

TESL Canada Federation Professional Certificate Application Form STANDARD ONE

GENERAL INFORMATION:				
1	Name of the applicant:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;"><i>Last Name</i></td> <td style="width: 40%; text-align: center;"><i>First Name</i></td> </tr> </table>	<i>Last Name</i>	<i>First Name</i>
<i>Last Name</i>	<i>First Name</i>			
	Previous name: If applicable	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;"><i>Last Name</i></td> <td style="width: 40%; text-align: center;"><i>First Name</i></td> </tr> </table>	<i>Last Name</i>	<i>First Name</i>
<i>Last Name</i>	<i>First Name</i>			
2	Name as you wish it to appear on the certificate:			
3	Permanent Address <i>(to which your certificate will be mailed)</i>			
	Home Ph #	Cell Ph # Email:		
4	Current Professional Address:			
	Work Ph #	Email:		
5	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)	<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>		
	<input type="checkbox"/> TESL Canada direct membership <input type="checkbox"/> International TESL Canada Membership (Only for individuals living outside of Canada)	<input type="checkbox"/> <i>Payment receipt enclosed</i> <input type="checkbox"/> <i>Application form enclosed</i>		
6	English Language Proficiency Requirement			
	<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/MEMBERSHIP INFORMATION. CERTIFICATION WILL BE DELAYED IF APPLICATION IS NOT COMPLETE.

**TESL CANADA FEDERATION
PROFESSIONAL CERTIFICATE APPLICATION FORM**

**TESL Canada Professional Certificate Standard One
Application form**

<p>1. Education</p> <p>Bachelor degree completed: _____</p> <p>Year completed: _____</p> <p>University: _____</p> <p><input type="checkbox"/> 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>Canadian Equivalency Report</p> <p>Name of the assessment organization: _____</p>	<p><input type="checkbox"/> Official transcripts enclosed (sealed by the university)</p> <p><input type="checkbox"/> Official Transcript to be sent directly by university</p> <p><input type="checkbox"/> Original Canadian equivalency assessment to be sent directly</p> <p><input type="checkbox"/> Original Canadian equivalency assessment enclosed</p>
<p>2. TESL/TEFL Training</p> <p>TESL/ TEFL training institution: _____</p> <p>Contact person: _____</p> <p>Program name: _____</p> <p>Date completed: _____</p> <p>Practicum Information</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><input type="checkbox"/> Official sealed transcripts enclosed</p> <p><input type="checkbox"/> Official sealed transcripts to be sent directly</p> <p>OR</p> <p><input type="checkbox"/> 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>

Application Form Check List
(Required for ALL Standard Applications)

Enclosed are:

- TESL Canada Standard One Interim application form
- 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 section 5)
Membership # _____ Membership Expiry date _____

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 will be accepted by mail only.

Mail to: TESL Canada
PO Box 397 London Station B
London, ON
N6A 4W1

- Payment of \$94.50 (\$90.00 plus \$4.50 GST) if you live in British Columbia, Alberta, Manitoba, Quebec, NWT, Nunavut, and Yukon **or**
Payment of \$95.40 in Saskatchewan
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.
- Non TESL Canada recognized CELTA applicants please include an additional payment of \$100.00**
- If appealing, Payment of \$50.00 plus applicable taxes for your province **or**
Payment of \$50.00 U.S. if applying from outside Canada (refunded if appeal is successful)
- Payment of \$20.00 + G/HST, if applying for re-issue of a lost certificate
- 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: _____