

TESL CANADA TEACHER TRAINING SHORT ONLINE SPECIALIZED COURSES ACCREDITATION MANUAL



**Version 1.0 Created February 7, 2020
Revised January 28, 2021**

INTRODUCTION

The English language teaching profession in Canada and globally continues to grow and evolve. One area of change is an increase in the range and variety of contexts in which English is taught, with a corresponding increase in the types of courses and learners taught. A second area of change is an increase in the breadth and depth of English language teaching research, with a corresponding increase in specialized, evidence-based theory and practice available to those in the profession. These changes have created a need to provide accessible, short, specialized accredited courses for practicing teachers to learn to teach in these different emerging contexts and with the specialized evidence-based theory and practice.

TESL Canada recognizes and endorses teacher training programs and courses that provide high quality English language teacher education. The guidelines in this document outline the TESL Canada requirements for short online specialized English language teacher training courses with respect to course length, learning outcomes, course content, assessments, course developers, course instructors, and delivery method. The guidelines also outline the application process for teacher education providers to have their short online specialized courses recognized and endorsed by TESL Canada.

Purpose

The teacher training program standards outlined in this document are used to recognize short online specialized teacher training courses that equip teachers with specialized, evidence-based theory and practice for specific contexts, courses and types of learners. The short online specialized courses are designed for teachers who already have a minimum of a TESL Canada Standard One training course or equivalent. The courses allow teachers to add specialized theory and practice to their knowledge and skill portfolio and to engage in the lifelong learning required of today's professionals.

General Requirements

Although the full requirements of TESL Canada to recognize short online specialized courses can be found within the pages below, the general requirements are as follows:

The course: is between 10 and 50 hours of coursework; is delivered online so as to be accessible across Canada's large geography; has transparent administration practices; has qualified developers and instructors; has transparent administration practices and documents; has clear learning outcomes; and has relevant and aligned content and assessments.

TESL CANADA STANDARDS FOR SHORT ONLINE SPECIALIZED TEACHER TRAINING COURSES

In order to be accredited, a short online specialized English language teacher training course must meet the following standards.

A. Delivery Modality

A1. The course is available online.

B. Course Length

B1. The course is between 10 and 50 hours of coursework long.

C. Course Developers

C.1 The course developers have a minimum of a Master's degree in the area of specialization OR can demonstrate expertise through relevant experience.

D. Course Instructors

D1. The course instructors have demonstrated expertise in the area of specialization, through education, professional development and/or experience.

D2. The course instructors have a minimum of 3000 hours of teaching experience as documented by employer verification letters.

D3. The course instructors are considered experts in their area of specialization, as documented by two letters of reference.

E. Course Administration

E.1 There are clear admission requirements for the course.

E.2 There are documented course policies which are provided to participants at the start of the course.

E.2 A complete course outline is provided to participants.

E.3 The grading system for the course is transparent, with a clear indication of what constitutes a pass.

E.4 There is a course evaluation form or survey with which participants can provide feedback on the course after they complete it.

F. Learning Outcomes

F1. The course is based on clearly articulated learning outcomes.

F2. There are learning outcomes based on theory.

F3. There are learning outcomes based on performance or application.

G. Course Content

- G1. The course content aligns with the learning outcomes.
- G2. The course content includes both theory and practice.
- G3. The course content is current.
- G4. The course content can be applied to the specialized context.
- G5. The course content is easy to follow in the learning management system.
- G6. The course content is engaging and motivating.
- G7. The course content includes a list of references and additional resources for future study.

H. Assessments

- H1. The assessments align with the learning outcomes.
- H2. There are at least two different types of assessments (test, reflection, planning task, activity creation, resource creation).
- H3. The evaluation frameworks for the assessments are valid, reliable and practical.
- H4. The assessments evaluate both theory and practice.
- H5. At least one assessment can be customized by participants to the application of learning in their own employment context or a previous employment or practicum context if they are not currently working.
- H6. At least one assessment requires participants to reflect on their professional practice with respect to the course content.

TESL CANADA APPLICATION PROCESS FOR SHORT ONLINE SPECIALIZED TEACHER TRAINING COURSES

Application Process

Institutions complete the Application Form provided and submit their application digitally to the email address provided.

A full and separate application must be completed for each short online specialized teacher training course.

Confidentiality

All documentation submitted as part of the application are kept confidential. Applicants should retain a copy of the completed application, annual reports and other documentation for future reference. All correspondence, both written and verbal, with respect to the application is kept confidential.

