PDP Application Instructions
Professional Development Program Admissions, Faculty of Education
Thank you for your interest in the Professional Development Program (PDP), the recognized teacher education program at Simon Fraser University.

PDP Admissions Office
Faculty of Education
Education Building, Room EDB 8630,
Simon Fraser University,
8888 University Dr., Burnaby, BC, V5A 1S6
Phone: 778.782.3559
Email: pdp_admissions@sfu.ca

Checklist / Deadlines

☐ Before Applying: See the admission requirements for this full-time program
  • Ensure you will have all course and grade requirements
  • All prerequisite courses and grade requirements must be completed by -------------- April 30
  • FRENCH Applicants: See page 3

Note: We have provided a Chart of Acceptable Courses offered by Simon Fraser University and other B.C. post-secondary level institutions to help you with your selection of prerequisite courses at the Elementary level and English courses required for both Elementary and Secondary.

  • Review PDP Application Evaluation Process
  • Review Sample Applications
  • Prepare your essay and resume (and letter of intent for specialty module applicants only)
  • Find three people willing to complete an online reference form and have a valid email address for each reference. More information is provided on Page 6-7

☐ STEP 1: Apply to SFU by --------------------------------------------------------------- January 31
  ▪ More information is provided on Page 3

☐ STEP 2: Apply to PDP Admissions by ------------------------------------------------ January 31
  ▪ More information is provided on Page 3

☐ STEP 3: Order official transcripts in time for them to arrive by the following deadlines
  • By January 31, we require transcript(s) that show:
    o Grades for all courses attempted to December 31
    o In-progress prerequisite course registration January 1 to April 30, if applicable
  • By May 31, we require transcript(s) that show:
    o Grades for all prerequisite courses attempted January to April. Order the transcript(s) as soon as the grades are available

Note: The PDP Admissions Office does not handle SFU Undergraduate applications nor share documents. SFU Undergraduate Admissions will also require official transcripts sent directly to them. Check Student Services website for their instruction.
Early Admissions Deadlines

Applications submitted by November 30th may receive an early admission decision.

- **STEP 1:** Apply to SFU by November 30
  - More information is provided on Page 3

- **STEP 2:** Apply to PDP Admissions by November 30
  - More information is provided on Page 4

- **STEP 3:** Order official transcripts in time for them to arrive by the following deadlines
  - By **November 30**, we require transcript(s) that show:
    - Grades for all courses attempted to Aug 31
    - In-progress courses for the Sept to Dec term
    - Registration for prerequisite courses for Jan to April, if applicable
  - By **May 31**, we require transcript(s) that show:
    - Grades for all prerequisite courses attempted January to April. Order the transcript(s) as soon as the grades are available
  - More information is provided on Page 4-5

Note: The PDP Admissions Office does not handle SFU Undergraduate applications nor share documents. SFU Undergraduate Admissions will also require official transcripts sent directly to them. Check [Student Services website](#) for their instruction.

French Applicants Only

Note: French applicants have until **August 31** to complete all pre-requisite courses. Proof of registration for all pre-requisite courses must be received by **April 1**.

- **STEP 5:** Send your DELF/DALF exam scores to the Office of Francophone and Francophile Affairs (OFFA) by March 31
  - For more information, please visit [French Language Requirement page](#)

STEP 1: SFU General Admissions Application by January 31

New students to SFU:
- Must apply online through [Apply BC](#) to the SFU Professional Development Program (PDP) by **January 31**
- Must submit the SFU online application before the PDP application deadline and receive an SFU ID number. It may take up to 2 weeks to receive an SFU ID number.

Previous and current SFU students:
- You may be eligible to reactivate your SFU account, as opposed to reapplying to SFU. Check [Student Services Website](#) to see if you are eligible for reactivation

Note: PDP Admissions Office does not handle SFU Undergraduate admission (including reactivation and readmission). For more information regarding admission to SFU, please contact:
After you apply to SFU (General Undergraduate Admissions), you’ll have to complete a separate application for PDP. SFU PDP Admissions uses an online application system called “Fluid Review” for the application process. You will need to do the following to complete your online application:

1. Go to Fluid Review by clicking – **Apply Online**
2. Create an account
3. Confirm the account (you will receive a confirmation email)
4. Select 'PDP' as the program to which you wish to apply
5. Complete an online application form
   - Note: List every college and university that you’ve attended. This includes exchange studies, studies transferred to another institution, Advanced Placement and International Baccalaureate studies, if applicable.
6. Upload your resume, essay, and if applicable, letter of intent for specialty modules (i.e., ITEM, IPTEM)
7. Enter the names and email addresses for three people whom the system will ask to complete a reference form for you (References must be completed before you can submit your application)
8. Pay an application fee ($60 CAD) online using Paypal
9. Submit your application

Note: You may review, edit or change your application at any time until you click the final submit button. Once submitted, you cannot change your application or any of your submitted materials. Your application, submitted materials and application fee must all be complete before you can press the final submit button (your application will say "prerequisites not met" if all of your tasks have not been completed.)

**STEP 3: Official Transcripts by January 31 and August 31**

Submit an official transcript from every college and university that you’ve attended, including withdrawals, incomplete, failed, repeated studies and attendance as an exchange student. We cannot review your application if any transcripts are missing.
Please order the transcript(s) to be sent directly from the issuing institution to the PDP Admissions Office:

PDP Admissions Office  
Faculty of Education,  
Education Building, Room EDB 8630,  
Simon Fraser University,  
8888 University Dr., Burnaby, BC, V5A 1S6

SFU Undergraduate Admissions will also require your transcript(s) for the SFU General Admissions process. Unfortunately, the PDP Admissions office and the SFU Admissions office are not able to share documents. Please keep in mind that they have a different building address. Check Student Services website for the instruction.

