TESL CANADA FEDERATION
NATIONAL PROFESSIONAL CERTIFICATION STANDARDS

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TESL CANADA FEDERATION
NATIONAL PROFESSIONAL CERTIFICATION STANDARDS

NATIONAL CERTIFICATION STANDARDS FOR INSTRUCTORS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE IN ADULT PROGRAMS

Purpose

To promote excellence in the teaching and learning of English as a Second Language across Canada by promoting professional certification standards that are recognized in all provinces.

Benefits

The TESL Canada National Professional Certification Standards benefit educators by helping ensure that:

- TESL training and ESL teaching experience are recognized as main professional measures of Canadian ESL educators

- teaching credentials are recognized not only from province to province but by virtue of their national status, from country to country.

- credentials are recognized by international students when they compare faculty at post-secondary schools and language institutes across Canada before their arrival in Canada. As a result, programs which hire qualified professionals will attract more students.

- qualifications are valued appropriately by government and non-government funders when educators request financial support for awards, scholarships, and projects.

Developed through participation and feedback across the ESL field, these standards address the professional context of Canadian ESL educators. TESL Canada recognizes that Canadian ESL delivery varies widely in structure and specifics and looks forward to the continuing development of these standards through feedback and the appeal process.

TESL Canada national standards will provide a national focus on standards for all ESL educators and encourage high levels of participation in an accreditation system that recognizes and values the diversity of approach to ESL instruction in its many settings. Since their implementation in May 2002, the TESL Canada National Professional Certification Standards are continuing to be the authoritative base for evaluation and comparison of ESL teacher training in Canada.

The TESL Canada National Professional Certification Standards represent a teacher-driven initiative to create basic, minimum national standards. Some provinces currently have professional certification systems in place. The TESL Canada professional certificate does not replace provincial professional certificates where they exist. Professionals can choose to hold both TESL Canada and provincial organization certificates.

TESL CANADA FEDERATION
NATIONAL PROFESSIONAL CERTIFICATION STANDARDS

DEFINITION OF TERMS

1. TESL Canada Recognized Teacher Training Programs

For a complete description of the criteria for TESL Canada Recognized Teacher Training Programs, please check our website at www.tesl.ca.

The minimum criteria include: (for Professional Standard One)

- a minimum of 100 hours of theory and methodology, and
- a supervised practicum of a minimum of 20 hours (10 hours of observation and 10 hours of teaching) under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two or Three [Permanent] with at least 2,000 hours of experience in adult ESL/EFL classrooms. The practicum must be in an adult ESL classroom (adult classroom with a minimum of five students, 80% of which are over 18 years of age with a minimum of five students). This does not include teaching the provincially mandated K-12 curriculum.

Note: this training may be part of an undergraduate or graduate degree.

CELTA
Graduates of The University of Cambridge Certificate in English Language Teaching to Adults (CELTA) from an institution not recognized by TESL Canada are eligible to apply for Certification through the regular application process. An additional administrative fee of $100 will be charged in these cases in order for TESL Canada administration to review information regarding the program that would have otherwise been submitted if the program had been through the TESL Canada Teacher Training Program Recognition process. Provided the CELTA Program is assessed at TESL Canada Standards, the applicant will be granted TESL Canada Certification without being referred to PLAR (Prior Learning Assessment Recognition).

MASTERS/ DOCTORAL DEGREE
All masters/doctoral graduates in TESL or equivalent with a demonstrated background in adult education, with appropriate practicum, from a Canadian institution which is a member in good standing of the AUCC are eligible for TESL Canada Standard Three (Interim) upon application. These programs are listed on our list of recognized programs. Please complete the application form for Professional Certification Standard Three [Interim or Permanent] on pages 7and 8.

List of Recognized Programs
TESL Canada Recognized Teacher Training Programs are listed on the website at:
(http://www.tesl.ca/TESL_Canada_Bulletin/TESL_Canada_Recognized_Teacher_Training_Programs/Recognized_Teacher_Training_Programs.htm) .

List of Standard Three Programs
TESL Canada Recognized Teacher Training Programs eligible for Standard Three certification are listed on the website at:
(http://www.tesl.ca/Assets/TESLCanada/Standard+3+list.pdf)

Training Completed Prior to Program's Recognition
Applicants who completed their training prior to their programs' TESL Canada recognition will be referred back to the program to determine equivalency. The TESL training program director must confirm that the program you completed is equivalent to the program now recognized. If it is not equivalent, the gaps must be identified and completed before certification can be granted.

2. ESL Teacher Experience Hours (practicum not applicable)

This does not include teaching in the public/private K-12 school system or volunteer work.

