

## Cover Sheet- TTPR Annual Report

Name of Institution:

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Address:

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Website address:

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

Certificate Number: \_\_\_\_\_ Year Established: \_\_\_\_\_

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

Tel. #: \_\_\_\_\_

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: \$110.00 (plus GST/HST)  
\$110.00 + \$5.50 GST in Alberta, British Columbia, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon.  
\$110.00 + \$14.30 in Ontario  
\$110.00 + \$16.50 in New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador
2. Associate Membership Fee: \$165.00 (Plus GST/HST)  
\$165.00 + \$8.25 GST in Alberta, British Columbia, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon.  
\$165.00 + \$21.45 in Ontario  
\$165.00 + \$24.75 in New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador

### 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**

Interim accreditation is provided for programs that meet all the requirements, but have not yet been offered for a full cycle as outlined on the TESL Canada website. Interim status is necessary to ensure that programs are ongoing and have been pilot tested and evaluated. Programs holding interim status will be listed on the TESL Canada website. During the interim accreditation period, the program must submit a TESL Canada Interim Status Program Report (Form A). The report will include the number of trainees per session, a description of the facilities, teacher trainers' qualifications and trainee evaluations. The program must report any significant changes to the program that were not submitted in the original application, i.e. staff, facilities, curriculum.

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

**Interim Program Information**

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

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

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

All trainee program 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: \_\_\_\_\_

**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM RECOGNITION  
ANNUAL REPORT  
FORM B**

The required annual report provides information on any significant changes in TESL Canada recognized teacher training programs delivered at the institution (including institutional information, published program information, facilities and resources, qualifications of personnel, and program of studies) as they relate to the 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:  Address:
Phone:  Email:  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:

**B. Published Program Information**

**Have there been any changes in the past year in the following areas? If no, check no. If yes, please explain.**

	No	If yes, please explain.
Entry requirements		
English language proficiency requirement		
Program length and program delivery mode		
Number of credit hours		
Assessment/grading system and instructions for assignments		
Trainee handbook		(If yes, please include a copy of new handbook and highlight the changes.)

Certification granted on completion (university credit, degree, diploma, certificate)		
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.)

**C. Facilities and Resources**

**Have there been any changes in the past year in the following areas? If no, check no. If yes, please complete the last column.**

<b>No</b>	<b>If yes, please explain.</b>
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Teacher training facilities		
Audio-visual/multimedia Equipment		
Resources		

**D. Qualifications and Responsibilities of Teacher Training Personnel**

**Have there been any changes in the past year in personnel? If no, check no. If Yes, please explain and include a Form F for new personnel.**

<b>No</b>	<b>If yes, please explain.</b>
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Personnel includes curriculum and program developers, teacher trainers, practicum supervisors, and practicum sponsor teachers.		
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**E. Program of Studies**

Please answer the following questions regarding coursework and practicum:

**1. Coursework**

**If no, check no. If yes, please complete the last column.**

	<b>No</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)		

**Have there been any changes to the coursework in the following areas?**

	No	If yes, please explain.
Name of class		
Total classroom hours for each course		
Course outlines		(If yes, please include a copy of new outlines and highlight the changes.)
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>If yes, please explain.</b>
The number of hours of observation and teaching (must be at least 20 hours for Standard 1; 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 for Standard 1 (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>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>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 changes since last report

Date:
Name of the institution:
Name of the contact:
Contact # / Email:

1	Name of staff member  TESL Canada membership #										
2	Certificate information	TESL Canada Professional Certification Level/Standard (if applicable)  Certificate #  Year of approval									
3	Role	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	Education	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Undergraduate degree</td> <td style="width: 25%;">University</td> <td style="width: 25%;">Date</td> </tr> <tr> <td>Graduate degree</td> <td>University</td> <td>Date</td> </tr> <tr> <td>TESL training</td> <td>Institution</td> <td>Date</td> </tr> </table>	Undergraduate degree	University	Date	Graduate degree	University	Date	TESL training	Institution	Date
Undergraduate degree	University	Date									
Graduate degree	University	Date									
TESL training	Institution	Date									

5	TESL Training Information	Hours of theory and methodology Hours of observed practicum Hours of supervised practicum teaching
6	Experience	Years/contact hours as ESL/EFL teacher          Dates Admin hours    Dates
7	Language Proficiency for Non-Native Speakers	Level of language proficiency (Refer Section D.1 – application requirement) Test provided:    Date: Scores:    S:            L:            R:            W:            O:

Additional comments:

Attach the following documentation for the TESL training program staff with the Form F:

- an updated resume
- a photocopy of Bachelor's degree
- a photocopy of TESL training certificate