

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM STANDARDS
FORM B**

ANNUAL REPORT

The purpose of this report is to alert TESL Canada of any significant changes in TESL Canada recognized teacher training programs (including institutional information, published program information, facilities and resources, qualifications of personnel, and program of studies) as they relate to the TESL Canada Teacher Training Program Standards. Upon approval of the annual report, the accredited teacher training program will be granted renewed certification for another year. If the annual report is not approved, TESL Canada accreditation will be revoked.

A. Institutional Information	
Please complete the following information	
Name and Address	
Phone/ Fax/ E-mail/ Website	
Name of Program Person in charge of TESL program	
Dates on which the program received initial recognition and/or renewed recognition	
If there have been any changes in the past year, include documentation of provincial, national or international institutional accreditation/ recognition.	
Other	

B. Published Program Information		
Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.		
	No	Yes
Entry requirements		(If yes, please explain.)
English language proficiency requirement		(If yes, please explain.)
Program length and program delivery mode		(If yes, please explain.)
Number of credit hours		(If yes, please explain.)
Assessment/grading system and instructions for assignments		(If yes, please explain.)
Trainee Handbook		(If yes, please include a copy of new handbook and highlight the changes.)
Certification granted on completion (university credit, degree, diploma, certificate)		(If yes, please explain.)
Certificate awarded to program graduates.		(If yes, please include a copy of the new certificate.)
Promotional materials		(If yes, please include a copy of the new materials.)
C. Facilities and Resources		
Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.		
	No	Yes
Teacher Training Facilities		(If yes, please explain.)
Audio-visual/multimedia equipment		(If yes, please explain.)
Resources		(If yes, please submit an annotated resource list for new resources (Form D). Also, include a list of materials no longer used in the program.)
D. Qualifications and Responsibilities of Teacher Training Personnel		
Have there been any changes in the past year in personnel? Check No or Yes. If Yes, please complete the last column.		
	No	Yes
Personnel includes curriculum and program developers, teacher trainers, practicum supervisors, and practicum sponsor teachers.		(If yes, please include the resumes of any new staff members and; include TESL Canada Professional Certification and language proficiency levels for nonnative speakers; identify staff members no longer employed in your program)
E. Program of Studies		
Please answer the following questions regarding coursework and practicum:		
1. Coursework		
Check No or Yes. If Yes, please complete the last column.		

	No	Yes	If yes, please explain.
Have there been any changes in the number of hours of instruction in linguistic and pedagogical theory and methodology?			
Have there been any changes in how the following topics are addressed?			
<ul style="list-style-type: none"> • Second language acquisition theory 			
<ul style="list-style-type: none"> • Linguistics -discourse analysis -syntax -phonology -morphology - sociolinguistics -pedagogical grammar 			
<ul style="list-style-type: none"> • Pedagogical theory -learning strategies and styles -factors affecting language learning -adult teaching and learning principles/andragogy 			
<ul style="list-style-type: none"> • Methodologies / techniques for teaching: <ul style="list-style-type: none"> ○ listening ○ speaking ○ reading ○ writing 			
<ul style="list-style-type: none"> • grammar 			
<ul style="list-style-type: none"> • vocabulary 			
<ul style="list-style-type: none"> • pronunciation 			
<ul style="list-style-type: none"> • inter-cultural awareness and communication 			
<ul style="list-style-type: none"> • Assessment/Feedback -error correction -standardized exams -classroom tests 			
<ul style="list-style-type: none"> • Lesson and unit planning 			
<ul style="list-style-type: none"> • Material analysis and development 			
<ul style="list-style-type: none"> • Professional conduct and practices (only for programs approved from September 2004 onwards) 			