- Classroom Teaching: 1 full-time year = a minimum of 800 hours
- Administration: 1 full-time year = a minimum of 1400 hours
- Classroom Hour: A minimum of 50 minutes
- Classroom Size: A minimum of 5 students

3. Positive Performance Reviews

A Positive Performance Review must include:

- A TESL Canada Classroom Observation Report or equivalent.

And must include one of the following:

a) A professional letter of reference from a supervisor indicating positive performance.
b) A general letter from the institution indicating that positive performance reviews on file
c) A second TESL Canada Classroom Observation Report or equivalent.

Reviews must demonstrate competence in an adult ESL/EFL classroom. The reviews must be from two different sources observing or reporting on at least two separate occasions.

Performance Reviews must be received by TESL Canada in a sealed envelope with the referee's signature across the seal or via direct fax or email to the TESL Canada office.

5. Official Documents

Undergraduate or Graduate Degree Transcripts:

a) Official transcripts must be sealed in an envelope by the granting degree institution. **Transcripts that are received unsealed will not be accepted.**
b) Photocopies are not acceptable unless embossed with the official seal and signed by an official of the institution. **Transcripts that are received unsealed will not be accepted.**

TESL Training:

Official transcripts or original certificate required.

English Language Proficiency Scores:

Valid official scores results.

Note: Applicants with degree(s) from outside of Canada must provide Canadian equivalency from a credential evaluation service. Please see FAQ #4 for more details.

Notarized copies of any of the above documents are accepted.

6. PLAR – Prior Learning Assessment and Recognition

Applicants whose training was completed at an institution not on our list of recognized teacher training program can apply to TESL Canada for certification. You will not be eligible under our certification scheme because your training is not from a recognized program, but will be recommended to PLAR (Prior Learning Assessment Recognition). An independent institution will review your experience and training in order to determine equivalency. If they find a component(s) lacking from your portfolio they will recommend the course(s) that will be needed to meet our standards. Once you have been assessed through PLAR you will be granted certification if a) they deem your application is equivalent to our

standards, or b) you satisfy the missing components in the prescribed length of time. The cost of the certification application is $90 and the cost of the PLAR assessment is $290.

7. TESL Ontario Certificants Streamlined application Process

TESL Ontario certificants are eligible to apply for TESL Canada Certification through a streamlined process. If you have a TESL Ontario Certificate of Accreditation and are applying for Professional Standards Two [Interim] please complete page 12. This application is subject to a reduced application fee of $45 + HST that will cover the direct costs of the streamlined administrative process.

TESL Ontario certificants who have enough experience to meet the requirements of TESL Canada Standard Two (Permanent) or who have relevant Master's degrees for Standard Three certification will follow the usual path for permanent or Standard III certification and pay the full $90 fee. However, their TESL Ontario certificate will be taken as the necessary proof that all essential academic and practicum requirements have been met, thus making the process less complex than it is for those who have not achieved TESL Ontario certified status.

If applying for TESL Canada Standard Two (Permanent) please also complete page 6; or if applying for Standard Three [Interim] please also complete page 7; or if applying for Standard Three [Permanent] please also complete pages 7 and 8, along with page 12 of the application.

STANDARD DESCRIPTORS

Professional Certificate: Standard One [Interim]

The Professional Certificate: Standard One [Interim] is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard One TESL Canada recognized TESL training program.

Eligibility

The Professional Certificate: Standard One [Interim] may be granted upon presentation of certified evidence of:

a) completion of an undergraduate degree at an accredited post-secondary institution, and

b) completion of a TESL Canada Recognized TESL Training Program which includes:

i. a minimum of 100 hours of theory and methodology and

ii. a supervised practicum of a minimum of 20 hours (10 hours of observation and 10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.)

Note: Item (b) may be part of an undergraduate or graduate degree.

Professional Certificate: Standard One [Permanent]

The Professional Certificate: Standard One [Permanent] is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard One TESL Canada recognized TESL training program. Applicants must also have completed 1,000 hours of adult ESL classroom teaching experience in an adult ESL/EFL classroom.

Eligibility

The Professional Certificate: Standard One [Permanent] may be granted upon presentation of certified evidence of:

a) completion of an undergraduate degree at an accredited post-secondary institution, and

b) completion of a TESL Canada Recognized TESL Training Program which includes:

i. a minimum of 100 hours of theory and methodology and

ii. a supervised practicum of a minimum of 20 hours (10 hours of observation and 10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.), and

c) completion of 1,000 hours of teaching experience in an adult ESL/EFL classroom.

d) Positive Performance Reviews.