Fees

There are two fees for the application:

1. TESL Canada Short Online Specialized Course Accreditation Fee (paid for each course with each five-year accreditation application): \$300.00 plus GST/HST
 - In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, and the Yukon the GST is \$15.00.
 - In Ontario the HST is \$39.00.
 - In Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island the HST is \$45.00.
2. TESL Canada Associate Membership Fee (paid annually): \$150.00 plus GST/HST.
 - In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, and the Yukon the GST is \$7.50.
 - In Ontario the HST is \$19.50.
 - In Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island the HST is \$22.50.

Note: Teacher training program providers only need to pay for ONE TESL Canada Associate Membership Fee for all programs and courses for which they are accredited, including TESL Canada Standards One, Two and Three programs. If they already have another program accredited with TESL Canada, and are already institutional associates of TESL Canada, they don't need to pay for another institutional membership fee.

Note: If institutions are unsuccessful in obtaining accreditation, the institutional associate fee will be refunded. Institutions must become recognized in order to be institutional members of TESL Canada.

There are two fees for maintaining accreditation once it is achieved:

1. TESL Canada Short Online Specialized Course Annual Reporting Fee (paid each of the four years after the accreditation is received): \$100.00 plus GST/HST

- In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, and the Yukon the GST is \$5.00.
 - In Ontario the HST is \$13.00.
 - In Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island the HST is \$15.00.
2. TESL Canada Associate Membership Fee (paid annually by an institution that has any accredited programs or courses): \$150.00 plus GST/HST.
- In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, and the Yukon the GST is \$7.50.
 - In Ontario the HST is \$19.50.
 - In Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island the HST is \$22.50.

Application Results

The applicant will receive a detailed report of the outcome of the application.

Where an application outcome requires only minor revision to meet TESL Canada accreditation, the institution will be allowed a period of 6 months to document that all changes have been made. Institutions that are unable to document that all changes have been made may be invited to submit a new application after a full year from the original application date.

Where an application does not meet the requirements for accreditation, the institution will receive a letter of explanation and may reapply for accreditation after a full year from the original application date. A new, full application must be submitted to reapply for accreditation from TESL Canada.

Results Appeals

Institutions which do not receive TESL Canada Short Online Specialized Course Accreditation may appeal to TESL Canada by submitting a letter of appeal along with documentation detailing grounds for appeal. A fee of \$100.00 (plus applicable GST/HST) must accompany the letter of appeal.

The Appeal Committee consists of the TESL Canada President or designate, a TESL Canada member specialized in teacher training appointed by the President, and a TESL Canada member specialized in teacher training nominated by the applicant. No Appeal Committee member shall be in a conflict of interest position. The decision reached by members of this committee is final.

Recognition

All recognized courses will receive a TESL Canada Teacher Short Online Specialized Course Certificate of Accreditation and have their names published in the *TESL Canada List of Recognized Short Online Specialized Courses* on the TESL Canada website.

Disclaimer

The TESL Canada Standards Committee recognizes the content of courses based on material submitted by an institutional applicant and is not responsible for the accuracy of the course's description.

TESL CANADA SHORT ONLINE SPECIALIZED TEACHER TRAINING COURSE ACCREDITATION APPLICATION FORM

Completion Instructions: Type all information directly into this document. Keep the document as a single file. Name the document as *InstitutionNameYYYY* for example *UniversityofHalifax2018*. Compile all of the required documents, including this application, into a master folder and label it *InstitutionNameYYYY*. Zip the folder and upload it to your preferred document transfer site (DropBox, Google Drive). Share the file with TESL Canada by emailing the file share link to info@tesl.ca.

APPLICATION FORM CHECKLIST

Before you send in your application please take the time to check that all sections of the application are complete. Put an X next to each item once you have verified it is complete. If any components are not complete, your application will be immediately returned to you for completion.

Section	Complete
1. Institution and Course Information	
2. Application Fee Payment Form (credit card information and signature or check)	
3. Terms and Conditions Acknowledgement Form	
4. Section A: Delivery Modality	
5. Section B: Course Length	
6. Section C: Course Developers	
7. Section D: Course Instructors	
8. Section E: Course Administration	
9. Section F: Learning Outcomes	
10. Section G: Course Content	
11. Section H: Assessments	

INSTITUTION AND COURSE INFORMATION

Name of Institution:

Address for Institution:

Contact Person for Application:

Contact Person Position:

Contact Person Telephone:

Contact Person Email:

Name of Course:

Number of Hours of Course:

We are applying for (put an X next to the answer that applies):

Initial accreditation

Renewal accreditation (every five years)

We have a TESL Canada Associate Membership for our institution:

Yes

No, we will include the TESL Canada Associate Membership fee in our application fee.

