

TEACHER EDUCATION PROGRAM

APPLICATION WALKTHROUGH

Bachelor of Education 2024/25

TABLE OF CONTENTS

| | | |
|-----|--|-----------|
| 1.0 | APPLICATION DATES | 2 |
| 2.0 | EDUCATION PLANNER BC..... | 4 |
| 2.1 | LOGGING INTO THE BEd APPLICATION | 4 |
| | Personal Information, Contact Information, Academic History | 5 |
| 2.2 | SELECT INSTITUTION | 6 |
| 2.3 | UPDATE APPLICATION | 7 |
| | 2.3.1 Program Selection..... | 7 |
| | 2.3.2 Additional Information | 8 |
| | Degree Options | 8 |
| | Presidential Scholars Awards | 8 |
| | UBC History, Indigenous Student Self-Identification, Former Youth in Care Self-Identification, Disability | 9 |
| | University or College Studies..... | 9 |
| | Personal Profile | 10 |
| | On-Campus Housing, Education Additional Question, Academic Probation..... | 10 |
| 2.4 | REVIEW & SUBMIT | 11 |
| 3.0 | SUPPLEMENTAL FORMS..... | 12 |
| 4.0 | SUBMITTING DOCUMENTS | 13 |
| | 4.1 Reference Report Forms | 13 |
| | 4.2 Official Transcripts and Proofs of Registration..... | 13 |
| | 4.3 Language Proficiency Tests | 14 |
| 5.0 | APPLICATION STATUS AND OFFERS..... | 15 |
| 6.0 | FINAL NOTES..... | 16 |

1.0 APPLICATION DATES

| Deadline | Date |
|---|--------------------------------------|
| Application | Extended Deadline: January 31 |
| Transcripts and references entered in VidCruiter portal by applicants | Extended Deadline: January 31 |
| Reference Report Form (filled by referees) | Extended Deadline: February 15, 2024 |
| Course completion | June 30 |
| Final transcripts (to meet conditions) | July 31 |

The Bachelor of Education program application opens on October 2023 with a final deadline of January 31, 2024. Apply early!

The application form, application fee, and all supporting documentation are due by January 31, 2024. Supporting documentation include:

- the Academic Requirements Form (found under "Manage Documents" online on the [Applicant Service Centre](#) after submitting the initial application form – section 3.0 below)
- official and sealed paper transcripts or official electronic transcripts (sent directly from the issuing institution) from every post-secondary institution you have attended apart from UBC
- reference report forms submitted directly by your referees
- any other relevant documentation

TIP: Do not wait until the deadline date to begin your application as we cannot help if you have computer/internet issues causing delays.

2.0 EDUCATION PLANNER BC

2.1 LOGGING INTO THE BEd APPLICATION



The application to the Bachelor of Education is completed through **Education Planner BC (EPBC)**
<https://apply.educationplannerbc.ca/>

The following instructions refer to how to apply online for all UBC Bachelor of Education program options including applications to the UBC Bachelor of Education at the Vancouver campus and our West Kootenay Rural Teacher Education Program (WKTEP) in Nelson, BC.

If you are interested in applying for both UBC Vancouver and Okanagan BEd programs, you can now do so through a single EPBC application. Please refer to item #2.3.1 of this guide. There are still different admission procedures and supplemental requirements/documentation for the BEd program at UBC Okanagan, however, and we cannot advise you on their program requirements aside from filling out the main application portal. For more information on the UBC-O BEd, please see:
<https://education.ok.ubc.ca/degrees-programs/bachelor-of-education/>

Sign up for your Education Planner BC (EPBC) account and follow the steps to complete your Profile before selecting the post-secondary institution you intend to apply to.

PROFILE



LAST MODIFIED
2 minutes ago

If you want to update your Password or Email Address, please go to your EducationPlannerBC Account.

Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a Post-Secondary Institution.



Personal Information

Provide details about your identity, language and citizenship.

Personal Information, Contact Information, Academic History

General personal and contact information for your application: information entered here will be visible to all post-secondary institutions you choose to apply to that uses the EPBC portal.