Check with your institution about how and when to place your transcript order to meet our transcript deadlines. Processing and mail delivery times will vary.

Note:
- SFU students do not need to order their SFU transcripts, we have access to those records
- PDP Admissions does not accept electronic transcripts (SFU General Admissions may accept electronic transcript(s). Check Student Services website.
- You must include original transcript(s) for College Board Advanced Placement (AP), International Baccalaureate (IB), or any transfer credits (i.e, exchange program and college transfer) where applicable

Transcript Deadlines
- January 31: deadline for official transcripts, showing grades for courses attempted to December
- January 31: deadline for official transcripts, showing prerequisite course registration in the January to April term
- May 31: deadline for official transcripts, showing grades for courses attempted January to April
- August 31: deadline for official transcripts, showing completion of Social Studies and French prerequisite course requirements
- August 31: deadline for official transcripts, showing the degree conferral

Graduating in August?

If your transcript does not show degree conferral by May (i.e., degree will be conferred in August), you must submit a letter from an academic advisor at your institution confirming your degree will be complete prior to the start of PDP. Please email the letter to us by April 1: pdpadmis@sfu.ca.
Resume

**Your resume should:**

- include your contact information, your education, your work and volunteer experiences and any honours, awards, special talents, skills or training;
- be no longer than two single-sided pages;
- be detailed, but in an outline rather than a narrative form;
- list the *length* of time you were in each position, *the number of hours you worked or volunteered* in the position, and your duties.

**What we are looking for:**

Evidence of knowledge and experiences that will be useful to you if you were to become a teacher, including:

- working with children and/or youth (babysitting, tutoring, camp counselor, swim instructor, volunteering in a classroom, etc.)
- engaging in work or activities related to helping others learn (tutoring, coaching, Resident Assistant in student housing or an orientation leader for new university students, running workshops for children or adults, summer camp counselor, designing learning materials for children or adults, such as directions, handouts, training activities, etc.)
- collaborating and working with others
- showing leadership and/or initiative
- working independently
- demonstrating organization and time management skills
- engaging in novel situations and/or with a diverse range of individuals
- using skills or knowledge related to the subject(s) you wish to teach

You may not have experience in all the areas listed above, but it will be important to highlight the related experiences you do have.

Note: Applicants to the PDP French Module are encouraged to submit their resume in French.

Classroom Experience

There’s no minimum number of hours we require. However, we highly recommend that applicants spend time observing/volunteering/working in K–12 classroom(s) in British Columbia before applying. The program is very competitive and most successful applicants enter into PDP with extensive volunteer experience in a classroom setting. Furthermore, such experience can
help you decide if teaching is a profession you wish to pursue. It may also help you craft your resume to show how your experiences thus far will help you in the pursuit of a teaching career.

**Essay**

**Choose one or two experiences from your resume and explain:**

- What you learned from these experiences that will help you as a future educator;
- What they show about your interest in and potential for a career in education;
- What questions they raise for you related to teaching and learning;
- Why you chose these examples.

**Format**

- □ 500–1000 words
- □ two single-sided pages.
- □ 12-point font
- □ single spacing
- □ 1” margins on all sides.

Note: If you refer to other people in your essay – especially children or youth with whom you have worked – please change their names and describe your experience with them in such a way that you guard their right to privacy.

Proofread your paper carefully. It will be evaluated based on the overall quality of the writing, the evidence it shows of critical reflection upon your part, and how well you demonstrate your potential for and interest in education.

Applicants to the PDP French Module are encouraged to submit their essay in French.

**Letter of Intent**

If you are applying for a specialty module (IPTEM or ITEM), you must submit a Letter of Intent along with your resume and essay. Your letter of intent should be 1 page long, no more than 500 words and in a 12-point font with 1” margins on all sides. In your letter, explain your interest in and appropriateness for that module. Applicants to the specialty modules are notified at the time of admission if they are selected for the module.

**Three Individuals Willing to Complete a Reference For You**

When submitting your online PDP Application form via Fluid Review, you will be asked to submit three email addresses for individuals who are willing to complete a reference for you.
The system will then automatically send these individuals an email requesting they fill out an on-line reference form.

*NOTE: If they don’t already have Fluid Review accounts, they will have to create a new account in order to access the reference form.*

References may only be submitted via the online system. Paper references are not accepted. [Download the PDP Reference Form Questions](#) to review the questions they will be asked.

Depending on how your references know you (e.g. a former employer, a professor for one of your classes, or someone in whose classroom you volunteered) they may not be able to answer all the questions in the form. That’s okay. But you may want to consider whether between them, the individuals you have asked for references can answer most of the questions. For example, one may know a lot about how well you work with children, while another may know more about your organizational skills.

When considering who to ask, please keep in mind that:

- we reserve the right to contact referees to verify the information they provide; and
- references must be professional in nature. References from relatives and friends are not accepted.

If the individual you ask is willing to complete a reference, ask them for an email address you can submit to the application system and explain how the system will send them an email request to complete the form. Inform them of the due date for their recommendation.

*Tip: Provide your references with a copy of your resume. They may find it useful for writing the reference.*

Log into Fluid Review to check if your transcript(s) have been received approximately 2-3 weeks after you order your transcript(s). Due to high volume of mails, we will not confirm the receipt of your transcript via phone or email. It may take up to 2 weeks to get it updated in the system. See the example:
Note: The status is showing as “incomplete” because we have not finished reviewing your file. As your file moves to the next stage, the “Task” will change.