APPLICATION FEE PAYMENT FORM

Two payments are required:

1. TESL Canada Short Online Specialized Course Accreditation Fee (paid for each course with each five-year accreditation application): \$300.00 plus GST/HST
 - In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, Prince Edward Island and the Yukon the GST is \$15.00.
 - In Ontario, New Brunswick and Newfoundland and Labrador the HST is \$39.00.
 - In Nova Scotia the HST is \$45.00.

2. TESL Canada Associate Membership Fee (paid annually): \$150.00 plus GST/HST.
 - In British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, Prince Edward Island and the Yukon the GST is \$7.50.
 - In Ontario, New Brunswick and Newfoundland and Labrador the HST is \$19.50.
 - In Nova Scotia the HST is \$22.50.

Note: Teacher training program providers only need to pay for ONE TESL Canada Associate Membership Fee for all programs and courses for which they are accredited, including TESL Canada Standards One, Two and Three programs.

You can pay by credit card or cheque. If paying by credit card, please fill out the information below:

Total amount to be charged:

Credit Card Number:

Expiry Date:

Name on The Card:

Signature:

If paying by cheque, make cheque payable to *TESL Canada Federation* and mail it to

TESL Canada
PO Box 30001
RPO Prospect Plaza,
Fredericton,
NB E3B 0H8

TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

Terms and Conditions

1. Additional documentation beyond that indicated in the application may be requested at any time during the review of the application by TESL Canada.
2. TESL Canada reserves the right to revoke the accreditation of the course at any time should there be evidence the course does not meet the accreditation standards.
3. The accreditation will be valid for one year after which time an Annual Report and Annual Reporting fee will be due. The institution must also have a current TESL Canada Associate Membership.
4. Changes to the course will be reported to TESL Canada in each Annual Report.
5. All approved courses will be promoted as meeting TESL Canada standards for short online specialized teacher training courses on the TESL Canada website.
6. Approval procedures, standards, requirements, fees and terms and conditions for TESL Canada's accreditation of short online specialized teacher training courses are subject to change.

Acknowledgement

1. I have read and understood the accreditation process and the terms and conditions.
2. The information provided in this application is, to the best of my knowledge, true and correct as of the date of the application.
3. I fully appreciate that any negligent misrepresentation of the information contained in this application may result in the revocation of the accreditation.
4. I am authorized to sign this form on behalf of the institution.

Signature:

Printed Name:

Position at Institution:

Date:

STANDARDS EVIDENCE

Complete the evidence section of the table below and/or prepare the documents that need to be included in your application in order to demonstrate that the short online specialized course meets TESL Canada standards.

Section A: Delivery Modality

Please provide log in information for the online course so that the adjudicator can assess the course standards.

Link: _____

Username: _____ Password: _____

Section B: Course Length

Standard	Evidence
B1. The course is between 10 and 50 hours of coursework long.	<ul style="list-style-type: none"> • There are clear indications in the course material for expected task timeframes. • The timeframes are realistic for the work required.

Section C: Course Developers

Standard	Evidence
C.1 The course developers have a minimum of a Master's degree in the area of specialization OR can demonstrate expertise through relevant experience or ongoing professional development.	<ul style="list-style-type: none"> • Teacher Training Staff Qualification Form completed and attached for each course developer.

Section D: Course Instructors

Standard	Evidence
D1. The course instructors have demonstrated expertise in the area of specialization, through education, professional development and/or experience.	<ul style="list-style-type: none"> • Teacher Training Staff Qualification Form completed and attached for each course instructor.
D2. The course instructors have a minimum of 3000 hours of teaching experience as documented by employer verification letters.	<ul style="list-style-type: none"> • Letters verifying minimum hours of teaching experience for each course instructor.

D3. The course instructors are considered experts in their area of specialization, as documented by letters of reference.	<ul style="list-style-type: none"> Letters verifying expertise in area of specialization for each course instructor.
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Section E: Course Administration

Standard	Evidence
E.1 There are clear admission requirements for the course.	<ul style="list-style-type: none"> Admission requirements are provided on the online registration page.
E.2 There are documented course policies which are provided to participants at the start of the course.	<ul style="list-style-type: none"> Course policies are provided to participants through the learning management system.
E.3 A complete course outline is provided to participants.	<ul style="list-style-type: none"> A course outline is provided to participants through the learning management system.
E.4 The grading system for the course is transparent, with a clear indication of what constitutes a pass.	<ul style="list-style-type: none"> The grading system is provided to participants through the learning management system. The grading system is clear.
E.5 There is a course evaluation form or survey with which participants can provide feedback on the course after they complete it.	<ul style="list-style-type: none"> There is a course evaluation form or survey in the learning management system.

