

DOCUMENTS REQUIRED FOR SALARY AND PROOF OF QUALIFICATIONS

If you do not have a QECO statement on file with the Board, you will need to apply for one before the end of your LTO. You **must** complete the TDSB **Online Letter of Intent – Change in Salary Group** indicating that you have applied for your statement and will forward the necessary documentation as soon as possible. This online application can be found on the Board's website (TDSBWeb) under Forms and Information - Occasional Teaching.

Your LTO Salary placement will be at Category A1 Step 0 until you send a **copy** of your QECO evaluation statement and documentation of any previous teaching experience to your Records Assistant contact at the TDSB Occasional Teaching office.

(Sandra.Snooks@tdsb.on.ca – 416-397-3249 for surnames A-L)

(Terri.Delaney@tdsb.on.ca – 416-397-3007 for surnames M-Z)

Only once that information has been received and processed, will the necessary salary adjustments be made.

QECO can be accessed through their website or phone number listed on the back of the calendar. Print the online application form, complete and mail it.