

**TESL CANADA FEDERATION
PROFESSIONAL CERTIFICATE APPLICATION FORM**

General Information Form - required for all applications

1. Name: _____
Last Name *First Name* *Initial(s)*

2. Name as you wish it to appear on the certificate:

3. Permanent Address (to which your certificate will be mailed)

Home Telephone: _____ Work Telephone: _____

Email: _____ Fax: _____

4. Current Professional Address:

5. What Standard are you applying for:

- Professional Certificate Standard One [Interim]
- Professional Certificate Standard One [Permanent]

- Professional Certificate Standard Two [Interim]
- Professional Certificate Standard Two [Permanent]

- Professional Certificate Standard Three [Interim]
- Professional Certificate Standard Three [Permanent]

6. Are you upgrading to a higher standard? Yes No
(see Upgrade Application Form, Page 9)

7. Membership: Provincial Member of BC TEAL ATESL SCENES TEAL Manitoba TEAM
 TESL Ontario TESL NS TESL NB TESL PEI TESL Yukon
 Email sent directly from province Membership Card Enclosed Official Receipt Enclosed
 International Membership Application Enclosed

8. English Language Proficiency Requirement

Native Language Speaker Non Native Language Speaker with valid official ELP score enclosed.

IMPORTANT!

**COMPLETE PAGE 11 CHECKLIST AND INCLUDE PAYMENT/MEMBERSHIP INFORMATION.
CERTIFICATION WILL BE DELAYED IF APPLICATION IS NOT COMPLETE.**

**TESL CANADA FEDERATION
PROFESSIONAL CERTIFICATE APPLICATION FORM**

**TESL Canada Professional Certificate Standard One [Interim]
Application form:**

<p>1. Education</p> <p>Degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p>Please note: if your degree was completed at a university outside Canada, we must receive an original assessment of Canadian equivalency.</p>	<p>Official transcripts enclosed (sealed by the university)</p> <p>Official Transcript to be sent directly by university</p> <p>Original Canadian equivalency assessment to be sent directly</p> <p>Original Canadian equivalency assessment enclosed</p>
<p>2. TESL/TEFL Training</p> <p>TESL Canada Recognized Institution: _____</p> <p>Contact person: _____</p> <p>Program completed: _____</p> <p>Date: _____</p> <p>Practicum Information</p> <p>Name and address of Institution where practicum was completed: _____ _____</p> <p>Name of Sponsor Teacher: _____</p> <p>TESL qualification: _____</p> <p>Contact information: _____</p> <p>Practicum Supervisor: _____</p> <p>Hours spent observing sponsor teacher in the classroom: _____</p> <p>Hours of supervised practice teaching: _____</p>	<p>Official transcripts enclosed</p> <p>Official transcripts to be sent directly</p> <p>Original Certificate enclosed</p> <p>Original Certificate to be sent directly</p>

**Please complete page 3 of this application form if applying for a Permanent Certificate
If you have taken a program not recognized by TESL Canada, please complete the form above with your
program information.**

**TESL CANADA FEDERATION
PROFESSIONAL CERTIFICATE APPLICATION FORM**

**TESL Canada Professional Certificate Standard Two [Interim]
Application Form:**

<p>1. Education</p> <p>Degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p>Please note: if your degree was completed at a university outside Canada, we must receive an official assessment of Canadian equivalency.</p>	<p>Official transcripts enclosed (sealed by the university)</p> <p>Official transcript to be sent directly by university</p> <p>Original Canadian equivalency assessment enclosed</p> <p>Original Canadian equivalency assessment to be sent directly</p>
<p>2. TESL/TEFL Training</p> <p>TESL Canada Recognized Institution: _____</p> <p>Contact person: _____</p> <p>Program completed: _____</p> <p>Date: _____</p> <p>Practicum Information</p> <p>Name and address of Institution where practicum was completed: _____ _____</p> <p>Name of Sponsor Teacher: _____</p> <p>TESL qualification: _____</p> <p>Contact information: _____</p> <p>Practicum Supervisor: _____</p> <p>Hours spent observing sponsor teacher in the classroom: _____</p> <p>Hours of supervised practice teaching: _____</p>	<p>Official transcripts enclosed</p> <p>Official transcripts to be sent directly</p> <p>Original Certificate enclosed</p> <p>Original Certificate to be sent directly</p>

**Please complete page 5 of this application form if applying for a Permanent Certificate
If you have taken a program not recognized by TESL Canada, please complete the form above with your
program information.**

