

**FOR OFFICE USE ONLY**

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

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

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

**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.**

# TESL Canada Federation Professional Certificate Application Form (Page 2)

<p><b>1. Education</b> <i>(Please tick appropriate selection on right)</i>  <b>Bachelor</b> degree completed: _____                  Year completed: _____                  University: _____                  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>                  Name of the assessment organization: _____</p>	<p>Official transcripts enclosed (sealed by the university)                  Official Transcript to be sent directly by university by mail/email</p> <p>Original Canadian equivalency assessment to be sent directly                  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>                  TESL/ TEFL training institution: _____                  Contact person: _____                  _____                  Program name: _____                  Date completed: _____</p> <p><b><u>PRACTICUM:</u></b> If your practicum was not completed in your program, please choose one of the following:</p> <p>1. You completed your coursework at a TESL Canada recognized program, but completed your practicum at another TESL Canada recognized program. Documentation to be submitted as outlined on the right.</p> <p>Name of recognized program under which you completed the practicum:                  _____</p> <p>Name and address of institution where <b>practicum</b> was completed:                  _____</p> <p>Practicum Supervisor: _____                  Hours spent observing Sponsor Teacher in the classroom: _____                  Hours of supervised practice teaching: _____</p> <hr/> <p>Practicum 2 (if applicable): Supervisor: _____                  Hours spent observing Sponsor Teacher in the classroom: _____                  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 by mail/email                  OR                  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 style="text-align: center;">Verification of Practicum</p>
<p>2. You completed your coursework at a TESL Canada recognized program, but organized your own practicum. Please complete the form below. 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 to website below**).</p> <p>** <a href="https://tesl.ca/certification/tesl-canada-professional-certification/plar.html">https://tesl.ca/certification/tesl-canada-professional-certification/plar.html</a></p>	

# TESL Canada Federation Professional Certificate Application Form (Page 3)

## External Practicum Information. (Practicum organized by applicant at a non-recognized program)

<b>The following can be completed/submitted by the applicant</b>	
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
<b>The following documents need to be sent in officially sealed envelopes or by the institution/writer directly to TESL Canada</b>	
1- Letter from practicum supervisor or program confirming class size, age of students, number of hours observed and number of hours taught.	<ul style="list-style-type: none"> <li>_ Official document enclosed (sealed by the institution)</li> <li>_ Official document to be sent directly by the institution</li> </ul>
2- Formal observation report	<ul style="list-style-type: none"> <li>_ Official document enclosed (sealed by the institution)</li> <li>_ Official document to be sent directly by the institution</li> </ul>
3- Transcript of courses completed or a letter from program stating applicant has successfully completed all required coursework except the practicum.	<ul style="list-style-type: none"> <li>_ Official document enclosed (sealed by the institution)</li> <li>_ Official document to be sent directly by the institution</li> </ul>

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

Enclose the following required documents:

- TESL Canada Standard Two 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: \_\_\_\_\_