Continuing Education Credit Programs

The Toronto District School Board - Continuing Education Department, Secondary Credit Programs offers Night School, Summer School and Saturday credit courses under the Ontario Ministry of Education Curriculum Guidelines.

For more information regarding our programs, please visit our website at www.creditprograms.ca.

Night School Credit Program

The Toronto District School Board offers night school credit courses under the OSS curriculum guidelines. Course selections must be made in accordance with the Ministry of Education curriculum guidelines. Parents and students must consult with their day school guidance counsellor regarding course selections and pre-requisite courses. Adults wishing to enrol in night school courses must have earned the pre-requisite, or successfully completed an equivalent credit course.

Night School program runs for 15 weeks and operates two semesters each year: Semester 1 from September to January; Semester 2 February – June from 6:30 pm to 9:30 pm. A student can take two credit courses at night school in a single semester, one every Monday/Wednesday evening, and the other every Tuesday/Thursday. Alternatively, a student can take one credit course in Semester 1 and one credit course in Semester 2.

Summer School Credit Program

The Toronto District School Board offers summer school credit courses under the OSS curriculum guidelines. Course selections must be made in accordance with the Ministry of Education curriculum guidelines. Summer School requires students to have current pre-requisites earned in Ontario. Summer School credit courses are open to all high school students and adults with current pre-requisites. Students may take a new credit, or retake a course previously taken to upgrade a mark. Summer School runs only in the month of July. Students may enrol enrol in one full credit course, Monday to Friday from 9:00 am to 3:15 pm.

Saturday International Language Credit Program

Saturday Credit Programs, which focus on a single credit course in International Languages is open to current high school students interested in enrolling between the ages of 13-20. Students who do not fall within these parameters will not be able to access any of the courses in the Saturday Credit Program. The program operates from October to June from 9:00 am to 12:15 pm.

Diploma requirements and course descriptions are listed on the Ontario Ministry of Education Website: ww.edu.gov.on.ca

Frequently Asked Questions

Q: Where are the programs located

Continuing Education Credit Programs locations vary throughout the TDSB.

Q: Attendance - Night/Summer/Saturday Programs

Regular attendance is a requirement for each program. Students who do not attend the first day of class may forfeit their place in the course. 3 absences will result in the removal from the program.

Q: What is the duration of a program

Night School Credit Program - Semester 1 & 2 courses are offered for 15 weeks, two nights per week either Monday AND Wednesday, or Tuesday AND Thursday from 6:30 p.m. to 9:30 p.m.

Summer School Credit Program is offered only in the month of July, Monday to Friday from 9:00 am to 3:15 pm.

Saturday International Credit Program is offered from October to June, every Saturday from 9:00 am to 12:15 pm.

Q: Does Continuing Education Credit Programs provide learning materials

Continuing Education students are responsible for providing their own learning materials, including laptops. These are not provided by the TDSB - Continuing Education Credit Programs Department.

Q: How to Register for Continuing Education Secondary Credit Programs

Please note: Google Chrome is not compatible with the registration system. Please select a different browser, such as Firefox, Bing, or Internet Explorer.

1. TDSB students including Adult Day School Students
    - All registration is done through our website at www.creditprograms.ca.
    - **TDSB students**, **including adults currently attending a TDSB Adult Learning Centre**, Click on Login to e-Reg and proceed.

2. For **NON TDSB students and Adults**, online registration is a two-stage process.
    - If you do not have a USER ID NUMBER, click Non TDSB Students & Adults Registration Link to create an account.
    - Your registration account remains available for you to use for upcoming night school and summer school sessions.
    - Once you've confirmed your account, you will be directed to the second link to request a course.

3. **NON TDSB students who do have a USER ID #**
    - Once you've confirmed your account, click Login to e-Reg and proceed.

Q: How does an internal TDSB day school student and adult register?

All registration is done through our website at www.creditprograms.ca. TDSB students, including adults currently attending a TDSB Adult Learning Centre click Login to e-Reg.

Q: How does a NON TDSB Students and Adults register?

Important: you must register using your ***name as it appears on your transcript.*** Online registration is a two-stage process.

1. Log in through the program portal at www.creditprograms.ca.
2. Under "External Student Resources" is the register guide.
3. If you do not have a USER ID NUMBER, click on the registration form link to create an account. Non TDSB Students & Adults Registration Link

- Your registration account remains available for you to use for upcoming night school and summer school sessions.
- Once you've confirmed your account, you will be directed to the second link to request a course.

Q: I am a NON TDSB Student and/or Adult and already have a user ID Number. How do I register?

NON TDSB students who do have a USER ID #:

Once you've confirmed your account, scroll to the "Login to e-Reg button," click and proceed.

Login to e-Reg

Q: Can I register on-site for my course?

All registration is done online through our website at www.creditprograms.ca . Please note that space in all courses is limited. Some courses may fill prior to the close of registration.

Q: Can you guarantee a spot?

Space in all courses is limited. We cannot guarantee anyone a spot. We can say that early **registration** is recommended. The later the registration, the more likely the course has been filled.

Q: Is the course guaranteed to run?

Courses are conditional on enrollment. Students will be notified if a class or course is cancelled. **Cancellations will be posted.**

Q: How will I know if my course request has been approved?

Once your course request is reviewed by Continuing Education staff you will receive an email if you are enrolled.

Q: Which documents are required to enrol in a credit program course?