Note: Item (b) may be part of an undergraduate or graduate degree.

Professional Certificate: Standard Two [Interim]

The Professional Certificate: Standard Two [Interim] is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard Two TESL Canada recognized TESL training program.

Eligibility

The Professional Certificate: Standard Two [Interim] may be granted upon presentation of certified evidence of:

a) completion of an undergraduate degree at an accredited post-secondary institution, and

b) completion of a Standard Two TESL Canada Recognized TESL Training Program which includes:
   i. a minimum of 250 hours of theory and methodology and
   ii. a supervised practicum of a minimum of 20 hours (10 hours of observation and 10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of experience in adult ESL/EFL classrooms or equivalent).

Note: Item (b) may be part of an undergraduate or graduate degree.

Professional Certificate: Standard Two [Permanent]

The Professional Certificate: Standard Two [Permanent] is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard Two TESL Canada recognized teacher training program. Applicants must also have completed 1,500 hours of adult ESL classroom teaching experience. (1000 hours minimum in the adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training).

Eligibility

The Professional Certificate: Standard Two [Permanent] may be granted upon presentation of certified evidence of:

a) completion of an undergraduate degree at an accredited post-secondary institution, and

b) completion of a TESL Canada Recognized TESL Training Program which includes:
   i. a minimum of 250 hours of theory and methodology and
   ii. a supervised practicum of a minimum of 20 hours (10 hours of observation and 10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.), and

b) completion of 1,500 hours of teaching experience in an adult ESL/EFL classroom (1000 hours minimum in the adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training), and

c) Positive Performance Reviews.

Note: Item (b) may be part of an undergraduate or graduate degree.

Professional Certificate: Standard Three [Interim]

The Professional Certificate: Standard Three [Interim] is intended to recognize ESL/EFL educators who have completed a Master's/Doctoral degree in TESL or equivalent with a demonstrated background in adult education from a Canadian institution which is a member in good standing of the Association of Universities and Colleges of Canada (AUCC), and a minimum of 20 hours in a supervised adult ESL/EFL classroom practicum.

Eligibility

The Professional Certificate: Standard Three [Interim] may be granted upon presentation of certified evidence of:

a) completion of a Master's/Doctoral degree in TESL or equivalent from a Canadian institution which is a member in good standing of the AUCC,
b) demonstrated background in adult education, and
c) completion of a minimum of 20 hours in a supervised adult ESL/EFL classroom practicum (10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.)

Professional Certificate: Standard Three [Permanent]

The Professional Certificate: Standard Three [Interim] is intended to recognize ESL/EFL educators who have completed a Master's/Doctoral degree in TESL or equivalent with a demonstrated background in adult education from a Canadian institution which is a member in good standing of the Association of Universities and Colleges of Canada (AUCC), and a minimum of 20 hours in a supervised adult ESL/EFL classroom practicum., and 2,000 hours of teaching experience (1,000 hours minimum in an adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training).

Eligibility

The Professional Certificate: Standard Three [Permanent] may be granted upon presentation of certified evidence of:

a) completion of a Master's/Doctoral degree in TESL or equivalent from a Canadian institution which is a member in good standing of the AUCC,
b) demonstrated background in adult education, and
c) completion of a minimum of 20 hours in a supervised adult ESL/EFL classroom practicum (10 hours of teaching under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.)
d) completion of 2,000 hours of teaching experience (1,000 hours minimum in an adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training).
e) Positive Performance Reviews

OR

The Professional Certificate: Standard Three [Permanent] is intended to recognize ESL/EFL educators who have completed the requirements of Professional Standard One or Two, a Master's degree in a field related to TESL, plus 2,000 hours of teaching experience (1,000 hours minimum in the adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training).

Eligibility

The Professional Certificate: Standard Three [Permanent] may be granted upon presentation of certified evidence of:

a) the requirements of Professional Standard One or Two,
b) completion of a Master's degree/ PhD in TESL or equivalent at a Canadian institution which is a member in good standing of the AUCC,
c) completion of 2,000 hours of teaching experience (1,000 hours minimum in the adult ESL/EFL classroom; the balance may be in adult ESL/EFL program administration or adult ESL/EFL teacher training), and
d) Positive Performance Reviews.

For a complete description of the criteria for TESL Canada Recognized Teacher Training Programs, please check our website at www.tesl.ca

TESL CANADA FEDERATION
NATIONAL PROFESSIONAL CERTIFICATION STANDARDS

Overview

The TESL Canada National Professional Certification Standards are based on level of education, TESL training, teaching experience and positive performance reviews. The following chart indicates the requirements for each Standard.

