

TESL Canada Federation Professional Certificate Application Form

APPEAL FORM

GENERAL INFORMATION:

1	Name of applicant: _____ <i>Last Name</i> _____ <i>First Name</i>		
	Permanent Address		
	Home Ph #	Cell Ph #	Email:

Certificate level applied for:	Certificate granted
Please tick the appropriate number:	Please tick the appropriate number
1. Certificate Standard One	1. Certificate Standard One
2. Certificate Standard Two	2. Certificate Standard Two
3. Certificate Standard Three	3. Certificate Standard Three
	4. None

IMPORTANT: COMPLETE PAGE 2 CHECKLIST AND INCLUDE PAYMENT INFORMATION. PLEASE ALLOW 4-6 WEEKS FOR THE APPEAL COMMITTEE TO REVIEW YOUR FILE FROM DATE RECEIVED BY TESL CANADA.

Please explain the reason for your appeal referring to Appendix 1 eligibility requirements

☐ **I acknowledge that the Appeal Committee may review my file and all correspondence during the appeal process.**

Appeal Form Check List (Required)

Enclose the following required documents:

- ☐ TESL Canada Appeal form
- ☐ Explanation of appeal
- ☐ Acknowledgment page 2

I certify that the information given on this form and in any documents attached is correct and complete. I also understand that TESL Canada reserves the right to revoke certification in case of any false information.

Name: _____

Date: _____

Signature: _____

Applications will be accepted by mail or e-mail

Mail to: **TESL Canada
PO Box 30001 RPO Prospect Plaza
Fredericton NB
E3B 0H8**

E-mail to: **admin@tesl.ca**

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- ☐ Payment of \$52.50 (\$50.00 plus \$2.50 GST) if you live in British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, NWT, Nunavut, and Yukon, **or** payment of \$56.50 in Ontario, **or** payment of \$57.00 in Nova Scotia, **or** payment of \$57.50 in New Brunswick, Prince Edward Island, and Newfoundland and Labrador
or Payment of \$50.00 U.S. if applying from outside Canada (refunded if appeal is successful)
If paying by VISA or MasterCard, please fill out the information below:
VISA _____ MasterCard _____
Total Amount to be charged: _____
Name on Card: _____
Card Number: _____
Expiry Date: _____ CVV No.: _____
Signature: _____

E-transfer to: info@tesl.ca

Cheques or Money Order to:
TESL Canada Federation
PO Box 30001 RPO Prospect Plaza
Fredericton, NB, E3B 0H8

APPENDIX 1: Standard with eligibility requirements

Name of Standard	Details of Eligibility
Professional Standard One <i>The Professional Certificate: Standard One is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard One TESL Canada recognized TESL training program.</i>	The Professional Certificate: Standard One may be granted upon presentation of certified evidence of: 1) Completion of an undergraduate degree at an accredited post-secondary institution, and 2) Completion of a TESL Canada Recognized TESL Training Program which includes: a) A minimum of 100 hours of theory and methodology and b) 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 with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.) c) Up to half of the teaching hours may be completed in online synchronous* environments***. Note: Item (2) may be part of an undergraduate or graduate degree.
Professional Standard Two <i>The Professional Certificate: Standard Two is intended to recognize ESL/EFL educators who have completed an undergraduate degree and a Standard Two TESL Canada recognized TESL training program.</i>	The Professional Certificate: Standard Two may be granted upon presentation of certified evidence of: 1) Completion of an undergraduate degree at an accredited post-secondary institution, and 2) Completion of a Standard Two TESL Canada Recognized TESL Training Program which includes: a) A minimum of 250 hours of theory and methodology and b) A supervised practicum of a minimum of 50 hours (30 hours of observation and 20 hours of teaching) under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.) c) Up to half of the teaching hours may be completed in online synchronous* and asynchronous** environments, with no more than 25% of the total teaching hours completely online asynchronously***. Note: Item (2) may be part of an undergraduate or graduate degree.
Professional Standard Three <i>The Professional Certificate: Standard Three 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 Universities Canada, and a minimum of 50 hours in a supervised adult ESL/EFL classroom practicum.</i>	The Professional Certificate: Standard Three may be granted upon presentation of certified evidence of: 1) Completion of a Master's/Doctoral degree in TESL or equivalent from a Canadian institution which is a member in good standing of Universities Canada , 2) Demonstrated background in adult education, and Completion of a minimum of 50 hours in a supervised adult ESL/EFL classroom practicum (30 hours of classroom observation and 20 hours of teaching) under the supervision of an instructor certified at a minimum of TESL Canada Professional Certificate: Standard One, Two, or Three with at least 2,000 hours of adult ESL/EFL classroom experience or equivalent.) Up to half of the teaching hours may be completed in online synchronous* and asynchronous** environments, with no more than 25% of the total teaching hours completely online asynchronously***. OR

	1) The requirements of Professional Standard One or Two, 2) Completion of a Master's degree or PhD in a related field at an accredited post-secondary institution.
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