

**TESL CANADA TEACHER TRAINING PROGRAM ACCREDITATION APPLICATION  
COVER SHEET**

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

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

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

Name of Program: \_\_\_\_\_ Recognition Number (if renewal) : \_\_\_\_\_

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: \_\_\_\_\_

**Please submit:**

- |    |   |                |
|----|---|----------------|
| 1. | TESL Canada Application Fee<br>GST/HST)<br>\$400.00 + \$20.00 (5% GST) in AB, BC, MB, QC, Yukon, Northwest Territories, and Nunavut<br>or \$400.00 + \$24.00 (6% GST) in SK<br>or \$400.00 + \$52.00 (13% HST) in ON<br>or \$400.00 + \$60.00 (15% HST) in NS, PE, NB, and NL | \$400.00 (plus |
| 2. | Annual Associate Membership Fee<br>GST/HST)   | \$100.00 (plus |

**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 ACCREDITATION APPLICATION  
FORM A: INTERIM STATUS PROGRAM REPORT**

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_

**Interim Program Information**

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

No. of trainees: \_\_\_\_\_

- All trainee evaluation forms for the teacher training program are attached.
- There were no changes to the teacher training program from the original application form submitted to TESL Canada for accreditation.
- Changes were made to the program. Details are attached documenting changes in
  - program content
  - program teacher trainers and administrator(s)
  - program facilities
  - program resources.

\_\_\_\_\_

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

**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 practicum in that TESL training program	

9	# years / contact hours of experience as ESL/EFL teacher + period over which they extend	
10	# hours in admin of learners and period over which they extend	
11	(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**

**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM ACCREDITATION APPLICATION  
FORM E – RESOURCE LIBRARY LIST  
Refer to C. Facilities and Resources, No. 4**

NO .	TITLE OF RESOURCE  (minimum 5)	AUTHOR	PUBLISHER	DATE PUBLISHED**	ISBN NUMBER
	<b>Teacher Training Books (minimum 30)</b>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					

22.					
23.					
24.					
25.					
	<b>Teacher Training Books... cont'd</b>				
26.					
27.					
28.					
29.					
30.					
	<b>ESL/EFL Classroom Books (minimum 20)</b>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

15.					
16.					
17.					
18.					
19.					
20.					

\*\*50% of resources must be within the last 15 years

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

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

1	Name of staff member	
2	TESL Canada Professional Certification Level/Standard (if applicable)  (or TESL Ontario level)	
	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>	
3	Bachelor's degree subject + name of university – NOTE: Proof required e.g. a scan of the actual degree	
4	Master's degree subject + name of university	
5	Name of TESL training program followed + when	
6	# hours of theory and methodology in that TESL training program	
7	# hours of practicum in that TESL training program	

8	# years / contact hours of paid experience as ESL/EFL teacher + period over which they extend	
9	# hours in admin of learners and period over which they extend	
10	(for non-native speakers) Level of language proficiency	

Additional explanatory comments:

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**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM STANDARDS APPLICATION CHECKLIST**

**APPLICATION FOR** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**A. Institutional Information (See page 8 of application)**

1. Name and Address	
2. Phone/ Fax/ E-mail/ Website	
3. Name of Program/Person in charge of TESL program	
4. Year program was established	
5. Institutional history: include both ESL/EFL and teacher training programs operated at the institution	
6. A copy of the published mission statement, program goals, or statement of principles for your program.	
7. Documentation of provincial, national or international institutional accreditation / accreditation	
8. Reports of institutional, ministry, or provincial quality reviews.	
9. List of institutional associates in provincial, national, and international TESL related organizations	

**B. Published Program Information (See page 8 of application)**

	<b>Published information provided</b>	<b>Description (if applicable)</b>
Entry requirements		
English language proficiency requirement (see item 3 of Application Procedures - Trainee Entrance Requirements)		
	<b>Published information provided</b>	<b>Description (if applicable)</b>
1. Program length 2. Practicum length 3. Program delivery mode (face to face, distance, both)		
4. Assessment/grading system including instructions for assignments (must be clearly stated and applied across program)		
5. Trainee Handbook or equivalent outlining: <ul style="list-style-type: none"> <li>• program background,</li> <li>• entrance requirements (e.g., senior matriculation), transcript, language proficiency requirements and documentation),</li> <li>• type of certification received upon graduation,</li> <li>• transfer credit if applicable,</li> </ul>		

<ul style="list-style-type: none"> <li>• overview of curriculum and schedule of course offerings,</li> <li>• location where textbooks and other texts may be purchased,</li> <li>• schedule of fees,</li> <li>• regulations related to fee payment (e.g., late payment, refunds, differential fees),</li> <li>• trainee rights,</li> <li>• appeals,</li> <li>• academic integrity and harassment.</li> </ul>		
<p>Certification granted on completion (university credit, degree, diploma, certificate)</p>		

<p>Copy of the certificate awarded to program graduates. TESL Canada logos cannot appear on graduation certificates in any form. Teachers wishing TESL Canada teacher certification must apply separately for accreditation to the TESL Canada Teacher Accreditation Committee.</p>		
<p>Promotional materials.</p>		

**C. Facilities and Resources (See page 4 of application)**

	<b>Criteria met</b>	<b>Notes</b>
Teacher training facilities meet all licensing regulations of the jurisdiction in which they operate.		
Facilities are suitable for an educational program (Form C).		
An annotated resource list for the required resources (Books, materials, a/v and multimedia) including a minimum of five resources (Form D).		
A resource library present on site and accessible to trainees. A minimum of 30 teacher training books and 20 ESL/EFL classroom books with 50% newer than 15 years is required (see Form E).		
A range of audio-visual/multimedia equipment is available for trainee and teacher trainer use (audiovisual equipment, computer workstations, digital projectors)		