TIP: As the Bachelor of Education is a post-baccalaureate program, we require applicants to have had already completed a completed bachelor degree that is academically equivalent to a four-year, 120-credit UBC bachelor degree before they begin the program in any September start. If you have finished your degree or are in the course of completing a degree from a foreign institution, you may use this guide to review your degree's equivalency:

<https://teach.educ.ubc.ca/admissions/apply/academic-requirements/international-credential-equivalencies/>

Academic History: please provide complete information for all secondary schools and post-secondary (university/college) institutions you have attended or are still attending – including post-secondary institutions taken through an exchange program.

Add Post Secondary Institution

COUNTRY
Canada x | v

PROVINCE OR TERRITORY
British Columbia x | v

POST SECONDARY INSTITUTION
Select Post Secondary Institution... | v
If you can't find your institution by name, type "Other" in the Post-Secondary field and use the default selection provided. Institutions outside of Canada are less likely to be on our list.

STUDENT NUMBER (Optional)

Include your Student Number if we are receiving your transcript electronically.

ATTENDED START DATE
Month... v Year... v

ATTENDED END DATE
Month... v Year... v
Select the end date of the last term you attended this institution.

INSTITUTION CREDENTIAL
 Yes No (Not Specified)
Indicate whether you have completed, or you expect to complete, an educational credential such as a certificate, diploma, or degree at this institution.

Done Cancel

TIP: if your institution does not appear on the drop down list, simply select what is available (choose "Other") and proceed. When you reach the end of the form, describe which institutions you have attended and the dates of your attendance on the "Application Summary" page, in the comment box.

TIP: To assist with matching your document/s from your post-secondary institutions, please indicate your student number from your home institution/s in this field, and not your UBC reference/student number.

While your secondary school information is collected by EPBC, you do not need to send your high school transcripts to our office. It will not be used for the evaluation of your application to the Bachelor of Education.

If you have completed courses, however, in the following programs while in secondary school:

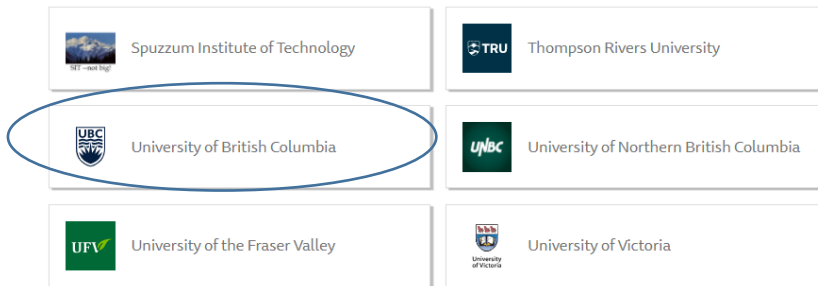
- Advanced Placement
- Advanced Levels
- International Baccalaureate

Please arrange to send official score reports to the Teacher Education Office (Section 4.2 below) as they are considered post-secondary credits and will be part of the evaluation process.

Selecting your post-secondary institutions is the last step of building the general profile for your application.

2.2 SELECT INSTITUTION

Select “Start Applying to an Institution” and look for the University of British Columbia from the available options.



COMPLETE APPLICATION



Information for Applicants

Before you start your application:

- [Chose what to study](#)
- [Review your admission requirements](#)
- [Take note of our application tips](#)
- [Be ready to pay your application fee online](#)

For additional information about applying to UBC, including videos, please visit [Undergraduate Programs and Admissions website](#).

Application

[Create Application](#)

2.3 UPDATE APPLICATION

2.3.1 Program Selection

Use the following as a guide in filling out this section. Applicants may only apply for one UBC Vancouver Program Choice. Applicants who wish to be considered for both the UBC Vancouver and UBC Okanagan BEd programs may use a single EPBC application, with UBC Okanagan BEd as the Second Program Choice. Please note that admission criteria and supplemental materials are different for each of these programs.