If you have taken a program not recognized by TESL Canada, you can use this chart to determine which standard to apply for based on your TESL training education hours.

Name of Standard	Requirements
Professional Standard One [Interim]	University degree + 100 hrs. (methodology and theory) and a minimum of 20 hrs. in a supervised adult ESL/EFL classroom practicum
Professional Standard One [Permanent]	University degree + 100 hrs. (methodology and theory) and a minimum of 20 hrs. in a supervised adult ESL/EFL classroom practicum + 1000 hrs of teaching experience + positive performance reviews
Professional Standard Two [Interim]	University degree + 250 hrs (methodology and theory) and a minimum of 20 hrs. in a supervised adult ESL/EFL classroom practicum
Professional Standard Two [Permanent]	University degree + 250 hrs (methodology and theory) and a minimum of 20 hrs. in a supervised adult ESL/EFL classroom practicum + 1500 hrs of teaching experience (500 hours maximum in adult ESL/EFL program administration) + positive performance reviews
Professional Standard Three [Interim]	Master's in Applied Linguistics or TESOL and a minimum of 20 hrs in a supervised adult ESL/EFL classroom practicum
Professional Standard Three [Permanent]	Master's degree in Applied Linguistics or TESOL and a minimum of 20 hrs in a supervised adult ESL/EFL classroom practicum **or** a minimum Professional Standard One [Interim] plus a Master's degree in a related field + 2000 hrs of adult ESL/EFL teaching experience (1000 hours max. in adult ESL/EFL program administration or adult ESL/EFL teacher training) + positive performance reviews

TESL CANADA FEDERATION

PROFESSIONAL CERTIFICATION
APPLICATION PROCEDURES

1. Membership:

Applicants in Canada must be members of a TESL Canada Provincial or Territorial Organization, i.e. BC TEAL, ATESL, TEAL Manitoba, TEAM, TESL Saskatchewan, TESL Ontario, TESL New Brunswick, TESL Nova Scotia, TESL Newfoundland/Labrador, TESL PEI, and TESL Yukon. Membership application forms for provincial/territorial organizations can be found under TESL Links on the TESL Canada website at www.tesl.ca.

Applicants applying from Quebec can choose to become a member of any of the provincial associations listed above.

Applicants from outside of Canada may choose to become a member of a Provincial/Territorial Organization or a member of TESL Canada directly. The TESL Canada International Membership form is page 12 of the Application. .

2. Review of Applications

Applications are reviewed by a TESL Canada Professional Standards Adjudicator.

3. Review Periods

Applications are reviewed twice a month. It is anticipated that complete applications will be processed within four weeks of receipt.

4. Application Fee

Non-refundable application fee for a life-time Certificate is CDN $94.50 ($90.00 plus $4.50 GST) if applying from Alberta, Saskatchewan, Manitoba, Quebec, Prince Edward Island, or the Yukon
or
Payment of $100.80 ($90.00 plus 10.80 HST) if applying from British Columbia
or
Payment of $101.70 ($90.00 plus $11.70 HST) if applying from Ontario, New Brunswick, and Newfoundland/Labrador
or
Payment of $103.50($90.00 plus 13.50 HST) if applying from Nova Scotia
or
Payment of $90.00 U.S. if applying from outside Canada
Note: This fee is non-refundable and will be processed upon receipt of application.
Cheques payable to TESL Canada Federation.

Please enclose payment by cheque, money order, VISA or MasterCard with your application submission.

5. Confidentiality

All documentation will be kept confidential. Documentation will be returned to the applicant upon completion of the application process. It is recommended that applicants retain a personal copy of the completed application and all documentation.

6. Awarding of Certificates

Successful applicants will receive a certificate at the appropriate standard.

7. Appeals

Applicants who do not meet the requirements will receive a letter of explanation. An applicant who is denied a certificate, or who is denied a certificate at the Standard requested, may appeal to the TESL Canada Professional Standards Appeal Committee by submitting a letter along with documentation to TESL Canada. Appeals must be submitted within 6 months of notification of being denied.

The fee for Appeals is CDN $50.00 plus applicable taxes for your province or US $50.00 if applying from outside Canada.

The Undergraduate requirement is unappealable.

8. PLAR – Prior Learning Assessment and Recognition

Applicants whose training was completed at an institute not on TESL Canada's list of recognized teacher training programs can apply to TESL Canada and may be referred to PLAR. An independent institution will review the applicants' prior training and experience in order to determine equivalency. TESL Canada will follow PLAR's recommendation. The PLAR process will be outlined in your letter of explanation (Form A) which you may receive after applying to TESL Canada. Contact the office by e-mail at certification@tesl.ca or by telephone at 604-298-0312 if you have any questions.

