

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

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 [Interim]
 - Professional Certificate Standard One [Permanent]

 - Professional Certificate Standard Two [Interim]
 - Professional Certificate Standard Two [Permanent]

 - Professional Certificate Standard Three [Interim]
 - Professional Certificate Standard Three [Permanent]

6. Membership: Provincial Member of ATESL TEAL Manitoba TEAM Manitoba
TESL NS TESL NB TESL NFLD 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

- Bachelor's degree from University where English is the language of administration and instruction
 - 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 the 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 portfolio, which should be compiled in a binder with dividers.

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 links 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 must be sent to TESL Canada by the applicant or the institution(s)

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 must be sent to TESL Canada 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 membership** in a TESL Canada Provincial/Territorial organization. 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 for clarification.) Your application will be delayed if you do not complete this item correctly.

Province _____ Membership expiry date _____

Membership # _____

If residing in BC, Ontario, Yukon, NWT, Nunavut, Quebec and PEI. Please follow the link to become TESL Canada direct member: <https://portal.tesl.ca>

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, Saskatchewan, Manitoba, Quebec, Prince Edward Island, or the Yukon
or
 Payment of \$313.20 in Ontario, New Brunswick, and Newfoundland and Labrador
or
 Payment of \$333.50 in 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.

Include an additional \$25.00 if you wish your original documents returned to you by Xpresspost (only available in Canada) or \$95.00 if you reside abroad and prefer your documents to be returned by Federal Express. Original documents will otherwise be returned to you by standard mail.

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 only.

Mail to: TESL Canada PLAR Certification,
 3751 21st St NE
 Calgary, AB
 CANADA T2E 6T5,

For Office Use Only:

Date Received: _____
 Adjudicator: _____ Date of Adjudicator's Decision: _____
 Certification recommended Completion path recommended
 Application refused Reason: _____
 Total Fees Paid: _____