1. Admission Category
 - a. “Transferring from a university or college” (if you are still completing your bachelor’s degree) OR
 - b. “University or college graduate” (if you have already been awarded your bachelor’s degree)
2. Enter Your Campus
 - a. UBC Vancouver (even if you wish to apply for the WKTEP or RRED option as admissions for this program is handled by UBC Vancouver)
3. What Is Your Term?
 - a. 2024-2025 Winter Session: September-April (Note for RRED applicants: program begins in the Summer 2024 session but please select 2024 Winter session as your entry term on EducationPlannerBC; your application will be switched to a Summer 2024 start date by the Admissions Team after you have submitted the application form on EPBC. Please use same reference portal as BEd applicants)
4. What Is Your Program
 - a. Bachelor of Education: Elementary/Middle Years (option for RRED applicants) **OR**
 - b. Bachelor of Education: Secondary

Admission Category

SELECT THE OPTION THAT BEST DESCRIBES YOU

Transferring from a university or college x | v

First Program Choice

ENTER YOUR CAMPUS

UBC Vancouver x | v

WHAT IS YOUR TERM?

2021/22 Winter Session: September - April x | v

WHAT IS YOUR PROGRAM?

Bachelor of Education: Elementary and Middle Years x | v

Architecture, and Urbanism
Bachelor of Dental Science
Bachelor of Education: Secondary
Bachelor of Education: Elementary and Middle Years

TIP: Since applicants applying to the UBC Vancouver BEd can only apply with one program option, if “Bachelor of Education: Secondary” has been selected for First Program Choice, “Bachelor of Education: Elementary and Middle Years” will **not** be visible for the optional Second Program Choice, and vice-versa.

2.3.2 Additional Information

Degree Options

Depending on your Program Choice above, more information will be required of you in this section. You will be able to specify if you are applying for the Vancouver, WKTEP, or RRED options, as well as indicating if you are applying for the French Immersion or Core Option (leave blank if “NO”). Those applying for the Secondary Option will be able to select their teachable subject areas here as well.

DEGREE OPTIONS

Program and teachable subjects

EDUCATION (SECONDARY)

UBC's Vancouver campus offers an 11-month Bachelor of Education that is BC's largest and most comprehensive teacher preparation program, the only one that includes all teachable subjects for secondary schools and a thematic cohort-based elementary and middle years option. Learn more about this program here: <https://teach.educ.ubc.ca/bachelor-of-education-program/>

The West Kootenay Rural Teacher Education Program (WKTEP) is an 11-month Bachelor of Education and is located in Nelson, British Columbia and offers a strong focus on rural and small school settings. Learn more about WKTEP here: <https://teach.educ.ubc.ca/bachelor-of-education-program/wktep/>

The Indigenous Teacher Education Program (NITEP) is designed for Indigenous students who are interested in transforming schools, organizations, and communities through Indigenous ways of knowing. Learn more about NITEP: <https://nitep.educ.ubc.ca/>

CHOSEN PROGRAM:

Vancouver x | v

FIRST TEACHABLE SUBJECT

Biological Science x | v

SECOND TEACHABLE SUBJECT (Optional)

Italian x | v

TIP: Please note that while it is possible to select any combination of teachable subject areas, applicants may choose to apply with only one teachable or two. In any case, at least one of the two must be a teachable subject area that is widely-taught in the school system. More information regarding teachable subjects that can be selected only as “Second Teachable Subjects” can be seen here:

<https://teach.educ.ubc.ca/self-assessment-worksheets-for-secondary-bed-applicants/>

TIP: It is to the applicant's advantage to carefully review the [requirements of your program choices](#) at the time of submitting your application. If there is an extenuating circumstance after the application has been submitted, students can email teacher.ed@ubc.ca with further details. Please note that program changes cannot be accommodated after the application deadline and especially after a decision has been rendered.

Presidential Scholars Awards (if applicable)

The visible field for Presidential Scholars Awards is an opportunity available only for direct-entry applicants from High School applying for other undergraduate programs. Applicants to the Faculty of Education are ineligible to receive this award and are advised to select “No” on the field as whatever filled-out will not be read during the evaluation process.