10. Upgrading to a Higher Standard

Applicants may upgrade to a higher standard by submitting documentation of additional teaching/administration hours education and/or performance reviews. Please see Upgrading Form on page 21 in information package. The non-refundable fee for upgrading is CDN $94.50 ($90.00 plus $4.50 GST) if applying from Alberta, Saskatchewan, Manitoba, Quebec, Prince Edward Island, or the Yukon
or
Payment of $100.80 ($90.00 plus 10.80 HST) if applying from British Columbia
or
Payment of $101.70 ($90.00 plus $11.70 HST) if applying from Ontario, New Brunswick, and Newfoundland/Labrador
or
Payment of $103.50($90.00 plus 13.50 HST) if applying from Nova Scotia
or
Payment of $90.00 U.S. if applying from outside Canada
Note: This fee is non-refundable and will be processed upon receipt of application. Cheques payable to TESL Canada Federation.

11. TESL Ontario

TESL Ontario certificants are eligible to apply for TESL Canada Certification through a streamlined process. If you have a TESL Ontario Certificate of Accreditation and are applying for Professional Standards Two [Interim] please complete page 12. This application is subject to a reduced application fee of $45 + HST that will cover the direct costs of the streamlined administrative process.

TESL Ontario certificants who have enough experience to meet the requirements of TESL Canada Standard Two (Permanent) or who have relevant Master's degrees for Standard Three certification will

follow the usual path for permanent or Standard Three certification and pay the full $90 fee. However, their TESL Ontario certificate will be taken as the necessary proof that all essential academic and practicum requirements have been met, thus making the process less complex than it is for those who have not achieved TESL Ontario certified status.

For further information, please contact:

TESL Canada Federation

3751 – 21st Street NE
Calgary, AB T2E 6T5
Phone: 1-800-393-9199
Email: certification@tesl.ca
Website: www.tesl.ca

TESL CANADA FEDERATION
NATIONAL STANDARDS

How to Apply:

You can apply for TESL Canada Professional Certification in one of the following ways:

1. **Using the Certification Application**

1.1 Interim Application
Applicants must provide:
a) General Information Form (page 2)
b) Standard One (page 3), Standard Two (page 5), or Standard Three Application Form (page 7)
c) Supporting documentation (example – transcrits, certificate, ELP score, etc.)
d) Application Form Checklist (page 13)

1.2 Permanent Application
Applicants must provide:
a) General Information Form (page 2)
b) Standard One (pages 3 & 4), Standard Two (pages 5 & 6), or Standard Three Application form (pages 7 & 8)
c) Supporting documentation (example - transcripts, performance reviews (sample observation report provided page 11)
d) Application Form Checklist (page 13)

2. Using the Upgrade Application

ESL professionals who already have a TESL Canada professional certificate and wish to upgrade can apply using the Upgrade Application Form. These candidates must provide:
a) General Information Form (page 1)
b) Application Form for Upgrade (page 10)
c) Supporting documentation
d) Application Form Checklist (page 13)

3. PLAR (Prior Learning Assessment and Recognition)

Applicants looking to be reviewed through the PLAR process must first submit an application form (Professional Standard One, Two or Three, Interim or Permanent) to TESL Canada. Applicants must receive a recommendation from TESL Canada to PLAR.

4. TESL Ontario

TESL Ontario certificants are eligible to apply for TESL Canada Certification through a streamlined process. If you have a TESL Ontario Certificate of Accreditation and are applying for Professional Standards Two [Interim] please complete page 12. This application is subject to a reduced application fee of $45 + HST that will cover the direct costs of the streamlined administrative process.

TESL Ontario certificants who have enough experience to meet the requirements of TESL Canada Standard Two (Permanent) or who have relevant Master's degrees for Standard Three certification will follow the usual path for permanent or Standard III certification and pay the full $90 fee. However, their TESL Ontario certificate will be taken as the necessary proof that all essential academic and practicum

requirements have been met, thus making the process less complex than it is for those who have not achieved TESL Ontario certified status.

If applying for TESL Canada Standard Two (Permanent) please also complete page 6; or if applying for Standard Three [Interim] please also complete page 7; or if applying for Standard Three [Permanent] please also complete pages 7 and 8, along with page 12 of the application.

PHOTOCOPIES OF OFFICIAL DOCUMENTATION (UNIVERSITY TRANSCRIPTS, TESL TRAINING TRANSCRIPTS AND PERFORMANCE REVIEWS) **ARE NOT ACCEPTABLE.**