

## TESL CANADA SHORT ONLINE SPECIALIZED TEACHER TRAINING COURSE ACCREDITATION APPLICATION FORM

**Completion Instructions:** Type all information directly into this document. Keep the document as a single file. Name the document as *InstitutionNameYYYY* for example *UniversityofHalifax2018*. Compile all of the required documents, including this application, into a master folder and label it *InstitutionNameYYYY*. Zip the folder and upload it to your preferred document transfer site (DropBox, Google Drive). Share the file with TESL Canada by emailing the file share link to [info@tesl.ca](mailto:info@tesl.ca).

## APPLICATION FORM CHECKLIST

Before you send in your application please take the time to check that all sections of the application are complete. Put an X next to each item once you have verified it is complete. If any components are not complete, your application will be immediately returned to you for completion.

| Section                                                                           | Complete |
|-----------------------------------------------------------------------------------|----------|
| 1. Institution and Course Information                                             |          |
| 2. Application Fee Payment Form (credit card information and signature or cheque) |          |
| 3. Terms and Conditions Acknowledgement Form                                      |          |
| 4. Section A: Delivery Modality                                                   |          |
| 5. Section B: Course Length                                                       |          |
| 6. Section C: Course Developers                                                   |          |
| 7. Section D: Course Instructors                                                  |          |
| 8. Section E: Course Administration                                               |          |
| 9. Section F: Learning Outcomes                                                   |          |
| 10. Section G: Course Content                                                     |          |
| 11. Section H: Assessments                                                        |          |

## INSTITUTION AND COURSE INFORMATION

Name of Institution:

Address for Institution:

Contact Person for Application:

Contact Person Position:

Contact Person Telephone:

Contact Person Email:

Name of Course:

Number of Hours of Course:

We are applying for (put an X next to the answer that applies):

Initial accreditation

Renewal accreditation (every five years)

We have a TESL Canada Associate Membership for our institution:

Yes

No, we will include the TESL Canada Associate Membership fee in our application fee.

## APPLICATION FEE PAYMENT FORM

Two payments are required:

1. TESL Canada Short Online Specialized Course Accreditation Fee (paid for each course with each five-year accreditation application): \$300.00 plus GST/HST
  - In Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Yukon, Northwest Territories, and Nunavut, the GST is \$15.00. In Ontario, the HST is \$39.00. In Nova Scotia, the HST is \$42.00. In New Brunswick, Prince Edward Island, and Newfoundland and Labrador, the HST is \$45.00.
2. TESL Canada Associate Membership Fee (paid annually): \$150.00 plus GST/HST.
  - In Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Yukon, Northwest Territories, and Nunavut, the GST is \$7.50. In Ontario, the HST is \$19.50. In Nova Scotia, the HST is \$21.00. In New Brunswick, Prince Edward Island, and Newfoundland and Labrador, the HST is \$22.50.

Note: Teacher training program providers only need to pay for ONE TESL Canada Associate Membership Fee for all programs and courses for which they are accredited, including TESL Canada Standards One, Two and Three programs.

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.:

E-transfer to: info@tesl.ca

Signature:

Cheques or Money Order to:

TESL Canada Federation  
PO Box 30001 RPO Prospect Plaza  
Fredericton, NB, E3B 0H8

## **TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM**

### **Terms and Conditions**

1. Additional documentation beyond that indicated in the application may be requested at any time during the review of the application by TESL Canada.
2. TESL Canada reserves the right to revoke the accreditation of the course at any time should there be evidence the course does not meet the accreditation standards.
3. The accreditation will be valid for one year after which time an Annual Report and Annual Reporting fee will be due. The institution must also have a current TESL Canada Associate Membership.
4. Changes to the course will be reported to TESL Canada in each Annual Report.
5. All approved courses will be promoted as meeting TESL Canada standards for short online specialized teacher training courses on the TESL Canada website.
6. Approval procedures, standards, requirements, fees and terms and conditions for TESL Canada's accreditation of short online specialized teacher training courses are subject to change.

### **Acknowledgement**

1. I have read and understood the accreditation process and the terms and conditions.
2. The information provided in this application is, to the best of my knowledge, true and correct as of the date of the application.
3. I fully appreciate that any negligent misrepresentation of the information contained in this application may result in the revocation of the accreditation.
4. I am authorized to sign this form on behalf of the institution.

Signature:

Printed Name:

Position at Institution:

Date:

## STANDARDS EVIDENCE

Complete the evidence section of the table below and/or prepare the documents that need to be included in your application in order to demonstrate that the short online specialized course meets TESL Canada standards.