Have there been any changes to the coursework in the following areas?			
	No	Yes	If yes, please explain
Name of class			
Total classroom hours for each course			
Course outlines			
Course objectives			
Course content			
Course instructors			
Text and reading assignments			
Evaluation/grading systems			
Tasks and assignments			
2. Practicum			
Have there been any changes to the practicum in the following areas?			
	No	Yes	If yes, please explain.
The number of hours of observation and teaching (must be at least 20 hours)			
The overall age of the practicum students (a minimum of 80% of students must be 18 years of age or older)			
The number of students in the practice teaching class. (must be a minimum of 5 registered students in an ongoing ESL program)			
The supervision of the practicum (At least 10 hours is practise teaching under the supervision of two separate people: a) a sponsor teacher and b) a practicum supervisor [both qualified at TESL Canada Professional Certificate Standard One, Two or Three [Permanent] or equivalent]).			
The number of hours of directed observation (must be at least 10 hours)			
Observation tasks completed by trainees			
Have there been any changes to the practicum requirements in the following areas?			
	No	Yes	If yes, please explain.
Published description of practicum requirements			
Location, composition and size of classes in which practica take place			
Practicum placement requirements			
Mechanism for supervision of practicum students			
Frequency and duration of supervisor observation/assessment of trainees			
Method of feedback to trainees by sponsor teachers			
Communication system between sponsor teachers and practicum supervisors			
Evaluation /grading system			
Observation tasks that trainees complete during observation component			

Assessment tools and teaching reports that supervisors complete during practice teaching component			
Method of maintaining records on trainee practicum (i.e. location, sponsor teachers, hours of observation and teaching observation reports)			

**Include FORM D – ANNOTATED COURSE RESOURCE LIST
with Annual Report If Any Changes to Report.**

**Include FROM F - TESL TRAINING PROGRAM: STAFF
with Annual Report if there are any staffing changes to report. (One
Form F and CV per staff change.)**

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION
FORM C**

FACILITIES REPORT

Refer to C. Facilities and Resources, No. 2

The Teacher Training Program: _____

- meets, and has on display, all applicable licensing, fire and safety regulations.
- has regularly scheduled cleaning and maintenance.
- has adequate lighting, heating, ventilation and electrical supply.
- has sufficient space for the number of trainees and staff.
- has appropriate furnishings and equipment for the type and size of the program.
- has adequate black/whiteboards.
- has adequate noise and interference insulation.
- has accommodation for any special needs of trainees and staff and provides handicap access/egress.
- has clearly posted signage for ease of access and emergency exit routes.
- has adequate seating and food prep area for coffee/lunch breaks for trainees and staff.
- has appropriate access to resource/materials library.
- has adequate reading area.
- has activity and information board/desk.
- has access to
 - computer facilities;
 - drinking water;
 - telephone;
 - first aid station.

Attach any documentation that may be available, such as copies of licenses or fire inspection reports, brochures with photos of facilities, policies re accommodation of those with physical challenges, etc.

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION
FORM E – RESOURCE LIBRARY LIST**
Refer to C. Facilities and Resources, No. 4

No.	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
	Teacher Training Books (minimum 30)				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION
FORM E – RESOURCE LIBRARY LIST**

No.	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
	Teacher Training Books...cont'd				
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
	ESL/EFL Classroom Books (minimum 20)				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**TESL CANADA FEDERATION
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FORM E – RESOURCE LIBRARY LIST**

No.	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
11.	ESL/EFL Classroom Books...cont'd				
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**TESL CANADA FEDERATION
FORM F - TESL TRAINING PROGRAM: STAFF**

A	Name of staff member	
B	TESL Canada Professional Certification Level/Standard (if applicable) (or TESL Ontario level)	
C	Function in the TESL program submitted to TESL Canada (please tick) - curriculum & program developer - program / academic supervisor - teacher trainer - practicum supervisor - practicum sponsor teacher - administrator	
D	Bachelor's degree subject + name of university	
E	Master's degree subject + name of university	
F	Name of TESL training program followed + when	
G	# hours of theory and methodology in that TESL training program	
H	# hours of observed practicum in that TESL training program	
I	# hour of supervised practicum teaching in that TESL training program	
J	# years / contact hours of experience as ESL/EFL teacher + period over which they extend	
K	# hours in admin of learners and period over which they extend	
L	(for non-native speakers) Level of language proficiency	

Additional explanatory comments:
