

FOR OFFICE USE ONLY

Date Received: _____

Certificate Number: _____

**TESL Canada Federation Professional Certificate Application
Form PROFESSIONAL STANDARD TWO PD PATHWAY****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 (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>Email sent directly from province Copy of membership card enclosed Official receipt enclosed (includes membership number and date)</i>
	☐ TESL Canada Direct Membership	<i>Payment receipt enclosed Application form enclosed</i>

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

POINTS AWARDED FOR PD ACTIVITIES

PD ACTIVITY AND PROVIDER	EVALUATED?	EVIDENCE	POINTS /100	COMMENTS
Years of service (Canadian and/or international) in adult ESL/EFL teaching Typically 1,000 + hours per year; post-secondary hours could be less but at adjudicator's discretion	Yes	Experience informs practice Performance review	Max 30 points for 10 full-time years of service (3 points for each full-time year of service) Minimum 5 years of service to apply	
Mentoring TESL students	No	Documentation of observational feedback of TESL Student	Max 16 points (2 points per TESL student)	
Attending webinars or workshop (1-3 hours)	No	Documentation related to topic of webinar and number of hours (e.g., certificate or attestation letter).	Max 10 points (1 point per webinar)	
Completion of employer PD	Yes/no	Documentation related to the topic of PD event and number of hours.	Max 5 points (1 point per event)	
Completion of short specialized courses (e.g., 1-8 weeks; 3-9 modules) OR 24-32 hours Short specialized courses offered through independent PD organizations: - PTCT courses through TESL Ontario https://www.teslontario.org/PTCT-courses - ACE courses https://www.tesl.ca/training/tesl-canada-list-of-recognized-short-online-specialized-courses.html - Bridge Universe https://bridge.edu/tefl/courses/specialized Short specialized courses offered through TTPs or Universities: - MOOC	Yes	Certificate or letter from organization or institution Grade on transcript	5 points per specialized course 25 points max	

- Courses Short specialized courses offered through government or government-funded institution: - PBLA bootcamp - CLB workshops - Ministry supported modules (e.g., Teaching in culturally and linguistically diverse environments) Training offered by ELP testing organizations: - IELTS - TOEFL - Duolingo - Cambridge				
Delivering conference presentations, workshop, or webinars	Yes	Acceptance communication and abstract	Max 21 points (3 points per presentation)	
Attending a provincial, national, or international conference	No	Registration and list of sessions attended	Max of 10 points (1 point per day)	
Authoring peer-reviewed articles related to teaching and learning. (subject matter relevant to classroom teaching)	Yes (peer-reviewed)	The article itself, link to open-access articles, and/or citation.	10 points per article Max of 30 points	
University-level courses in a Applied Linguistics, TESOL, TESL, Second Language Education/Teaching, Andragogy, Adult Education, or programs where coursework or concentration was related to TESL (additional to and differentiated from TESL Canada Standard 1 courses) - e.g., standalone credit undergraduate or graduate courses	Yes	Transcript with credit (and course outline, if course title is vague or unclear as to its relevance)	10 points per course 30 points max	
Consistent membership in TESL professional organizations and active participation in professional learning communities (PLCs) Service-Leadership within TESL professional organization (Board members or committee member)	No	Membership number or email Letter or email of attestation Terms of reference for committee; website listing of board members	5 years- 5 points max 10 points per role (20 points max)	
Reflective-Reflexive Journal documenting impact of particular professional learning opportunity on pedagogy, philosophy, and-or classroom practice. OR Narrative account (written or oral) that	No	Executive summary or table indicating the PD event and its impact.	3 points for summary document 9 points max	

accompanies a representation or a professional learning trajectory		Representation (e.g., creative work) and the audio or written summary of the narrative	(either for narrative account or 3 reflections)	
Learning an additional language as an adult (formal or self-directed) and producing a reflection on how learning an L2 has impacted their teaching	No and Yes	Documentation given by language course provider or exit test for self-directed learning	8 points Max 8 points	
Conditions - Required categories to apply: - 100 accumulated points - 5 years of service minimum - at least one evaluated activity (e.g., short specialized course, CE or graduate university credit) - at least one conference or two webinars attended				
This system of points will allow an applicant to bridge from Standard 1 to Standard 2 or Standard 3 (with a completed graduate degree in a relevant area).				

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 \$105.00 (\$100.00 plus \$5.00 GST) if you live in British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon **or** Payment of \$113.00 in Ontario **or** Payment of \$114.00 in Nova Scotia **or** \$115.00 in New Brunswick, Prince Edward Island and Newfoundland, and Labrador **or** Payment of \$100.00 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.

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