

# TESL Canada Federation Professional Certificate Application Form STANDARD TWO

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

**TESL CANADA FEDERATION  
PROFESSIONAL CERTIFICATE APPLICATION FORM**

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

**1. Education**

Bachelor 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.

**Canadian Equivalency Report**

Name of the assessment organization: \_\_\_\_\_

- Official transcripts enclosed (sealed by the university)
- Official Transcript to be sent directly by university
- Original Canadian equivalency assessment to be sent directly
- Original Canadian equivalency assessment enclosed

**2. TESL/TEFL Training**

TESL/ TEFL training institution: \_\_\_\_\_

Contact person: \_\_\_\_\_

Program name: \_\_\_\_\_

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

**Practicum Information**

Name and address of institution where practicum was completed:

\_\_\_\_\_

\_\_\_\_\_

Name of Sponsor Teacher: \_\_\_\_\_

Contact information: \_\_\_\_\_

Practicum Supervisor: \_\_\_\_\_

Hours spent observing Sponsor Teacher in the classroom: \_\_\_\_\_

Hours of supervised practice teaching: \_\_\_\_\_

- Officially sealed transcripts enclosed
- Officially sealed transcripts to be sent directly
- OR
- Notarized Certificate enclosed\*
- Certificate to be sent directly\*

*\*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)".*

**Application Form Check List**  
(Required for Standard Two interim Applications)

Enclosed are:

- TESL Canada Standard Two Interim application form
- Official sealed transcripts from universities
- Canadian Equivalency Report (if applicable)
- English Language Proficiency Score (if applicable)
- Original sealed transcript from TESL training program or certificate (\*not original - signed/notarized as per list on page 2)
- Proof of TESL Canada 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.*

- Include an additional \$25.00 if you wish your original documents returned to you by Xpresspost (Only available in Canada). Original documents will otherwise be returned to you by standard mail.**
- 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: \_\_\_\_\_