

FOR OFFICE USE ONLY

Date Received: _____

Certificate Number: _____

TESL Canada Federation Professional Certificate Application Form PRIOR LEARNING AND RECOGNITION (PLAR)

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	What standard are you applying for? ☐ Professional Certificate Standard 1 ☐ Professional Certificate Standard 2 ☐ Professional Certificate Standard 3	
5	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</i> ☐ <i>Copy of membership card enclosed</i> ☐ <i>Official receipt enclosed (includes membership number and date)</i>
	☐ TESL Canada Direct Membership	☐ <i>Payment receipt enclosed</i> ☐ <i>Application form enclosed</i>
6	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
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
PROFESSIONAL CERTIFICATE APPLICATION FORM

The purpose of this section of the form is to assist in the preparation of your portfolio for Prior Learning Assessment and Recognition (PLAR) by TESL Canada Federation for certification purposes. The TESL Canada PLAR process is recommended for certification applicants who have completed their TESL training in a program not recognized by TESL Canada.

Please include the following in your well organized, labelled by section, portfolio:

1. **Introduction:** In 12 point ARIAL font, in 250 words or less, provide a statement outlining your underlying beliefs about teaching strategies and practices. This statement should summarize the documents in the portfolio and how they exemplify your abilities, skills, and knowledge. Suggested link to help you with the creation of a portfolio.
<http://teachingcenter.wustl.edu/About/ProgramsforGraduateStudentsandPostdocs/resources/Pages/Creating-a-Teaching-Portfolio.aspx>
2. **Education:** Name of University, Degree(s) completed with year(s) of completion.
Officially Sealed transcripts only sent by the applicant or the institution(s) by mail or email
Please note: if your degree was completed at a university outside Canada, we must receive an original assessment of Canadian equivalency. If the degree is **TESL related or Applied Linguistics a course by course evaluation is required.**
[Certification FAQ # 4](#)
3. **TESL/TEFL training:** Include the following information – institution name and location, dates attended, program completed, and the name of a contact person and his/her contact information, including an email address
4. **Practicum information:** Please provide the name of your sponsor teacher, his/her TESL qualifications, his/her contact information including an email address, your practicum supervisor and his/her qualifications and contact information. Also specify how many hours were spent observing and how many were spent teaching under supervision
Sealed transcripts only sent by the applicant or the institution(s)
5. Names and detailed descriptions of **TESL and relevant Linguistics courses**, ideally including at least 2 pages of information for each 40 academic contact hours. At least 100 academic contact hours of this type of documentation is mandatory for a PLAR adjudication.
6. List of **textbooks and other core resources** used in your TESL/Applied Linguistics training
7. Description of **assessment requirements** in your TESL/Applied Linguistics training
8. **Teaching experience:** List the institutions and locations where you have taught and the courses you have taught for them. Sealed documents verifying the number of adult ESL teaching hours for Professional Standard One, Two, or Three Permanent and/or for those requesting practicum equivalency must be sent to TESL Canada.

9. Two Positive **Performance Reviews** for Professional Standard One, Two, or Three Permanent. **One of these must be a classroom observation report.** The reviews must be originals sealed in an envelope with the referee's signature across the seal.
The names of the referees along with their contact information and institution must be included.
10. **Other documentation** that fills any gaps between the contents of your formal academic training in TESL and TESL Canada's standard descriptors. Documents can include in service certificates stating topics and hours; letters from supervisors attesting to workplace training activities; essays from non-TESL courses that demonstrate required knowledge; or items you have created for classroom use such as sample lesson plans, unit plans, curriculum guides, assessment rubrics, handout materials, computer assisted language learning tools, audiotapes, etc.
11. A valid **English Language Proficiency Score** if Bachelor's degree was from a University where English was not the language of administration and instruction
12. **Proof of TESL Canada membership.** This is mandatory if residing in Canada. Please send a scanned copy of your original Provincial membership card or your original membership receipt or email from provincial organization indicating that you are a member in good standing (If this is unclear to you, please see FAQ #7 or e-mail info@tesl.ca for clarification.) Your application will be delayed if you do not complete this item correctly.

Province _____ Membership expiry date _____

Membership # _____

Please check with your provincial organization to determine if they are currently directly affiliated with TESL Canada. If they are not at the present time, please follow the link to become TESL Canada direct member: <https://www.tesl.ca/certification/tesl-canada-professional-certification/application-forms.html>

If residing **outside** of Canada, a completed International Membership form along with membership fee. The membership fee is \$108.00 for U.S. residents or \$112.00 for International residents. [International Membership application form](#)

13. **Payment** of \$304.50 (\$290.00 plus \$14.50 GST) if you live in Alberta, British Columbia, Manitoba, Quebec, Saskatchewan, NWT, Nunavut, and Yukon **Or** Payment of \$327.70 if you live in Ontario. Payment of \$330.60 if you live in Nova Scotia. Payment of \$333.50 in New Brunswick, Prince Edward Island, Newfoundland and Labrador **Or** Payment of \$290.00 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.

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:

CVV No.:

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

Name: _____

Date: _____

Application materials will be accepted by mail and email:

TESL Canada PLAR Certification,
PO Box 30001, RPO Prospect Plaza
Fredericton, NB
Canada
E3B 0H8
admin@tesl.ca

For Office Use Only:

Date Received: _____ Adjudicator: _____

Certification recommended: _____ Completion path recommended: _____

Application refused: _____ Reason: _____

Total Fees Paid: _____ Date of Adjudicator's Decision: _____