

TESL CANADA FEDERATION
FORM F - TESL TRAINING PROGRAM
 Staff changes since last report

Complete this form for any new TESL staff (e.g., trainer, practicum supervisor, sponsor teacher, etc.) since your last approval. In addition to this,

- submit a two-page updated resume specifying the individual's TESL qualifications (degrees, diploma, experiences, etc.)
- photocopy of relevant degrees, diplomas, work experience letters, etc.
- a photocopy of official IELTS or iBT TOEFL test scores (for non-native speakers)

Note: No need to report individuals who have left the program.

Date:
Name of the institution:
Name of the contact:
Contact # / Email:

1.	Name of staff member TESL Canada Membership #	
2.	Certificate information	TESL Canada Professional Certification Level/Standard (if applicable) Certificate # Year of approval Copy of certificate included (this is required)
3.	Role	Function in the TESL Program submitted to TESL Canada (please tick) <div style="text-align: center;"> <input type="checkbox"/> curriculum & program developer <input type="checkbox"/> program / academic supervisor </div>

		<p>teacher trainer practicum supervisor practicum sponsor teacher administrator</p>
4.	Education	<p>Undergraduate degree University Date</p> <p>Graduate degree University Date</p>
5.	TESL Training Information	<p>Hours of theory and methodology</p> <p>Hours of observed practicum</p> <p>Hours of supervised practicum teaching</p>
6.	Experience	<p>Years / contact hours as ESL/EFL teacher Dates</p> <p>Admin hours Dates</p>
7.	Language Proficiency for Non-Native Speakers	<p>Level of language proficiency (Refer section D.1- application requirement)</p> <p>Test provided Date</p> <p>Scores: S: L: R: W: O:</p>

Additional Comments:

For adjudicator’s use only:

Approved

Not approved

Recommendations

Please complete the payment information below for TESL Training Program Form F applications submitted without an annual report. For programs in Canada, please submit:

TESL Canada New Program Application Fee: \$25.00 (plus GST/HST)
\$25.00 + \$1.25 (5% GST) in Alberta, British Columbia, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon.
\$25.00 + \$3.25 (13% HST) in Ontario
\$25.00 + \$3.75 (15% HST) in New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador

For programs outside of Canada, please submit:

TESL Canada New Program Application Fee: \$75.00

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.:

Signature:

Cheques or Money Order to:

E-transfer to: info@tesl.ca

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