**D. Qualifications of Personnel (See pages 9 to 10 of application)**

	<b>Criteria met</b>	<b>Notes</b>
1. Teacher trainers in a TESL certificate program: TESL Canada Certificate Professional Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent. All non-native speaker teaching staff (as per section D.1 (pp.2-9)) must have proof of English language proficiency.		
2. List and qualifications of curriculum and program developers		
3. Practicum supervisors: TESL Canada Professional Certificate Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
4. Practicum sponsor teacher: TESL Canada Professional Certification Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
5. Person(s) responsible for the direct supervision of the teacher training program (e.g., academic administrator /coordinator/director of studies): requires a thorough knowledge of the field of Second Language Acquisition and TESL training methodology, and demonstrated ability to develop curriculum and supervise teaching staff; a minimum of TESL Canada Standard Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent is required. Please note that under the new standards TESL Canada Professional Certificate Standard Two or equivalent is recommended. Professional Standard Three is preferred.		
6. Administrators not involved in developing or delivering content are not required to have TESL Canada teacher professional certification. Administrators: list qualifications.		

## E. Program of Studies

### 1. Coursework

	Criteria met	Notes
100 hours of instruction		
Second language acquisition theory		
Linguistics (syntax, phonology, morphology)		
Pedagogical theory <ul style="list-style-type: none"> <li>• learning strategies and styles</li> <li>• factors affecting language learning</li> <li>• adult teaching and learning principles/andragogy</li> </ul>		
Linguistics <ul style="list-style-type: none"> <li>• discourse analysis</li> <li>• syntax</li> <li>• phonology</li> <li>• morphology</li> <li>• sociolinguistics</li> <li>• pedagogical grammar</li> </ul>		
Methodologies / techniques for teaching:		
Listening		
Speaking		
Reading		
Writing		
Grammar		
Vocabulary		
Pronunciation		
Communication		
Inter-cultural awareness		
Assessment, evaluation and testing		
Material analysis and development		
Professional conduct and practises		

Assessment/Feedback: <ul style="list-style-type: none"> <li>• error correction</li> <li>• standardized exams</li> <li>• classroom tests</li> </ul>		
Professional issues <ul style="list-style-type: none"> <li>• resources</li> <li>• professional conduct and practice</li> <li>• classroom management (example, teaching large classes)</li> <li>• ongoing professional development</li> </ul>		

### Practicum

Programs must include a practicum component of a minimum of 20 hours as described below:

	Criteria met	Notes
The practicum takes place in a classroom (a minimum of 80% of students must be 18 years of age or older)		
A class consists of a minimum of 5 registered students in an ESL program		
At least 10 hours of the practicum (20 hours for Standard Two as of September 1, 2017) is practise teaching under supervision of a sponsor teacher and/or practicum supervisor. Both must be qualified at TESL Canada Professional Standard One, Two or Three [Permanent] or equivalent.		
At least 10 hours of the practicum (30 hours for Standard Two as of September 1, 2017) is directed observation. Trainees must complete observation tasks.		

**Describe thoroughly and provide published information on the practicum, including:**

	<b>Published information provided</b>	<b>Description (if applicable)</b>
Description of practicum requirements		
Number of hours of observation and practice teaching in addition to the instructional time		
Documentation of location, composition and size of classes in which practica take place		
Requirements for student teachers prior to beginning the practicum		
Qualifications of a) sponsor teachers and b) practicum supervisors. Sponsor teachers and practicum supervisors for distance practica must meet the same qualification criteria as for local practica		
<b>Mechanism for supervision of practicum students, including:</b>		
Frequency and duration of supervisor observation/assessment of trainees		
Method of feedback to trainees by sponsor teachers		
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)		

**Checklist for Forms**

<b>Form A</b>	
<b>Form B</b>	
<b>Form C</b>	
<b>Form D</b>	
<b>Form E</b>	
<b>Form F</b>	

**TESL CANADA TEACHER TRAINING PROGRAM ACCREDITATION  
APPLICATION FORM SUMMARY CHECKLIST**

<b>Documentation</b>	<b>Checked</b>
1. TESL Canada Associate Fee Annual associate fee (year 1 of 5) - \$150.00 plus GST/HST Make cheque payable to TESL Canada Federation	
2. Application Fee - \$400.00 plus GST/HST Make cheque payable to TESL Canada Federation Accreditation is for a five-year period	
3. Application Form: Institutional Information (Section A) (Section C)	
4. Published Program Information (Section B)	
5. Facilities Report: Form C (Section B)	
6. Annotated Resource List: Form D	
7. Resource Library List: Form E (Section C)	
8. CVs of all instructors (Section D)	
9. CVs of all practicum supervisors (Section D)	
10. CVs of academic administrators (Section D)	
11. Qualification of practicum sponsor teachers (Section D)	
12. Program information (Section E1)	
13. Course syllabi (Section E1)	
14. Practicum description (Section E2)	
15. Notification letters to trainee applicants without undergraduate degrees (see Application Procedures, Item 3)	
16. Notification of TESL Canada contact information that is provided to trainee applicants (see Application Procedures, Item 3)	
17. Copy of the certificate awarded to program graduates	
18. Reports of institutional, ministry, or provincial quality reviews.	

**Note: Two copies of the documentation must be submitted.**

**Send all documentation to: PO Box 397 London Station B, London, Ontario, N6A4W1, Canada**