**TESL CANADA FEDERATION
PROFESSIONAL CERTIFICATE APPLICATION FORM**

**TESL Canada Professional Certificate Standard Three [Interim]
Application Form:**

<p>1. Education</p> <p>Degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p>Graduate degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p>Please note: if your degree was completed at a university outside Canada, we must receive an official assessment of Canadian equivalency.</p>	<p>Official transcripts enclosed (sealed by the university)</p> <p>Official transcripts be sent directly by university</p> <p>Official Transcript sent directly by university</p> <p>Original Canadian equivalency assessment enclosed</p>
<p>2. TESL/TEFL Training</p> <p>TESL Canada Recognized Institution: _____</p> <p>Contact person: _____</p> <p>Program completed: _____</p> <p>Date: _____</p> <p>Practicum Information</p> <p>Name and address of Institution where practicum was completed: _____ _____</p> <p>Name of Sponsor Teacher: _____</p> <p>TESL qualification: _____</p> <p>Contact information: _____</p> <p>Practicum Supervisor: _____</p> <p>Hours spent observing sponsor teacher in the classroom: _____</p> <p>Hours of supervised practice teaching: _____</p>	<p>Official transcripts enclosed</p> <p>Official transcripts to be sent directly</p> <p>Original Certificate enclosed</p> <p>Original Certificate to be sent directly</p>

**Please complete page 7 of this application form if applying for a Permanent Certificate
If you have taken a program not recognized by TESL Canada, please complete the form above with your
program information.**

TESL Canada's English Language Proficiency Requirements

English Language Proficiency Tests	Applicant's Required Score
TOEFL	Computer based 213 / Paper based 550
and TWE or Writing score on CBT	5 recommend 5.5
and TSE	55 recommend 60
or iBT	80 overall with a minimum score of 20 in each area
or IELTS	6.5 overall
or MELAB	85 / with a speaking test score 4
or CAE, CPE, BEC Higher	Cambridge Advanced Certificate, Cambridge Proficiency English, Business English Cambridge Higher exam
or CanTEST	Listening, reading, writing 5, speaking 4.5
or CAEL	Band 60 overall, with a min. of 60 in each of the writing and speaking subtests
or High school graduation from a high school in Canada , including minimum English Grade 12 score of 70%	
or Completion of an undergraduate degree from an English-speaking university	
or Common European Framework	C1
or Canadian Language Benchmarks	CLB 9 in each area

Official and Valid Proficiency Scores are Required

TESL Canada Federation Upgrade of Professional Certificate Application Form

This form will be required if you choose to upgrade from Interim to Permanent Standard status or from Standard One/Two to Standard Three.

Please fill out the General Information Section on Page 1, Items 1- 8, of the Application and include with this Application.

1. **Certification Level/Standard previously obtained:** _____ **Certificate No.** _____
 - If you are upgrading from Standard One [Interim] to Standard One [Permanent],
please fill out page 3 of the application form.
 - If you are upgrading from Standard Two [Interim] to Standard Two [Permanent],
please fill out page 5 of the application form.
 - If you are upgrading from Standard Three [Interim] to Standard Three [Permanent],
please fill out page 7 of the application form.
 - If you are upgrading from Standard Two [Interim] to Standard Three [Interim], please complete the information below:
Graduate degree completed: _____
Year completed: _____
University: _____
Please include a sealed, official transcript for your Masters' Degree with your application.
 - If you are upgrading from Standard One or Two [Permanent] to Standard Three [Permanent], please complete the information below and include page 7 of the application form:
Graduate degree completed: _____
Year completed: _____
University: _____
Please include a sealed, official transcript for your Masters' Degree with your application.

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

**TESL Canada Federation Certification
SAMPLE Classroom Observation Report**

This report will be submitted with _____'s application for the TESL Canada Professional Certificate.

Date of Observation _____ Observer's Name: _____

TESL Qualification/Certification: _____

Institution: _____

Position: _____ Tel. No. _____

1. At what institution, in what capacity, and for how long have you known the applicant?

2. Describe the context of your observation (where, what class, how long).

3. Evaluate the applicant in the following areas. Circle one of the descriptors:
Excellent, Good, Fair or Poor.

(a) Ability to establish a favorable learning environment by effectively employing a range of teaching strategies and classroom management skills. **Excellent Good Fair Poor**
Elaborate: _____

(b) Ability and willingness to develop favorable relationships with students. Interest in learning about and responsiveness to students' needs and culture. **Excellent Good Fair Poor**
Elaborate: _____

(c) Possesses a desire to develop as a professional: on-going learning; sharing ideas, materials, and skills. Has a professional attitude. **Excellent Good Fair Poor**
Elaborate: _____