- Night school registration requires students to provide proof of pre-requisites earned. Equivalent education received outside Canada is accepted in Night School.
- Summer School requires students to have current pre-requisites earned in Ontario.
- Acceptable documents include:
  - Transcripts
  - Report Cards, Credit Counselling Summary, Provincial Report Card or Mid-Term Report.
- **Please note we do not accept:** myBlueprint, Completion of Requirements for Graduation;as they do not show the prerequisite.

Q: How do I drop the course I am enrolled in?

In-class students during the hours of operation, go to your school office location and complete the Request to Discontinue Form.

Virtual Night School students must inform the teacher that they want to withdraw from the course. This will ensure they are removed from the class list and Brightspace and teachers will direct students to their virtual guidance counsellor to fill out the drop/withdraw/discontinue form.

Q: Do NON- TDSB Students require to fill out the Parental Consent Form?

If you are under 18 years old, students must have parental/guardian and their day school guidance counselor permission to enrol in one of our credit programs.

Once you have requested your course, you will receive an email with an attachment.

Please note: Parental/Guardian Consent Form is <u>attached</u> as a PDF file to your request course email that is sent out to you once you have requested a course. Please check your junk/spam folders if you did not see it initially.

Q: TDSB Students Parental and Day School Permission?

- Students under 18, need parental and day school permission. Download the form and have the form completed by a parent/guardian and take it to your guidance counsellor.
- Your day school guidance counsellor must approve your request in order for you to register. This will ensure that the Final Achievement Report is provided to the OSR school.
- Students over 18, are responsible to ensure that a copy of their report is sent to the school that holds their educational records.

Q: How do I receive my Final Report?

- While courses are being provided virtually, final reports will be provided through the student/parent/guardian's email.
- Courses that happen in person students MUST pick up their report card on the last day of the program.
- **External students under 18**, the final achievement is provided through the student's tdsb email account.
- Final achievement is also provided to the home school for inclusion in **TDSB student's** OSR and transcript.

Q: How do I submit a course request?

1. Once you've confirmed your account, you will be directed to the second link to request a course.
2. Once you completed your course request you will receive an email with further details. Check your email inbox/junk box.

Please note: You are not registered until you submit the required paperwork.

Q: Which browser should I use?

Registration using a cell phone can be problematic. A tablet or laptop or desktop is recommended. When completing the registration form, if you are unable to fill out some sections, while using Google Chrome try using a different web browser such as Firefox, Bing or Internet Explore and try again.

Q: How many days can I miss from the course?

Students may miss a maximum of 3 days. Further absences will result in removal from the program.

Q: What is the Full Disclosure Date?

Full Disclosure Date is very important to keep in mind, **it is the last day to drop a course**. This will ensure that you will be removed from the course without the mark appearing on your permanent transcript. Current marks will appear for students who withdraw from courses after the full disclosure date.

Q: I have an IEP, what do I do with it?

When uploading your documents to your eReg profile, you will see a "Special Education Needs Box". Indicate that you have an IEP.

Email a copy of your IEP information to your teacher on the first day of class.

Q: Are there exams?

As per the Ministry of Education final marks are calculated 100% from course work only currently during the pandemic. Final exams and culminating activities/summatives are typically done in courses at the discretion of the teacher and direction from the Ministry.

Q: How does my University or College get my marks?

Continuing Education schools have no access to post marks to OCAS or OUAC.

- TDSB Day School students who are currently enrolled in day school will have their TDSB marks posted along with their day school results.
- Continuing Education students at other Boards need to provide their day school with their TDSB information to have it posted to their record for inclusion.
- Continuing Education students not active at a day school must submit their own documentation.

Q: How many semesters in Night School?

Night School Program operates two semesters each year: Semester 1 is from September to January Semester 2 is from February – June.

Q: How much does a course cost?

- There is no fee for night school for Canadian Citizens and Permanent Residents. Students are responsible for purchasing their own learning materials, including textbooks.

- For **International Students** the fee is $500.00 per course. The **fee is collected when classes begin**. We do not collect fees at time of registration as courses may be cancelled due to low enrollment. Payment will be done through cashless school.

Q: Can I register if I am from another school board?

Students from the GTA are welcome to attend the Toronto District School Board - Continuing Education Credit Programs.

Q: How do I complete my diploma?

There are several options available for students/adults who wish to complete diploma requirements under the Ministry of Education. Credits can be earned at one of TDSB's 5 adult day schools, at night school, online, or a combination of these.

Information for our adult high schools is available at www.tdsb.on.ca

Information for online courses is available at www.ilc.org

Information for night school is available at www.creditprograms.ca

Q: Information regarding Assessments

Assessments are not available through the Continuing Education Department. Assessment is accepted and may be completed at one of the TDSB's adult day schools or one of the assessment offices. For more information about our Adult Day School, view the link below.

https://www.tdsb.on.ca/Adult-Learners/Adult-Credit-Programs/Adult-High-Schools

To have an assessment of educational documents from outside of Canada, call the World Educational Service (WES) at (416) 972-0070 or International Credential Assessment Services (ICAS) 1-800321-6021.

Q: Continuing Education, Secondary Credit Programs and eLearning Department

Continuing Education, Secondary Credit Programs and eLearning Programs are two different departments.

For more information about Secondary Credit Programs, please view our website at www.creditprograms.ca .

For eLearning visit https://www.tdsb.on.ca/High-School/Going-to-High-School/e-Learning