is visible on the OCT public record. The record indicates the teacher's full (often legal) name or names they have taught under, registration number, status and standing with the College, degrees, teacher education program, basic qualifications, and status history

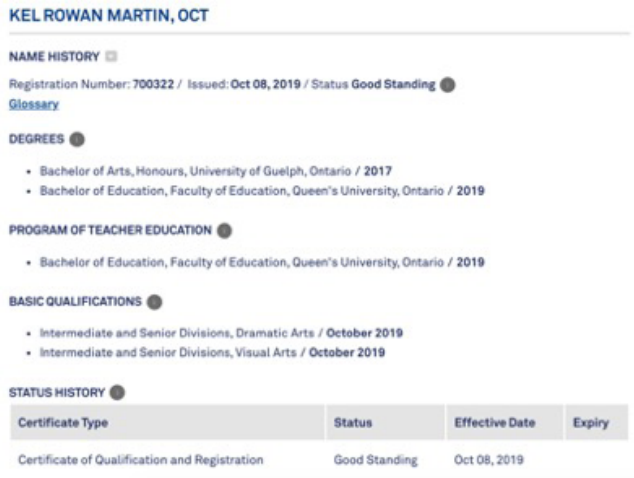Our response retained as a model, and retainable for all Ontario programs.

KEL ROWAN MARTIN, OCT

NAME HISTORY

Registration Number: 700322 / Issued: Oct 08, 2019 / Status Good Standing
Glossary

DEGREES

- Bachelor of Arts, Honours, University of Guelph, Ontario / 2017
- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

PROGRAM OF TEACHER EDUCATION

- Bachelor of Education, Faculty of Education, Queen's University, Ontario / 2019

BASIC QUALIFICATIONS

- Intermediate and Senior Divisions, Dramatic Arts / October 2019
- Intermediate and Senior Divisions, Visual Arts / October 2019

STATUS HISTORY

Certificate Type	Status	Effective Date	Expiry
Certificate of Qualification and Registration	Good Standing	Oct 08, 2019	

Figure 17 • An example of the OCT public register. Source: https://www.oct.ca/findateacher/memberinfo?memberid=700322

Thank you for reading through the template, please contact Lee Airton (lee.airton@queensu.ca) or Michelle Searle (searlem@queensu.ca) if you have questions about taking action to support transgender and gender-nonconforming teacher candidates in your program.

Supporting Transgender and Gender-Nonconforming Teacher Candidates: Shifting from a Reactive to a Proactive Stance v1 Last updated May 22 2023.

11