

TESL Canada Federation Practicum Information
For Provisional Certificants to Obtain Professional Certificate

GENERAL INFORMATION:	
Name of applicant:	
<i>Last Name</i>	<i>First Name</i>
Provisional Certificate Number:	
Name as you wish it to appear on the certificate:	
Permanent Address (to which your certificate will be mailed)	
Email:	
<p>PRACTICUM INFORMATION (Please circle the appropriate practicum):</p> <p>1- If you completed your practicum with your TESL training program: (i.e. the program arranged the practicum), please have the <i>institution</i> confirm your practicum: location, contact person, name of sponsor teacher, practicum supervisor and number of hours, either by mail (check website to confirm mailing address) or by e-mail to admin@tesl.ca.</p> <p>2 - If your practicum was not completed in your program, please choose one of the following:</p> <p>A) You completed your coursework at a TESL Canada recognized program, but completed your practicum at another TESL Canada recognized program. Documentation to be submitted as outlined on the right.</p> <p>Name of recognized program under which you completed the practicum: _____</p> <p>Name and address of institution where practicum was completed: _____</p> <p>Practicum Supervisor: _____ Hours spent observing Sponsor Teacher in the classroom: _____ Hours of supervised practice teaching: _____</p> <p>Practicum 2 (if applicable): Supervisor: _____ Hours spent observing Sponsor Teacher in the classroom: _____ Hours of supervised practice teaching: _____</p> <p>B) You completed your coursework at a TESL Canada recognized program, but organized your own practicum. Please complete the form below. Additional cost of \$100. plus tax. (Note: if you completed your TESL training through a program not listed on the website as a TESL Canada recognized program, then please complete a PLAR application form, link to website below**).</p> <p>** https://tesl.ca/certification/tesl-canada-professional-</p>	<p style="text-align: center;"><u>Verification of Practicum</u></p> <p style="text-align: center;">Confirmation of Practicum Information sent directly to TESL Canada by institute</p> <p style="text-align: center;">Officially sealed envelope from institution enclosed. (*Sealed by the institution with signature across the flap)</p>

External Practicum Information. (Practicum organized by applicant at a non-recognized program)

The following can be completed/submitted by the applicant	
1- Location of practicum:	
2- Name of Sponsor Teacher:	
3- Contact information:	
4- Sponsor teacher's qualifications and experience:	
5- Practicum Supervisor:	
6- Assignments/tasks required	Enclosed
7- Assessment of tasks	Enclosed
The following documents need to be sent in <u>officially sealed envelopes</u>* (*see above) or by the institution/writer directly to TESL Canada	
1- Letter from practicum supervisor or program confirming class size, age of students, number of hours observed and number of hours taught.	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution
2- Formal observation report	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution
3- Transcript of courses completed or a letter from program stating applicant has successfully completed all required coursework except the practicum.	Official document enclosed (sealed by the institution) Official document to be sent directly by the institution

Payment is only required if you completed your coursework at a TESL Canada recognized program, but organized your own practicum. Additional cost of \$100. plus tax.

External Practicum: please include an additional payment of \$100.00 plus tax (\$105.00 British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, NWT, Nunavut, and Yukon; \$113.00 Ontario; \$115.00 Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador).

Total Amount:

Payment method:

Credit card #:

Expiry:

Signature:

Date:

E-transfer to: info@tesl.ca

**Cheque or money order to:
TESL Canada Federation
PO Box 30001 RPO Prospect Plaza
Fredericton, NB, E3B 0H8**