Other comments: _____

4. Date: _____ Signature: _____

**This record must be sealed in a separate envelope.
Observer must sign across the seal of the envelope.**

TESL Canada Federation
Application Form Check List - required for all applications

Enclosed are:

- General Information (page 1)
- Official sealed transcript from university
- Original TESL training program transcript or certificate
- Application Form, including - supporting documentation (see this page for checklist)
- PHOTOCOPIES OF OFFICIAL DOCUMENTATION (UNIVERSITY TRANSCRIPTS, TESL TRAINING TRANSCRIPTS AND PERFORMANCE REVIEWS) ARE NOT ACCEPTABLE.**
- Teacher hours documented for Professional Standard One, Two, and Three [Permanent]
- Two Positive Performance Reviews for Professional Standard One, Two, and Three [Permanent]
One of which must be a classroom observation report.
- Proof of membership in a TESL Canada Provincial/Territorial organization is mandatory if residing in Canada. Please send your original membership card or original receipt indicating that you are a member in good standing (If this is unclear to you, please see FAQ #7 or e-mail certification@tesl.ca for clarification.) Your application will be delayed if you do not complete this item correctly.**
Province _____ Membership expiry date _____ **or**
- If residing **outside** of Canada please complete International Membership form on page 12 of the application form. The membership fee is \$58.00 U.S. for U.S. residents or \$62.00 U.S. for International residents (see page 12 of the application form)
- Payment** of \$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.
Cheques payable to TESL Canada Federation.
- Include an additional \$20.00 if you wish your original documents returned to you by Purolator (Only available in Canada). Original documents will otherwise be returned to you by standard mail.**
- Non TESL Canada recognized CELTA applicants include an additional payment of \$100.00
- If appealing, Payment of \$50.00 plus applicable taxes for your province **or**
Payment of \$50.00 U.S. if applying from outside Canada
- If paying by VISA or MasterCard, please fill out the information below:
VISA MasterCard
Total Amount to be charged: _____
Name on Card: _____
Card No.: _____
Expiry date: _____ Signature: _____

Name: _____ **Date:** _____

Application will be accepted by mail only.

Mail to: TESL Canada Certification
 104 - 8557 Government Street
 Burnaby, B.C. V3N 4S9

TESL Canada Federation
Individual Membership Application Form
For Individuals Living Outside of Canada

Mission Statement

TESL Canada is a national organization dedicated to advancing communication and coordinating awareness of issues for those concerned with English as a second language and English skills development. The organization promotes advocacy for ESL learners, unifies teachers and learners by providing a forum and network capabilities, supports the sharing of knowledge and experiences across Canada, and represents diverse needs and interests in TESL nationally and internationally.

Membership is valid for one year and includes receipt of one volume (two issues of the *TESL Canada Journal Online*). TESL Canada Individual Membership is available to TESL Canada certification applicants **who live outside of Canada** and who do not hold a TESL Canada Provincial Organization membership.

Individual Membership is \$58.00 U.S. for US Resident and \$62.00 U.S. for International Resident

Name: _____

Address: **This must be an address outside of Canada**

Tel. # _____ Fax # _____

Email address: _____

TESL Canada
104 - 8557 Government Street
Burnaby, B.C. V3N 4S9

EMAIL: admin@tesl.ca

Website: www.tesl.ca



Re: TESL Canada Professional Certification Directory

The TESL Canada Board has a service for all TESL Canada Professional Certificate holders. All ESL teachers who have been awarded TESL Canada Professional Certificates will have the opportunity to have their name and the level of their Professional Certificate posted on the TESL Canada Website.

In order to have your name and the level of your TESL Canada Professional Certificate included in the TESL Canada Certification Directory, we need to have your written permission in the form of a signed form which can be mailed or faxed to the TESL Canada Office which is located at

**TESL Canada
104 - 8557 Government Street
Burnaby, B.C. V3N 4S9
FAX 604 298 0372**

Please also note that if you wish to be removed from the TESL Canada Professional Certification Directory in the future you can notify the TESL Canada Office by email at certification@tesl.ca

We hope you will consider becoming part of the new TESL Canada Professional Certification Directory and we look forward to hearing from you.

Sincerely yours,

Ellen Pilon
President: TESL Canada

Permission Form for the TESL Canada Professional Certification Directory

I give permission to have my name and the level of my TESL Canada Professional Certificate listed in the TESL Canada Professional Certification Directory on the TESL Canada Website.

Name (Printed): _____

Signature: _____

Date: _____

[Please fax or mail this Permission Form to the TESL Canada Office]