Section F: Learning Outcomes

Standard	Evidence
F1. The course is based on clearly-articulated learning outcomes.	<ul style="list-style-type: none"> The course learning outcomes are available in the learning management system and meet the standards.
F2. There are learning outcomes are based on theory.	
F3. There are learning outcomes are based on performance or application.	

Section G: Course Content

Standard	Evidence
G1. The course content aligns with the learning outcomes.	<ul style="list-style-type: none"> The course content is available in the learning management system and meets the standards.
G2. The course content includes both theory and practice.	

<p>G3. The course content is current.</p> <p>G4. The course content can be applied to the specialized context.</p> <p>G5. The course content is easy to follow in the learning management system.</p> <p>G6. The course content is engaging and motivating.</p> <p>G7. The course content includes a list of references and additional resources for future study.</p>	
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Section H: Assessments

Standard	Evidence
<p>H1. The assessments align with the learning outcomes.</p> <p>H2. There are at least two different types of assessments (test, reflection, planning task, activity creation, resource creation).</p> <p>H3. The evaluation frameworks for the assessments are valid, reliable, practical, and user-friendly.</p> <p>H4. The assessments evaluate both theory and practice.</p> <p>H5. At least one assessment can be customized by participants to the application of learning in their own employment context or a previous employment or practicum context.</p> <p>H6. At least one assessment requires participants to reflect on their professional practice with respect to the course content.</p>	<ul style="list-style-type: none"> The assessments are available in the learning management system and meet the standards.

TESL CANADA FEDERATION TEACHER TRAINING STAFF QUALIFICATIONS AND EXPERIENCE FORM

Completion Instructions: Have each program staff member complete this form in Word. Name each document as *LastnameFirstnameLocationYYYY.docx* for example *WickettSuzanneUniversityofHalifax2020.docx*. Complete the required sections for the form, following the instructions given for each section.

There are also supporting documents required for each form. To submit the documents for each staff member, put all of the documents, including this form, in a folder named *LastnameFirstnameLocationYYYY* for example *WickettSuzanneUniversityofHalifax2020*. Zip the folder to upload it as part of the application.

Institution Name:
Date:

1	Name of staff member:
2	Role in the TESL program (Put a capital X next to the relevant role): <input type="checkbox"/> Course developer <input type="checkbox"/> Instructor
3	Professional Certification Standard (Put a capital X next to all relevant certifications and indicate the date achieved): <input type="checkbox"/> No professional certification <input type="checkbox"/> TESL Canada Standard One <input type="checkbox"/> TESL Canada Standard Two <input type="checkbox"/> TESL Canada Standard Three <input type="checkbox"/> Other (please specify) _____

NOTE: If you HAVE professional certification, skip items #4 to #6, and move to item #7. If you do NOT have professional certification, complete items #4 to #6.

4	English Language Proficiency (Put a capital X next to the relevant proficiency, provide scores for the relevant test): <input type="checkbox"/> Native speaker of English <input type="checkbox"/> IELTS scores and date taken: <input type="checkbox"/> TOEFL scores and date taken: <input type="checkbox"/> Other proof of English language proficiency (see https://www.tesl.ca/certification/tesl-canada-professional-certification/english-language-proficiency-scores.html). Document to Attach: Scan of standardized test scores.
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5	<p>Bachelor's degree subject:</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p>Document to Attach: A scan of your actual degree.</p> <p>Document to Attach: If your Bachelor's degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (http://www.bcit.ca/ices), CES (https://learn.utoronto.ca/international-professionals/comparative-education-service-ces), and WES (www.wes.org/ca).</p>
6	<p>Name of TESL program you completed:</p> <p>Location of TESL program:</p> <p>Date of program completion:</p> <p>Document to Attach: A scan of your TESL program certificate or diploma.</p>
7	<p>Master's degree subject (if applicable):</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p>Document to Attach: A scan of your actual degree.</p> <p>Document to Attach: If your degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (http://www.bcit.ca/ices), CES (https://learn.utoronto.ca/international-professionals/comparative-education-service-ces), and WES (www.wes.org/ca).</p>
8	<p>PhD degree subject (if applicable):</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p>NOTE: Include a scan of your actual degree.</p> <p>Document to Attach: If your degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (http://www.bcit.ca/ices), CES (https://learn.utoronto.ca/international-professionals/comparative-education-service-ces), and WES (www.wes.org/ca).</p>

9	<p>Approximate number of years/hours of teaching experience as an English language teacher:</p> <p>Period over which the experience extends:</p> <p>Document to Attach: Provide proof of paid (not volunteer) teaching hours, for example, an employment record or employer letter.</p>
10	<p>Describe the experience that has allowed you to develop expertise in the specialized course subject area.</p>

Additional explanatory comments (please note anything else you want the adjudicator to know about your qualifications or experience):