

## 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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Institutions that are successful in obtaining TESL Canada Teacher Training Program Accreditation must be institutional associates of TESL Canada. Associate fees must be included with the Application for TESL Canada Teacher Training Program Accreditation at each anniversary date for the five years of accreditation. If institutions are unsuccessful in obtaining accreditation, the institutional associate fee will be refunded. Institutions must become recognized in order to be institutional members of TESL Canada. For programs in Canada, please submit:

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 HST in Ontario. \$110.00 + \$15.40 HST in Nova Scotia. \$110.00 + \$16.50 HST in New Brunswick, Prince Edward Island, and Newfoundland and Labrador.

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 HST in Ontario. \$165.00 + \$23.10 in Nova Scotia. \$165.00 + \$24.75 HST in New Brunswick, Prince Edward Island, and Newfoundland and Labrador.

For programs outside of Canada, please submit:

TESL Canada Annual Report Fee: \$110.00CAD, tax included

Associate Membership Fee: \$450.00CAD, tax included

Total Amount:

Payment Method:

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:

CVV No.:

E-transfer to: [info@tesl.ca](mailto:info@tesl.ca)

Signature:

Cheques or Money Order to:

TESL Canada Federation  
PO Box 30001 RPO Prospect Plaza  
Fredericton, NB, E3B 0H8

**TESL Canada Federation**

PO Box 30001 RPO Prospect Plaza, Fredericton, NB, E3B 0H8

[info@tesl.ca](mailto:info@tesl.ca)

Website: [www.tesl.ca](http://www.tesl.ca)

GST Reg. # 10806 9782

**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:<br><br>Address:                                                                                                                                       |
| Phone:<br><br>Email:<br><br>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 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<br>(university credit, degree, diploma,<br>certificate) |  |                                                            |
| Certificate awarded to program graduates.                                                   |  | (If yes, please include a copy of the new<br>certificate.) |
| Promotional materials                                                                       |  | (If yes, please include a copy of the new<br>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.**

|                                      | No | If yes, please explain. |
|--------------------------------------|----|-------------------------|
| Teacher training facilities          |    |                         |
| Audio-visual/multimedia<br>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.**

|                                                                                                                                         | No | If yes, please explain. |
|-----------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------|
| Personnel includes curriculum and program<br>developers, teacher trainers, practicum<br>supervisors, and practicum sponsor<br>teachers. |    |                         |

## 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.**

|                                                                                                                                                      | No | If yes, please explain. |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------|
| 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<br>-discourse analysis<br>-syntax<br>-phonology<br>-morphology<br>- sociolinguistics<br>-pedagogical grammar                           |    |                         |
| • Pedagogical theory<br>-learning strategies and styles<br>-factors affecting language learning<br>-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<br>-error correction<br>-standardized exams<br>-classroom tests         |  |                                                                            |
| • Lesson and unit planning                                                                    |  |                                                                            |
| • Material analysis and development                                                           |  |                                                                            |
| • Professional conduct and practices (only for programs approved from September 2004 onwards) |  |                                                                            |
| <b>Have there been any changes to the coursework in the following areas?</b>                  |  |                                                                            |
| <div> <div>No</div> <div>If yes, please explain.</div> </div>                                 |  |                                                                            |
| 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                                                                         |  |                                                                            |

| 2. Practicum                                                                                                                                                                                                                                                                                                  |    |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------|
| Have there been any changes to the practicum in the following areas?                                                                                                                                                                                                                                          |    |                         |
|                                                                                                                                                                                                                                                                                                               | No | If yes, please explain. |
| 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:<br>a) a sponsor teacher and<br>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                                                                                                                                                                                                                                                                       |    |                         |
| Have there been any changes to the practicum requirements in the following areas?                                                                                                                                                                                                                             |    |                         |
|                                                                                                                                                                                                                                                                                                               | No | If yes, please explain. |
| 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                                                                                          |  |  |
| <div> <div>No</div> <div>If yes, please explain.</div> </div>                                                                               |  |  |
| 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<br><br>TESL Canada membership # |                                                                                                                                                                                                                                                                                                                                                                              |                      |            |      |                 |            |      |               |             |      |
| 2                    | Certificate information                              | TESL Canada Professional<br>Certification Level/Standard<br>(if applicable)<br><br>Certificate #<br><br>Year of approval<br><br>Copy of certificate included (this is required)                                                                                                                                                                                              |                      |            |      |                 |            |      |               |             |      |
| 3                    | Role                                                 | Function in the TESL program submitted to TESL Canada<br>(please tick)<br><br><div style="margin-left: 20px;">           - curriculum &amp; program developer<br/>           - program / academic supervisor<br/>           - teacher trainer<br/>           - practicum supervisor<br/>           - practicum sponsor teacher<br/>           - administrator         </div> |                      |            |      |                 |            |      |               |             |      |
| 4                    | Education                                            | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Undergraduate degree</td> <td style="width: 30%;">University</td> <td style="width: 30%;">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                                                                                                                                                                                                                                                                                                                                                                         |                      |            |      |                 |            |      |               |             |      |

