

TESL CANADA FEDERATION  
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)  
PROFESSIONAL CERTIFICATE APPLICATION FORM

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

CERTIFICANT NUMBER: \_\_\_\_\_

**General Information Form – required for all applications.**

1. **Name:** \_\_\_\_\_  
*Last Name* *First Name* *Initial(s)*

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

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

4. **Current Professional Address:**

\_\_\_\_\_  
\_\_\_\_\_

5. **What Standard are you applying for:**

Professional Certificate Standard One [Permanent]

Professional Certificate Standard Two [Permanent]

Professional Certificate Standard Three [Permanent]

6. **Membership:** Member of Provincial Affiliate (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)  or  TESL Canada direct member.

**Email sent directly from province or applicant**

**Official Receipt Enclosed**

**Scanned Membership Card Enclosed**

International Membership Application Enclosed [International Membership Application Form](#)

7. **English Language Proficiency Requirement**

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)

Valid official ELP score enclosed. (Scores completed more than two calendar years will not be accepted)

**IMPORTANT! PLEASE COMPLETE CHECKLIST ON FINAL PAGE OF APPLICATION.**

**CERTIFICATION WILL BE DELAYED IF APPLICATION IS NOT COMPLETE.**

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The purpose of this section of the form is to assist in the preparation of your portfolio for Prior Learning Assessment and Recognition (PLAR) by TESL Canada Federation for certification purposes. The TESL Canada PLAR process is recommended for certification applicants who have completed their TESL training in a program not recognized by TESL Canada.

Please include the following in your well organized, labelled by section, portfolio:

1. **Introduction:** In 12 point ARIAL font, in 250 words or less, provide a statement outlining your underlying beliefs about teaching strategies and practices. This statement should summarize the documents in the portfolio and how they exemplify your abilities, skills, and knowledge. Suggested link to help you with the creation of a portfolio.  
<http://teachingcenter.wustl.edu/About/ProgramsforGraduateStudentsandPostdocs/resources/Pages/Creating-a-Teaching-Portfolio.aspx>
2. **Education:** Name of University, Degree(s) completed with year(s) of completion.  
**Officially Sealed transcripts** only sent by the applicant or the institution(s) by mail or email  
Please note: if your degree was completed at a university outside Canada, we must receive an original assessment of Canadian equivalency. If the degree is **TESL related or Applied Linguistics a course by course evaluation is required.**  
[Certification FAQ # 4](#)
3. **TESL/TEFL training:** Include the following information – institution name and location, dates attended, program completed, and the name of a contact person and his/her contact information, including an email address
4. **Practicum information:** Please provide the name of your sponsor teacher, his/her TESL qualifications, his/her contact information including an email address, your practicum supervisor and his/her qualifications and contact information. Also specify how many hours were spent observing and how many were spent teaching under supervision  
**Sealed transcripts** only sent by the applicant or the institution(s)
5. Names and detailed descriptions of **TESL and relevant Linguistics courses**, ideally including at least 2 pages of information for each 40 academic contact hours. At least 75 academic contact hours of this type of documentation is mandatory for a PLAR adjudication.
6. List of **textbooks and other core resources** used in your TESL/Applied Linguistics training
7. Description of **assessment requirements** in your TESL/Applied Linguistics training
8. **Teaching experience:** List the institutions and locations where you have taught and the courses you have taught for them. Sealed documents verifying the number of adult ESL teaching hours for Professional Standard One, Two, or Three Permanent and/or for those requesting practicum equivalency must be sent to TESL Canada.

9. Two Positive **Performance Reviews** for Professional Standard One, Two, or Three Permanent. **One of these must be a classroom observation report.** The reviews must be originals sealed in an envelope with the referee's signature across the seal.  
The names of the referees along with their contact information and institution must be included.
10. **Other documentation** that fills any gaps between the contents of your formal academic training in TESL and TESL Canada's standard descriptors. Documents can include in service certificates stating topics and hours; letters from supervisors attesting to workplace training activities; essays from non- TESL courses that demonstrate required knowledge; or items you have created for classroom use such as sample lesson plans, unit plans, curriculum guides, assessment rubrics, handout materials, computer assisted language learning tools, audiotapes, etc.
11. A valid **English Language Proficiency Score** if Bachelor's degree was from a University where English was not the language of administration and instruction
12. **Proof of TESL Canada membership.** This is mandatory if residing in Canada. Please send a scanned copy of your original Provincial membership card or your original membership receipt or email from provincial organization indicating that you are a member in good standing (If this is unclear to you, please see FAQ #7 or e-mail [info@tesl.ca](mailto:info@tesl.ca) for clarification.) Your application will be delayed if you do not complete this item correctly.

Province \_\_\_\_\_ Membership expiry date \_\_\_\_\_

Membership # \_\_\_\_\_

Please check with your provincial organization to determine if they are currently directly affiliated with TESL Canada. If they are not at the present time, please follow the link to become TESL Canada direct member: <https://www.tesl.ca/certification/tesl-canada-professional-certification/application-forms.html>

If residing **outside** of Canada, a completed International Membership form along with membership fee. The membership fee is \$58.00 U.S. for U.S. residents or \$62.00 U.S. for International residents.  
[International Membership application form](#)

13. **Payment** of \$304.50 (\$290.00 plus \$14.50 GST) if you live in Alberta, British Columbia, Manitoba, Quebec, Saskatchewan, NWT, Nunavut, and Yukon  
**Or**  
Payment of \$327.70 (\$290 + \$37.70 GST) if you live in Ontario  
Payment of \$333.50 (\$290 + \$43.50 GST) in New Brunswick, Prince Edward Island, Newfoundland and Labrador, and Nova Scotia  
**Or**  
Payment of \$290.00 U.S. if applying from outside Canada  
**Note: This fee is non-refundable. Please make cheques payable to TESL Canada Federation.**

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: \_\_\_\_\_

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

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

**Application materials will be accepted by mail and email:**

TESL Canada PLAR Certification,  
PO Box 30001, RPO Prospect Plaza  
Fredericton, NB  
Canada  
E3B 0H8  
admin@tesl.ca

***For Office Use Only:***

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

Certification recommended: \_\_\_\_\_ Completion path recommended: \_\_\_\_\_

Application refused: \_\_\_\_\_ Reason: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Date of Adjudicator's Decision: \_\_\_\_\_