

**FOR OFFICE USE ONLY**

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

Certificate Number: \_\_\_\_\_

## TESL Canada Federation Professional Certificate Application Form **PROFESSIONAL STANDARD THREE**

**GENERAL INFORMATION:**

<b>1</b>	<b>Name of applicant:</b>	
	<i>Last Name</i>	<i>First Name</i>
	<b>Previous name: If applicable</b>	
	<i>Last Name</i>	<i>First Name</i>
<b>2</b>	<b>Name as you wish it to appear on the certificate:</b>	
<b>3</b>	<b>Permanent Address</b> <i>(to which your certificate will be mailed):</i>	
	Email:	
	<b>Current Professional Address:</b>	
	Email:	
<b>4</b>	<b>Membership Information Required:</b> <i>Please tick the appropriate box on the left to indicate type of membership. Please tick the appropriate box on the right to provide details of the membership.</i>	
	<input type="checkbox"/> <b>Member of Provincial Affiliate</b> (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.)	<input type="checkbox"/> <i>Email sent directly from province</i> <input type="checkbox"/> <i>Copy of membership card enclosed</i> <input type="checkbox"/> <i>Official receipt enclosed</i> <i>(includes membership number and date)</i>
	<input type="checkbox"/> <a href="#">TESL Canada Direct Membership</a>	<input type="checkbox"/> <i>Payment receipt enclosed</i> <input type="checkbox"/> <i>Application form enclosed</i>
<b>5</b>	<b>English Language Proficiency Requirement</b>	
	<input type="checkbox"/> Native language speaker	
	<input type="checkbox"/> Non-native language speaker	<input type="checkbox"/> Valid official ELP score enclosed. <input type="checkbox"/> 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) <input type="checkbox"/> <i>Officially sealed letter from the University enclosed</i> <input type="checkbox"/> <i>Letter emailed/mailed to TESL Canada directly from the University</i>

**IMPORTANT: COMPLETE PAGE 3 CHECKLIST AND INCLUDE PAYMENT and MEMBERSHIP INFORMATION. PLEASE ALLOW 4-6 WEEKS FOR PROCESSING FROM DATE RECEIVED BY TESL CANADA. CERTIFICATION WILL BE DELAYED IF APPLICATION IS NOT COMPLETE.**

**PROFESSIONAL CERTIFICATE APPLICATION FORM Page 2**

<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>Official transcripts enclosed (sealed by the university)</p> <p>Official transcript to be sent directly by university by mail/ email</p>
<p><b>2. Master in TESL/Applied Linguistics</b> <i>(Please tick appropriate selection on right)</i></p> <p>Name of the University: _____</p> <p>Contact person: _____</p> <p>Program name: _____</p> <p>Date completed: _____</p> <p><b>Note:</b> if you completed your TESL training through a program outside Canada, please complete a PLAR application form, link: <a href="https://tesl.ca/certification/tesl-canada-professional-certification/plar.html">https://tesl.ca/certification/tesl-canada-professional-certification/plar.html</a></p> <p><b>PRACTICUM:</b> Please choose appropriate practicum, A) <u>Completed with Standard Two certificate</u> B ) <u>internal</u> or C) <u>external</u>:</p> <p><b>A) Completed with Standard Two certificate awarded: Number</b> _____</p> <p><b>B) Internal practicum</b> - Complete this section if you completed your practicum at a TESL Canada recognized program.</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><b>Transcripts:</b>                  Official transcripts enclosed (sealed by the institution)</p> <p>Official transcripts to be sent directly by the institution by mail/email</p> <p><b>Certificates</b>                  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>
<p>Practicum 2 (if applicable): Supervisor:                  Hours spent observing Sponsor Teacher in the classroom:                  Hours of supervised practice teaching:</p>	

## PROFESSIONAL CERTIFICATE APPLICATION FORM Page 3

- C) **External practicum** - Complete Table 1, below, if you completed your coursework at a TESL Canada recognized program, but organized your own practicum. Additional cost of \$100. plus tax. (Note: if you completed your TESL training through a program not listed on the website as a TESL Canada recognized program, then please complete a PLAR application form, link: <https://tesl.ca/certification/tesl-canada-professional-certification/plar.html>)

**Table 1: External Practicum Information.**  
(Practicum organized by applicant- add additional \$100.00 to payment)

The following can be completed/submitted by the applicant	
1- Location of practicum:	
2- Name of Sponsor Teacher:	
3- Contact information:	
4- Sponsor teacher's qualifications and experience:	
5- Practicum Supervisor:	
6- Assignments/tasks required	_ Enclosed
7- Assessment of tasks	_ Enclosed
The following documents need to be sent in officially sealed envelopes or by the institution/writer directly to TESL Canada	
1- Letter from practicum supervisor or program confirming class size, age of students, number of hours observed and number of hours taught.	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution
2- Formal observation report	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution
3- Transcript of courses completed or a letter from program stating applicant has successfully completed all required coursework except the practicum.	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution

**Application Form Check List (page 4)**  
**(Required for ALL Standard Applications)**

Enclose the following required documents:

- TESL Canada Standard Three application form (including Appendix A only if external practicum)
- 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 Federation  
PO Box 30001 RPO Prospect Plaza  
Fredericton NB E3B 0H8

**Applications by E-mail:** 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  
**or**  
Payment of \$101.70 in Ontario  
**or**  
Payment of \$103.50 in Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland, and Labrador  
**or**  
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.
  - External Practicum and Non TESL Canada recognized CELTA applicants please include an additional payment of \$100.00 plus tax (\$105.00 British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon; \$113.00 Ontario; \$115.00 Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador).**  
**Total Amount:** \_\_\_\_\_
  - 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: \_\_\_\_\_ Signature: \_\_\_\_\_