### Section A: Delivery Modality

Please provide log in information for the online course so that the adjudicator can assess the course standards.

Link: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Section B: Course Length

| Standard                                                      | Evidence                                                                                                                                                                                         |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B1. The course is between 10 and 50 hours of coursework long. | <ul style="list-style-type: none"><li>• There are clear indications in the course material for expected task timeframes.</li><li>• The timeframes are realistic for the work required.</li></ul> |

### Section C: Course Developers

| Standard                                                                                                                                                                                  | Evidence                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| C.1 The course developers have a minimum of a Master's degree in the area of specialization OR can demonstrate expertise through relevant experience or ongoing professional development. | <ul style="list-style-type: none"><li>• Teacher Training Staff Qualification Form completed and attached for each course developer.</li></ul> |

### Section D: Course Instructors

| Standard                                                                                                                                             | Evidence                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| D1. The course instructors have demonstrated expertise in the area of specialization, through education, professional development and/or experience. | <ul style="list-style-type: none"><li>• Teacher Training Staff Qualification Form completed and attached for each course instructor.</li></ul> |
| D2. The course instructors have a minimum of 3000 hours of teaching experience as documented by employer verification letters.                       | <ul style="list-style-type: none"><li>• Letters verifying minimum hours of teaching experience for each course instructor.</li></ul>           |

|                                                                                                                           |                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| D3. The course instructors are considered experts in their area of specialization, as documented by letters of reference. | <ul style="list-style-type: none"> <li>Letters verifying expertise in area of specialization for each course instructor.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

## Section E: Course Administration

| Standard                                                                                                                           | Evidence                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E.1 There are clear admission requirements for the course.                                                                         | <ul style="list-style-type: none"> <li>Admission requirements are provided on the online registration page.</li> </ul>                                                |
| E.2 There are documented course policies which are provided to participants at the start of the course.                            | <ul style="list-style-type: none"> <li>Course policies are provided to participants through the learning management system.</li> </ul>                                |
| E.3 A complete course outline is provided to participants.                                                                         | <ul style="list-style-type: none"> <li>A course outline is provided to participants through the learning management system.</li> </ul>                                |
| E.4 The grading system for the course is transparent, with a clear indication of what constitutes a pass.                          | <ul style="list-style-type: none"> <li>The grading system is provided to participants through the learning management system. The grading system is clear.</li> </ul> |
| E.5 There is a course evaluation form or survey with which participants can provide feedback on the course after they complete it. | <ul style="list-style-type: none"> <li>There is a course evaluation form or survey in the learning management system.</li> </ul>                                      |

## Section F: Learning Outcomes

| Standard                                                                 | Evidence                                                                                                                                               |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| F1. The course is based on clearly-articulated learning outcomes.        | <ul style="list-style-type: none"> <li>The course learning outcomes are available in the learning management system and meet the standards.</li> </ul> |
| F2. There are learning outcomes are based on theory.                     |                                                                                                                                                        |
| F3. There are learning outcomes are based on performance or application. |                                                                                                                                                        |

## Section G: Course Content

| Standard                                                  | Evidence                                                                                                                                     |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| G1. The course content aligns with the learning outcomes. | <ul style="list-style-type: none"> <li>The course content is available in the learning management system and meets the standards.</li> </ul> |
| G2. The course content includes both theory and practice. |                                                                                                                                              |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>G3. The course content is current.</p> <p>G4. The course content can be applied to the specialized context.</p> <p>G5. The course content is easy to follow in the learning management system.</p> <p>G6. The course content is engaging and motivating.</p> <p>G7. The course content includes a list of references and additional resources for future study.</p> |  |
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## Section H: Assessments

| Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Evidence                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p>H1. The assessments align with the learning outcomes.</p> <p>H2. There are at least two different types of assessments (test, reflection, planning task, activity creation, resource creation).</p> <p>H3. The evaluation frameworks for the assessments are valid, reliable, practical, and user-friendly.</p> <p>H4. The assessments evaluate both theory and practice.</p> <p>H5. At least one assessment can be customized by participants to the application of learning in their own employment context or a previous employment or practicum context.</p> <p>H6. At least one assessment requires participants to reflect on their professional practice with respect to the course content.</p> | <ul style="list-style-type: none"> <li>The assessments are available in the learning management system and meet the standards.</li> </ul> |



# TESL CANADA FEDERATION TEACHER TRAINING STAFF QUALIFICATIONS AND EXPERIENCE FORM

**Completion Instructions:** Have each program staff member complete this form in Word. Name each document as *LastnameFirstnameLocationYYYY.docx* for example *WickettSuzanneUniversityofHalifax2020.docx*. Complete the required sections for the form, following the instructions given for each section.

