

## Cover Sheet- TTPR Annual Report

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Website address: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Recognition Number: \_\_\_\_\_ Year Established: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. # \_\_\_\_\_ Fax # \_\_\_\_\_

Email address: \_\_\_\_\_

This program has  a distance training component and/or  a distance practicum

Please check one or both as appropriate.

Length of Program – Instructional Hours \_\_\_\_\_ Practicum Hours \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Please submit:

1. TESL Canada Annual Report Fee \$100.00 (plus  
GST/HST)  
\$100.00 + \$5.00 GST in Alberta, British Columbia, Manitoba, Quebec, NWT, Nunavut, and Yukon  
\$100.00 + \$6.00 in Saskatchewan  
\$100.00 + 13.00 in Ontario  
\$100.00 + \$15.00 in New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador
2. Associate Membership Fee \$150.00 (Plus  
GST/HST)

**TESL Canada Federation**

PO Box 397 London Station B, London, Ontario, N6A 4W1

Email: [admin@tesl.ca](mailto:admin@tesl.ca)

Website: [www.tesl.ca](http://www.tesl.ca)

GST Reg. # 10806 9782

**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM STANDARDS  
FORM B**

**ANNUAL REPORT**  
(due on anniversary of recognition)

The purpose of this report is to alert TESL Canada of any significant changes in TESL Canada recognized teacher training programs (including institutional information, published program information, facilities and resources, qualifications of personnel, and program of studies) as they relate to the TESL Canada Teacher Training Program Standards. Upon approval of the annual report, the accredited teacher training program will be granted renewed certification for another year. If the annual report is not approved, TESL Canada accreditation will be revoked.

<b>A. Institutional Information</b>	
Please complete the following information	
Name and Address	
Phone/ Fax/ E-mail/ Website	
Name of Program	
Person in charge of TESL program	
Email of Person in charge of TESL program	
Standard Level of Program	
Dates on which the program received initial accreditation and/or renewed accreditation	
If there have been any changes in the past year, include documentation of provincial, national or international institutional accreditation/ accreditation.	
Other	

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<b>B. Published Program Information</b>			
<b>Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Entry requirements			(If yes, please explain.)
English language proficiency requirement			(If yes, please explain.)
Program length and program delivery mode			(If yes, please explain.)
Number of credit hours			(If yes, please explain.)
Assessment/grading system and instructions for assignments			(If yes, please explain.)
Trainee Handbook			(If yes, please include a copy of new handbook and highlight the changes.)

Certification granted on completion (university credit, degree, diploma, certificate)			(If yes, please explain.)
Certificate awarded to program graduates.			(If yes, please include a copy of the new certificate.)
Promotional materials			(If yes, please include a copy of the new materials.)
<b>C. Facilities and Resources</b>			
<b>Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Teacher Training Facilities			
Audio-visual/multimedia Equipment			
Resources			
<b>D. Qualifications and Responsibilities of Teacher Training Personnel</b>			
<b>Have there been any changes in the past year in personnel? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Personnel includes curriculum and program developers, teacher trainers, practicum supervisors, and practicum sponsor teachers.			(If yes, please include the resumes of any new staff members and; include TESL Canada Professional Certification and language

			proficiency levels for non-native speakers; identify staff members no longer employed in your program)
<b>E. Program of Studies</b>			
Please answer the following questions regarding coursework and practicum:			
<b>1. Coursework</b>			
<b>Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Have there been any changes in the number of hours of instruction in linguistic and pedagogical theory and methodology?			
<b>Have there been any changes in how the following topics are addressed?</b>			
• Second language acquisition theory			
• Linguistics -discourse analysis -syntax -phonology -morphology - sociolinguistics -pedagogical grammar			
• Pedagogical theory -learning strategies and styles -factors affecting language learning -adult teaching and learning principles/andragogy			
• Methodologies / techniques for			

teaching:			
o listening			
o speaking			
o reading			
o writing			
• grammar			
• vocabulary			
• pronunciation			
• inter-cultural awareness and communication			
• Assessment/Feedback -error correction -standardized exams -classroom tests			
• Lesson and unit planning			
• Material analysis and development			
• Professional conduct and practices (only for programs approved from September 2004 onwards)			
<b>Have there been any changes to the coursework in the following areas?</b>			
<b>No      Yes      If yes, please explain.</b>			
Name of class			
Total classroom hours for each course			

Course outlines			
Course objectives			
Course content			
Course instructors			
Text and reading assignments			
Evaluation/grading systems			
Tasks and assignments			
<b>2. Practicum</b>			
<b>Have there been any changes to the practicum in the following areas?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
The number of hours of observation and teaching (must be at least 20 hours; 50 hours for Standard 2 and 3 programs)			
The overall age of the practicum students (a minimum of 80% of students must be 18 years of age or older)			
The number of students in the practice teaching class. (must be a minimum of 5 registered students in an ongoing ESL program)			
At least 10 hours (20 hours for Standard 2 and 3 programs) is practice teaching under the supervision of two separate people: a) a sponsor teacher and b) a practicum supervisor [both qualified at TESL Canada Professional Certificate Standard 1, 2 or 3 [Permanent] or equivalent]).			

The number of hours of directed observation (must be at least 10 hours; 30 hours for Standard 2 and 3 programs)			
Observation tasks completed by trainees			
<b>Have there been any changes to the practicum requirements in the following areas?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Published description of practicum requirements			
Location, composition and size of classes in which practica take place			
Practicum placement requirements			
Mechanism for supervision of practicum students			
Frequency and duration of supervisor observation /assessment of trainees			
Method of feedback to trainees by sponsor teachers			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Communication system between sponsor teachers and practicum supervisors			



Evaluation /grading system			
Observation tasks that trainees complete during observation component			
Assessment tools and teaching reports that supervisors complete during practice teaching component			
Method of maintaining records on trainee practicum (i.e. location, sponsor teachers, hours of observation and teaching observation reports)			

**Include FORM F - TESL TRAINING PROGRAM: STAFF with Annual Report if there are any staffing changes to report. (One Form F and CV per staff change.)**

**TESL CANADA FEDERATION**  
**FORM F - TESL TRAINING PROGRAM: STAFF\***

Date:
Name of the Institution:
Name of the contact:
Contact # Email

1	Name of staff member  TESL Canada Membership #	
2	TESL Canada Professional Certification Level/Standard (if applicable)  (or TESL Ontario level)  Cert #  Year of approval	
3	Function in the TESL program submitted to TESL Canada (please tick)  <ul style="list-style-type: none"> <li>- curriculum &amp; program developer</li> <li>- program / academic supervisor</li> <li>- teacher trainer</li> <li>- practicum supervisor</li> <li>- practicum sponsor teacher</li> <li>- administrator</li> </ul>	
4	Bachelor's degree subject + name of university	
5	Master's degree subject + name of university	
6	Name of TESL training program followed + when	

7	# hours of theory and methodology in that TESL training program	
8	# hours of observed practicum in that TESL training program	
9	# hour of supervised practicum teaching in that TESL training program	
10	# years / contact hours of experience as ESL/EFL teacher + period over which they extend	
11	# hours in admin of learners and period over which they extend	
12	(for non-native speakers) Level of language proficiency (Refer Section D.1 –application requirement)	

Additional explanatory comments:

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**Attach an updated resume of the TESL training program staff with the Form F.**

**\*If there have been staffing changes since last annual report**

