

FOR OFFICE USE ONLY

Date Received: _____

Certificate Number: _____

TESL Canada Federation Professional Certificate

Application Form **PROFESSIONAL STANDARD TWO**

GENERAL INFORMATION:

1	Name of applicant: <i>Last Name</i> <i>First Name</i>	
	Previous name: If applicable <i>Last Name</i> <i>First Name</i>	
2	Name as you wish it to appear on the certificate:	
3	Permanent Address <i>(to which your certificate will be mailed):</i> Email: _____ Current Professional Address: Email: _____	
4	Membership Information Required: <i>Please tick the appropriate box on the left to indicate type of membership. Please tick the appropriate box on the right to provide details of the membership.</i>	
	☐ Member of Provincial Affiliate <i>(Please check with your provincial TESL organization to verify if they are currently affiliated with TESL Canada. If they are not at the present time, a direct membership is needed.)</i>	☐ <i>Email sent directly from province</i> ☐ <i>Copy of membership card enclosed</i> ☐ <i>Official receipt enclosed</i> <i>(includes membership number and date)</i>
	☐ TESL Canada Direct Membership	☐ <i>Payment receipt enclosed</i> ☐ <i>Application form enclosed</i>
5	English Language Proficiency Requirement	
	☐ Completed an undergraduate degree in an English-speaking university in one of the countries as listed on the website here: https://tesl.ca/certification/tesl-canada-professional-certification/english-language-proficiency-scores.html ☐ Official, sealed transcript from the university enclosed ☐ Transcript emailed/mailed directly from university to TESL Canada ☐ Completed an in-person Master's or Doctorate in a relevant field from a university where the language of instruction for that specific degree is in English and completed in one of the countries listed on the website at the link above. ☐ Official, sealed transcript from the university enclosed ☐ Transcript emailed/mailed directly from university to TESL Canada ☐ Did not complete an undergraduate degree in an English-speaking university in one of the countries as listed on the website. Valid official English Language Proficiency test ELP score enclosed as per the website. ☐ Valid official ELP score enclosed.	

IMPORTANT: COMPLETE PAGE 3 CHECKLIST AND INCLUDE PAYMENT and MEMBERSHIP INFORMATION. PLEASE ALLOW 4-6 WEEKS FOR PROCESSING FROM DATE RECEIVED BY TESL CANADA. CERTIFICATION WILL BE DELAYED IF APPLICATION IS NOT COMPLETE.

TESL Canada Federation Professional Certificate Application Form (Page 2)

1. Education *(Please tick appropriate selection on right)*

Bachelor degree completed: _____

Year completed: _____

University: _____

Please note: if your degree was completed at a university outside Canada, we must receive an original assessment of Canadian equivalency.

We require an original basic, document by document assessment.

Canadian Equivalency Report

Name of the assessment organization: _____

Official transcripts enclosed (sealed by the university)

Official Transcript to be sent directly by university by mail/email

Original Canadian equivalency assessment to be sent directly

Original Canadian equivalency assessment enclosed (sealed by the institution)

2. TESL/TEFL Training *(Please tick appropriate selection on right)*

TESL/ TEFL training institution: _____

Contact person: _____

Program name: _____

Date completed: _____

PRACTICUM: If your practicum was not completed in your program, please choose one of the following:

1. You completed your coursework at a TESL Canada recognized program, but completed your practicum at another TESL Canada recognized program. Documentation to be submitted as outlined on the right.

Name of recognized program under which you completed the practicum:

Name and address of institution where **practicum** was completed:

Practicum Supervisor: _____

Hours spent observing Sponsor Teacher in the classroom: _____

Hours of supervised practice teaching: _____

Practicum 2 (if applicable): Supervisor: _____

Hours spent observing Sponsor Teacher in the classroom: _____

Hours of supervised practice teaching: _____

2. You completed your coursework at a TESL Canada recognized program, but organized your own practicum. Please complete the form below. Additional cost of \$100. plus tax. (Note: if you completed your TESL training through a program not listed on the website as a TESL Canada recognized program, then please complete a PLAR application form, link to website below**).

** <https://tesl.ca/certification/tesl-canada-professional-certification/plar.html>

Official transcripts enclosed (sealed by the institution)

Official transcripts to be sent directly by the institution by mail/email
OR

Certified Copy of Certificate or Diploma enclosed*

**Please do not send originals, but have the copy certified by one of the following professionals: "notary public, commissioner of oath, lawyer, senior university/college officer or professor, public school principal, signing officer of a bank, medical doctor, minister of religion, police officer, or the Canadian Embassy or the Consulate (outside Canada)".*

Verification of Practicum

Appendix A: External Practicum Information.
(Practicum organized by applicant at a non-recognized program)

The following can be completed/submitted by the applicant	
1- Location of practicum:	
2- Name of Sponsor Teacher:	
3- Contact information:	
4- Sponsor teacher's qualifications and experience:	
5- Practicum Supervisor:	
6- Assignments/tasks required	Enclosed
7- Assessment of tasks	Enclosed
The following documents need to be sent in officially sealed envelopes or by the institution/writer directly to TESL Canada	
1- Letter from practicum supervisor or program confirming class size, age of students, number of hours observed and number of hours taught.	☐ Official document enclosed (sealed by the institution) ☐ Official document to be sent directly by the institution
2- Formal observation report	☐ Official document enclosed (sealed by the institution) ☐ Official document to be sent directly by the institution
3- Transcript of courses completed or a letter from program stating applicant has successfully completed all required coursework except the practicum.	☐ Official document enclosed (sealed by the institution) ☐ Official document to be sent directly by the institution

Application Form Check List (page 4)
(Required for ALL Standard Applications)

Enclose the following required documents:

- ☐ TESL Canada Standard Two application form (including Appendix A only if external practicum)
- ☐ Official sealed transcript of university Bachelor's degree
- ☐ Canadian Equivalency Report (if applicable)
- ☐ English Language Proficiency Score (if applicable)
- ☐ Official sealed TESL training transcript or Certified* Photocopy of TESL certificate or Diploma (*not original -signed/notarized as per list on page 2)
- ☐ **Proof of TESL Canada direct membership** (Refer to page 1 #5. Information about membership can be found on the TESL Canada website under certification FAQs and the membership tabs.)
Membership # _____ Membership Expiry Date _____

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 by Mail: TESL Canada Federation
PO Box 30001 RPO Prospect Plaza
Fredericton NB E3B 0H8

Applications by E-mail: admin@tesl.ca

- ☐ Payment of \$94.50 (\$90.00 plus \$4.50 GST) if you live in British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon **or** Payment of \$101.70 in Ontario **or** Payment of \$102.60 in Nova Scotia **or** \$103.50 in New Brunswick, Prince Edward Island and Newfoundland, and Labrador **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. An applicant should determine themselves the certification application stream that they qualify for.

1. **External Practicum and Non TESL Canada recognized CELTA applicants please include an additional payment of \$100.00 plus tax (\$105.00 British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon; \$113.00 Ontario; \$114.00 Nova Scotia; \$115.00 New Brunswick, Prince Edward Island and Newfoundland and Labrador).**

Total Amount:

Payment Method:

If paying by VISA or MasterCard, please fill out the information below:

VISA

MasterCard

Total Amount to be charged:

Name on Card:

Card No.:

CVV No.:

Expiry date: _____ Signature: _____

E-transfer to: info@tesl.ca

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