UBC History, Indigenous Student Self-Identification, Former Youth in Care Self-Identification, Disability

Information Collected regarding:

- UBC history and student number (if available; see tip below)
- Indigenous Student Self-Identification
 - <https://teach.educ.ubc.ca/admissions/indigenous-applicants/>
- Former Youth-in-Care Self-Identification
 - <https://teach.educ.ubc.ca/admissions/former-youth-in-care-applicants/>
- Disability
 - <https://teach.educ.ubc.ca/admissions/accessibility/>

Explanations of terms on each section can be seen in their respective fields in the application form to assist you in filling them out. While self-disclosure is optional, selecting the respective, appropriate option will allow us to provide the best support to you.

TIP: Applicants who have already taken credits or have completed/are completing their degree at the University of British Columbia must indicate their UBC student number on their application. Generating new student numbers might potentially delay the processing and evaluation of your application and create confusion in matching documents. If you are unable to find your student number, please reach out to UBC Enrolment Services. <https://students.ubc.ca/about-student-services/enrolment-services-advisors>

University or College Studies

UNIVERSITY OR COLLEGE STUDIES

SELECT THE OPTION THAT WILL BEST DESCRIBE YOUR SITUATION NEXT MAY

Help us understand where you are in your post-secondary studies. Please note that 1 year of full-time post-secondary study is equal to 24+ semester credits.

Year 3 (2 or more years of full-time post-secondary ... X v

Year 1 (Less than 1 year of full time post-secondary study completed before next May)

Year 2 (1 year of full-time post-secondary study completed)

Year 3 (2 or more years of full-time post-secondary study completed)

Year 4 (Have a completed undergraduate degree and wish to pursue another degree at UBC)

Year 5 (Undergraduate degree complete, and do not wish to pursue a degree at UBC)

This is your chance to tell us about the things you've learned from your experiences, and the way you're a good fit for UBC and it will impact the number of short-answer questions based on the responses you provide. Please use the text box to explain your answers to the questions.

University or College

Studies: Please select “Year 3 (2 or more years of full-time post-secondary study completed)” if you will still be taking courses in May. If you are in your final year of undergraduate studies or have already been awarded a Bachelor's degree, please select “Year 4 (have completed undergraduate degree and wish to pursue another degree at UBC)”

Personal Profile

More information for preparing your Personal Profile submission can be seen here: teach.educ.ubc.ca/admissions/apply/personal-profile/

Application essays (Bachelor of Education questions), your relevant experiences, and references. The essays can be a maximum of 1500 characters per question - it is to your advantage to provide a substantial essay. Very short essays are usually detrimental to an application. Applicants to the French Options may write their essays in French. Applicants the Modern Language teachable must still write their essays in English. Applicants are permitted to list a maximum of five experiences that are relevant to their application.

For the experience requirement, 100 hours of practical experience (volunteer or paid) working with groups of 10 or more age appropriate students or youth is strongly preferred, with 50 from a single, continuous experience. Please note that some Canadian/BC experience is preferred. More information regarding experiences can be seen here: <https://teach.educ.ubc.ca/admissions/apply/experience-requirements/>

TIP: The supervisor's name on each of the experiences may or may not be one of your referees. Please make sure to indicate the most current contact information for these.

TIP: The references field will allow us to double check the reference reports forms coming in on your behalf: you must still actively arrange for your two referees to send their confidential references directly to UBC. It will not be sent to them automatically. More information on the section below. (see Section 4.1 below).

TIP: Please remember to proofread and edit your answers carefully before hitting submit.

On-Campus Housing, Education Additional Question, Academic Probation

Link to information regarding on campus student housing and additional fields regarding your academic history. Under "Education Additional Question" you are required to disclose whether you have attended another teacher education program. Any academic issues (e.g. academic probation, failures, requirement to withdraw) are disclosed under "Academic Probation." The "Additional Comments" box is available for any information you feel is relevant to your application that you wish the admissions committee to know.

2.4 REVIEW & SUBMIT

Select payment options. Verify the accuracy of the information you have provided and agree to UBC's use and protection of your personal information.

