

# TESL Canada Federation PROVISIONAL Certificate Application Form

**Please tick the appropriate box:**

- Provisional Certificate Standard One
- Provisional Certificate Standard Two
- Provisional Certificate Standard Three

**NOTE: Your certificate is valid for one year.**

**Please tick the appropriate box and indicate hours for the second option:**

- I have not completed a practicum
  - I have partially completed a practicum. Number of hours Observing \_\_\_\_\_ Number of hours Teaching \_\_\_\_\_
- Note:** If you have completed a practicum with a minimum of 40% F2F, 40% asynchronous, and 20% synchronous observation and teaching, please complete a Professional Certification application form.

**Required: Membership Information** 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**  
ATESL, TEAM, TESL MB, TESL SK, TESL NB, TESL NS, TESL NL

- Email sent directly from province
- Copy of membership card enclosed
- Official receipt enclosed  
(includes membership number and date)

- TESL Canada Direct Membership:** Required for applicants from ON, PQ, PEI, Nunavut, NWT, Yukon.

- Receipt enclosed  
(includes membership number and date)

**GENERAL INFORMATION:**

**Name of applicant:**

*Last Name*

*First Name*

**Previous name: If applicable  
(Proof of name change required)**

*Last Name*

*First Name*

**Name as you wish it to appear on the certificate:**

**Permanent Address** (to which your certificate will be mailed)

Home Ph #

Cell Ph #

Email:

**Current Professional Address:**

Work Ph #

Email:

**English Language Proficiency Requirement**

Completed an undergraduate degree in an English-speaking university in one of the countries as listed on the website at: <https://tesl.ca/certification/tesl-canada-professional-certification/english-language-proficiency-scores.html>.

Did not complete an undergraduate degree in an English-speaking university in one of the countries as listed on the website. Valid official English Language Proficiency test ELP score enclosed as per the website.

- 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)
  - Officially sealed letter from the University enclosed
  - Letter emailed/mailed to TESL Canada directly from the University

**TESL CANADA FEDERATION  
PROVISIONAL CERTIFICATE APPLICATION FORM**

<p><b>1. Education</b> <i>(Please tick appropriate selection on right)</i></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><b>Canadian Equivalency Report</b></p> <p>Name of the assessment organization: _____</p>	<p>Official transcripts enclosed (sealed by the university)</p> <p>Official transcript to be sent directly by university by mail/email</p> <p>Original Canadian equivalency assessment to be sent directly</p> <p>Original Canadian equivalency assessment enclosed (sealed by the institution)</p>
<p><b>2. TESL/TEFL Training</b> <i>(Please tick appropriate selection on right)</i></p> <p>TESL/ TEFL training institution: _____</p> <p>Contact person: _____</p> <p>Program name: _____</p> <p>Date completed: _____</p> <hr style="border: 0.5px solid blue;"/> <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>	<p>Official transcripts enclosed (sealed by the institution)</p> <p>Official transcripts to be sent directly by the institution by mail/email</p> <p>Certified Copy of Certificate or Diploma enclosed*</p>

**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.**

**Application Form Check List**  
(Required for ALL Standard Applications)

Enclose the following required documents:

- TESL Canada Provisional application form**
- Official sealed transcript of university Bachelor's degree**
- Canadian Equivalency Report (if applicable)**
- English Language Proficiency Score (if applicable)**
- Official sealed TESL training transcript or Certified\* Photocopy of TESL certificate or Diploma (\*not original - signed/notarized as per list on page 2)**
- Proof of TESL Canada direct membership** (Refer to page 1 #5. Information about membership can be found on the TESL Canada website under certification FAQs and the membership tabs.)

**Membership #** \_\_\_\_\_ **Membership Expiry Date** \_\_\_\_\_

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*I certify that the information given on this form and in any documents attached is correct and complete. I also understand that TESL Canada reserves the right to revoke certification in case of any false information.*

**Name:** \_\_\_\_\_

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

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

**Applications by Mail:** **TESL Canada**  
**PO Box 30001, RPO Prospect Plaza**  
**Fredericton, NB**  
**E3B 0H8**

**Applications by Email:** **admin@tesl.ca**

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Payment of \$94.50 (\$90.00 plus \$4.50 GST) if you live in British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon; Payment of \$101.70 in Ontario; Payment of \$103.50 in Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland, and Labrador; Payment of \$90.00 U.S. if applying from outside Canada

Note: This fee is non-refundable and will be processed upon receipt of application.

Cheques payable to TESL Canada Federation.

**Non TESL Canada recognized CELTA applicants please include an additional payment of \$100.00+tax (\$105.00 British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon; \$11300 Ontario; \$115.00 Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador).**

If appealing, Payment of \$50.00 plus applicable taxes for your province **or**  
Payment of \$50.00 U.S. if applying from outside Canada (refunded if appeal is successful)

If paying by VISA or MasterCard, please fill out the information below:

VISA

MasterCard

Total Amount to be charged:

Name on Card:

Card No.:

Expiry date:

E-transfer to: info@tesl.ca

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

Cheques or Money Order to: TESL Canada Federation  
PO Box 30001 RPO Prospect Plaza  
Fredericton, NB, E3B 0H8