

TESL Canada Federation Professional Certificate Application Form

PROFESSIONAL STANDARD ONE

FOR OFFICE USE ONLY

DATE RECEIVED: _____

CERTIFICANT NUMBER: _____

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>			
	Home Ph #	Cell Ph #	Email:	
4	Current Professional Address:			
	Work Ph #	Email:		
5	Membership Information (Membership is <u>required</u>. Please tick the appropriate box on the left to indicate the type of membership you have. Please tick the appropriate box on the right to provide details of the membership.)			
	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 Copy of membership card enclosed Official receipt enclosed</i>		
	TESL Canada Direct Membership	<i>Payment receipt enclosed Application form enclosed</i>		
6	English Language Proficiency Requirement			
	Native language speaker			
	Non-native language speaker	Valid official ELP score enclosed. Language of instruction and administration for bachelor's degree was English and completed in a country where English is an official language (for a list of countries exempted from the English proficiency requirement, please refer to the teacher certification manual)		
		<i>Officially sealed letter from the University enclosed Letter emailed/mailed to TESL Canada directly from the University</i>		

IMPORTANT: COMPLETE PAGE 3 CHECKLIST AND INCLUDE PAYMENT/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
PROFESSIONAL CERTIFICATE APPLICATION FORM**

**TESL Canada Professional Certificate Standard One
Application form**

<p>1. Education</p> <p>Bachelor degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p>Please note: if your degree was completed at a university outside Canada, we must receive an original assessment of Canadian equivalency. We require an original basic, document by document assessment.</p> <p>Canadian Equivalency Report</p> <p>Name of the assessment organization: _____</p>	<p>Official transcripts enclosed (sealed by the university)</p> <p>Official transcripts to be sent directly by university</p> <p>Original Canadian equivalency assessment to be sent directly</p> <p>Original Canadian equivalency assessment enclosed (sealed by the institution)</p>
<p>2. TESL/TEFL Training</p> <p>TESL/ TEFL training institution: _____</p> <p>Contact person: _____</p> <p>Program name: _____</p> <p>Date completed: _____</p> <p>Practicum Information</p> <p>Name and address of institution where practicum was completed: _____ _____</p> <p>Name of Sponsor Teacher: _____</p> <p>Contact information: _____</p> <p>Practicum Supervisor: _____</p> <p>Hours spent observing Sponsor Teacher in the classroom: _____</p> <p>Hours of supervised practice teaching: _____</p>	<p>Official transcripts enclosed (sealed by the institution)</p> <p>Official transcripts to be sent directly by the institution</p> <p>OR</p> <p>Certified Copy of Certificate or Diploma enclosed*</p> <p><i>*Please do not send originals, but have the copy certified by one of the following professionals: "notary public, commissioner of oath, lawyer, senior university/college officer or professor, public school principal, signing officer of a bank, medical doctor, minister of religion, police officer, or the Canadian Embassy or the Consulate (outside Canada)".</i></p>