After submission of the initial BEd application and payment of your application fee, you will receive an email from our office noting how to check application status, including missing documentation. It can take 2-3 weeks before this email is generated so your patience is greatly appreciated. If you have not heard from our office 3 weeks after your application is submitted please contact teacher.ed@ubc.ca to confirm contact information. This is extremely important, as email is our primary method of communication, including any offers sent.

TIP: It is recommended to add emails from **@ubc.ca** to your email's safe senders list. Please also make sure you check any junk/spam filters you have set in case our emails are not coming to your inbox.

3.0 SUPPLEMENTAL FORMS

Once you have submitted your application and paid the application fee, you will have access to the online supplemental application forms via Applicant Service Centre (ASC) (See Section above).

<https://myapplication.ubc.ca/login>

The screenshot shows the UBC Applicant Service Centre interface. At the top, the UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA' are displayed. Below this, the user is greeted with 'Welcome to UBC's Applicant Service Centre' and 'Hello Olivia'. The user's name and student number (71716757) are shown. A callout points to this information, stating 'Applicant's name and student number'. To the right, there are 'Edit Profile' and 'Log out' buttons, with a callout pointing to them: 'Button to edit profile, contact info'. The main content area is divided into two sections: 'Your application' and 'Your next steps'. Under 'Your application', there is a section for 'Undergraduate Admissions' with a dropdown menu for 'Choice 1 Bachelor of Arts (UBC)'. A callout points to this dropdown: 'Choice 1 Program'. Below the dropdown, the session is listed as '2024 Winter Session'. A callout points to this text: 'Status, including information that is still required'. The text below explains that the application has been received but needs additional information for evaluation. It lists required documents, including a transcript from McGill University. Under 'Your next steps', there is a 'Manage Documents' button with a callout: 'Button for document submission'. Below this is a 'Documents' section with a callout: 'Summary of documents already submitted'. The document list shows 'Undergraduate Admission - Documents Received' with a note that there is no received document. At the bottom, there is a 'Discover UBC' section with a callout: 'Section with helpful links, e.g. housing info'. A footer contains links for 'Emergency Procedures', 'Terms of Use', 'Copyright', and 'Accessibility'.

Academic Requirements Form – this form is meant to be a guide to both applicant and evaluator as to course work completed or in-progress that will meet our requirements. We suggest that prior to completing this form, you take a look at the self-assessment worksheets available on our website:

<https://teach.educ.ubc.ca/admissions/apply/academic-requirements/>

TIP: It may take 1-2 business days for supplemental forms to be accessible after paying the application fee.

TIP: It would be most helpful if you indicate the institution name, course code, number, and course title (e.g. "UBC ENGL 110: Approaches to Literature") on the Academic Requirements form.

4.0 SUBMITTING DOCUMENTS

We do require documentation that is not submitted as part of the online application process – reference report forms, official transcripts from all post-secondary institutions, official language proficiency test scores (if required), and proofs of registration if you are currently taking any coursework to meet our admission requirements.

NOTE: If you were a previous applicant who is re-applying for the September 2024 intake, you will need to re-submit all original documents relevant to your application including transcripts and reference report forms.

4.1 Reference Report Forms

Forms and detailed instructions regarding submission of the Reference Report Forms can be found on our website (<https://teach.educ.ubc.ca/admissions/apply/references/>).

We expect applicants to arrange for the submission of two confidential reference reports to be sent on their behalf. Information about the process can be seen on the link above, and submission instructions will be included as well as a reminder once we have sent you an email acknowledging your application within two weeks of your application submission. Self-identified Indigenous applicants may complete the Indigenous applicant reference form.

The Teacher Education Office requests contact information of referees on the main student application form's Personal Profile only so that we are able to match the reference report forms with the applicant's file when they come in. ***Filling out the referee information on the main application form will not initiate the reference report process. Applicants must follow the instructions outlined on the link above for instructions.*** Please note that the Faculty of Education will not accept more than two reports. Letters in lieu of these report forms are also not acceptable.