There are also supporting documents required for each form. To submit the documents for each staff member, put all of the documents, including this form, in a folder named *LastnameFirstnameLocationYYYY* for example *WickettSuzanneUniversityofHalifax2020*. Zip the folder to upload it as part of the application.

|                   |
|-------------------|
| Institution Name: |
| Date:             |

|                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                      | Name of staff member:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2                                                                                                                                                                      | Role in the TESL program (Put a capital X next to the relevant role):<br><br><div style="text-align: center; padding: 10px;">           Course developer<br/>           Instructor         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3                                                                                                                                                                      | Professional Certification Standard (Put a capital X next to all relevant certifications and indicate the date achieved):<br><br><div style="text-align: center; padding: 10px;">           No professional certification<br/>           TESL Canada Standard One<br/>           TESL Canada Standard Two<br/>           TESL Canada Standard Three<br/>           Other (please specify) _____         </div>                                                                                                                                                                                                                                                                                                       |
| <b>NOTE: If you HAVE professional certification, skip items #4 to #6, and move to item #7. If you do NOT have professional certification, complete items #4 to #6.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4                                                                                                                                                                      | English Language Proficiency (Put a capital X next to the relevant proficiency, provide scores for the relevant test):<br><br><div style="text-align: center; padding: 10px;">           Native speaker of English<br/>           IELTS scores and date taken:<br/>           TOEFL scores and date taken:<br/>           Other proof of English language proficiency (see<br/> <a href="https://www.tesl.ca/certification/tesl-canada-professional-certification/english-language-proficiency-scores.html">https://www.tesl.ca/certification/tesl-canada-professional-certification/english-language-proficiency-scores.html</a>).<br/> <b>Document to Attach:</b> Scan of standardized test scores.         </div> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>Bachelor's degree subject:</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p><b>Document to Attach:</b> A scan of your actual degree.</p> <p><b>Document to Attach:</b> If your Bachelor's degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (<a href="http://www.bcit.ca/ices">http://www.bcit.ca/ices</a>), CES (<a href="https://learn.utoronto.ca/international-professionals/comparative-education-service-ces">https://learn.utoronto.ca/international-professionals/comparative-education-service-ces</a>), and WES (<a href="http://www.wes.org/ca">www.wes.org/ca</a>).</p>    |
| 6 | <p>Name of TESL program you completed:</p> <p>Location of TESL program:</p> <p>Date of program completion:</p> <p><b>Document to Attach:</b> A scan of your TESL program certificate or diploma.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7 | <p>Master's degree subject (if applicable):</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p><b>Document to Attach:</b> A scan of your actual degree.</p> <p><b>Document to Attach:</b> If your degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (<a href="http://www.bcit.ca/ices">http://www.bcit.ca/ices</a>), CES (<a href="https://learn.utoronto.ca/international-professionals/comparative-education-service-ces">https://learn.utoronto.ca/international-professionals/comparative-education-service-ces</a>), and WES (<a href="http://www.wes.org/ca">www.wes.org/ca</a>).</p> |
| 8 | <p>PhD degree subject (if applicable):</p> <p>Name of education institution:</p> <p>Date of completion:</p> <p>NOTE: Include a scan of your actual degree.</p> <p><b>Document to Attach:</b> If your degree was completed outside of Canada, please include an evaluation of your degree's Canadian equivalency with one of the agencies listed on TESL Canada's website: ICES (<a href="http://www.bcit.ca/ices">http://www.bcit.ca/ices</a>), CES (<a href="https://learn.utoronto.ca/international-professionals/comparative-education-service-ces">https://learn.utoronto.ca/international-professionals/comparative-education-service-ces</a>), and WES (<a href="http://www.wes.org/ca">www.wes.org/ca</a>).</p>                   |

|    |                                                                                                                                                                                                                                                                                                |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | <p>Approximate number of years/hours of teaching experience as an English language teacher:</p> <p>Period over which the experience extends:</p> <p><b>Document to Attach:</b> Provide proof of paid (not volunteer) teaching hours, for example, an employment record or employer letter.</p> |
| 10 | <p>Describe the experience that has allowed you to develop expertise in the specialized course subject area.</p>                                                                                                                                                                               |

**Additional explanatory comments** (please note anything else you want the adjudicator to know about your qualifications or experience):