4.2 Official Transcripts and Proofs of Registration

More information about sending transcripts, international transcripts, and transcripts in other languages can be seen on our transcript portal here: teach.educ.ubc.ca/admissions/apply/transcripts/.

If you are completing, or have completed, any post-secondary studies at institution(s) other than UBC, you must arrange to have official and sealed paper transcripts or official electronic transcripts (sent directly from the issuing institution) from every post-secondary institution you have attended apart from UBC.

Mail transcripts to:

Teacher Education Office
Faculty of Education,
University of British Columbia
Room 103 - 2125 Main Mall
Vancouver BC, V6T 1Z4

Electronic transcripts delivery:
teacher.ed@ubc.ca

- **If you have received transfer credits from an exchange program, we still require the transcript directly from the original institution, unless they were done through UBC Go Global.** Please note we cannot get copies of transcripts from UBC Undergraduate Admissions if you have submitted them there previously – you will need to arrange to send new official copies directly to the Teacher Education Office.
 - Exception: Students who have completed an exchange program via UBC Go Global will not need to arrange for original transcripts from the foreign institution. It is still necessary for you however to list your foreign institution taken through exchange as a separate institution in your academic history (Section 2.1: Personal Information, Contact Information, Academic History).
- **All transcripts from China must be verified by [CSSD](#).**

If you are registered or will be registering in coursework when you apply to the program, you will need to provide proof of registration for us to consider any application. This can be in the form of an official transcript or an alternative proof of registration. Please see our website for details. Please submit this as soon as possible after you register for your coursework.

NOTE: Your application will not be reviewed until all official supporting documentation is received, including acceptable proof(s) of registration, if you are enrolled in any coursework after the January 15 application/documentation deadline.

4.3 Language Proficiency Tests

If you have completed your degree at an institution in a country that does not satisfy the [UBC English Admissions Standard](#), you will need to complete an English proficiency test within 2 years of applying to our program. The IELTS-Academic and TOEFL-iBT are the only tests we accept. If you are applying to any of our French options, you will also need to take a French proficiency exam.

- More information can be seen here:
<https://teach.educ.ubc.ca/admissions/apply/language-proficiency-assessments/>
- French language proficiency exam information:
<https://teach.educ.ubc.ca/admissions/apply/language-proficiency-assessments/delf-dalf/>

5.0 APPLICATION STATUS AND OFFERS

After you submit your application and pay your application fee, you will receive an email from our office, usually within 2-3 weeks, informing you how to check the status of your application, including documents received, online on the [Applicant Service Centre \(ASC\)](#). With the volume of applications and documents our office receives, this is the best way for you to confirm documents that we have received within a timely manner. It can take up to 3 weeks for documents to be processed and reflected on your Applicant Status, even for documents that have come in before an application is submitted.

Once you have submitted your application, we kindly ask that you refer to the ASC for updates. Contacting our Admissions Officers directly during the evaluation season slows down their ability to quickly and accurately evaluate applications received.

We will begin evaluating completed applications at the beginning of February, with the bulk of decisions being made in May. Admission decisions are emailed to all applicants and, if admitted, sent along with an admission package and further instructions.

TIP: Please ensure all personal information, especially email address and telephone number, are up to date as we primarily communicate with applicants via email. If you have changes to make to this information after you submit your application you can always update via the ASC.

6.0 FINAL NOTES

Still have questions? We'd love to help! Not only do we have more information and resources on our TEO website teach.educ.ubc.ca, but you can always contact our office for assistance.

- Frequently Asked Questions
<https://teach.educ.ubc.ca/admissions/faqs/>
- General Inquiry Mailbox: teacher.ed@ubc.ca
Information regarding Advising can be seen here:
<http://teach.educ.ubc.ca/admissions/advising/>
- Telephone 604 822 5242: A member of the Admissions team will be able to assist with general questions and can direct your call as appropriate.
- Document (transcripts, test scores) submission:
 - Mailing Address:
Teacher Education Office
Faculty of Education, University of British Columbia
Room 103 - 2125 Main Mall
Vancouver BC, V6T 1Z4
 - Electronic delivery:
teacher.ed@ubc.ca