

**TESL CANADA TEACHER TRAINING PROGRAM ACCREDITATION APPLICATION
COVER SHEET**

Name of Institution: _____

Address: _____

Website address: _____

Name of Program: _____

Year Established: _____ Recognition Number: _____

Contact Person: _____

Position: _____

Telephone #: _____

Email address: _____

Please check one or both of the following as appropriate.

This program has a distance training component and/or
 a distance practicum

Length of Program – Instructional Hours: _____ Practicum Hours: _____

Date: _____ Signature: _____

Please submit:

1. TESL Canada Application Fee: \$440.00 (plus GST/HST)
 \$440.00 + \$22.00 (5% GST) in AB, BC, MB, QC, SK, Yukon, Northwest Territories, and
 Nunavut
 or \$440.00 + \$57.20 (13% HST) in ON
 or \$440.00 + \$66.00 (15% HST) in NS, PE, NB, and NL
2. Associate Membership Fee: \$165.00 (Plus GST/HST)
 \$165.00 + \$8.25 GST in Alberta, British Columbia, Manitoba, Saskatchewan, Quebec,
 NWT, Nunavut, and Yukon.
 \$165.00 + \$21.45 in Ontario
 \$165.00 + \$24.75 in New Brunswick, Nova Scotia, Prince Edward Island,
 Newfoundland and Labrador

TESL Canada Federation
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GST Reg. # 10806 9782

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION
FORM C**

FACILITIES REPORT

Refer to Section III. Facilities and Resources, No. 2

The Teacher Training Program: _____

- meets, and has on display, all applicable licensing, fire and safety regulations.
- has regularly scheduled cleaning and maintenance.
- has adequate lighting, heating, ventilation and electrical supply.
- has sufficient space for the number of trainees and staff.
- has appropriate furnishings and equipment for the type and size of the program.
- has adequate black/whiteboards
- has adequate noise and interference insulation
- has accommodation for any special needs of trainees and staff and provides handicap access/egress.
- has clearly posted signage for ease of access and emergency exit routes.
- has adequate seating and food prep area for coffee/lunch breaks for trainees and staff.
- has appropriate access to resource/materials library
- has adequate reading area
- has activity and information board/desk
- has access to
 - computer facilities
 - drinking water
 - telephone
 - first aid station

Attach any documentation that may be available, such as copies of licenses, or fire inspection reports, brochures with photos of facilities, policies re accommodation of those with physical challenges, etc.

**TESL CANADA FEDERATION
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION
FORM D – ANNOTATED COURSE RESOURCE LIST**

NO.	TITLE OF RESOURCE (minimum 5)	AUTHOR	PUBLISHER	DATE PUBLISHED/ISBN NUMBER	ANNOTATION & BRIEF DESCRIPTION OF HOW THE RESOURCES IS USED IN THE TEACHER TRAINING PROGRAM
1					
2					
3					
4					
5					
6					

TESL CANADA FEDERATION

**TEACHER TRAINING PROGRAM ACCREDITATION APPLICATION
FORM E – RESOURCE LIBRARY LIST**

Refer to Section III. Facilities and Resources, No. 4

NO.	TITLE OF RESOURCE (minimum 50)	AUTHOR	PUBLISHER	DATE PUBLISHED**	ISBN NUMBER
	Teacher Training Books (minimum 30)				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					

22.					
23.					
24.					
25.					
	Teacher Training Books... cont'd				
26.					
27.					
28.					
29.					
30.					
	ESL/EFL Classroom Books (minimum 20)				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

15.					
16.					
17.					
18.					
19.					
20.					

**50% of resources must be within the last 15 years

TESL CANADA FEDERATION
FORM F - TESL TRAINING PROGRAM:
 Staff changes since last report

Date:
Name of the institution:
Name of the contact:
Contact # / Email:

1	Name of staff member TESL Canada membership #										
2	Certificate information	TESL Canada Professional Certification Level/Standard (if applicable) Certificate # Year of approval									
3	Role	Function in the TESL program submitted to TESL Canada (please tick) <ul style="list-style-type: none"> - curriculum & program developer - program / academic supervisor - teacher trainer - practicum supervisor - practicum sponsor teacher - administrator 									
4	Education	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Undergraduate degree</td> <td style="width: 25%;">University</td> <td style="width: 25%;">Date</td> </tr> <tr> <td>Graduate degree</td> <td>University</td> <td>Date</td> </tr> <tr> <td>TESL training</td> <td>Institution</td> <td>Date</td> </tr> </table>	Undergraduate degree	University	Date	Graduate degree	University	Date	TESL training	Institution	Date
Undergraduate degree	University	Date									
Graduate degree	University	Date									
TESL training	Institution	Date									

5	TESL Training Information	Hours of theory and methodology Hours of observed practicum Hours of supervised practicum teaching
6	Experience	Years/contact hours as ESL/EFL teacher Dates Admin hours Dates
7	Language Proficiency for Non-Native Speakers	Level of language proficiency (Refer Section D.1 – application requirement) Test provided: Date: Scores: S: L: R: W: O:

Additional comments:

Attach the following documentation for the TESL training program staff with the Form F:

- an updated resume
- a photocopy of Bachelor's degree
- a photocopy of TESL training certificate
- a photocopy of IELTS or iBT TOEFL (for non-native speakers)

TEACHER TRAINING PROGRAM STANDARDS APPLICATION CHECKLIST

APPLICATION FOR _____

DATE: _____

Section I. Institutional Information

1. Name Address	
2. Phone E-mail Website	
3. Name of Program Person in charge of TESL program	
4. Year program was established	
5. Institutional history: include both ESL/EFL and teacher training programs operated at the institution	
6. A copy of the published mission statement, program goals, or statement of principles for your program.	
7. Documentation of provincial, national or international institutional accreditation / accreditation	
8. Reports of institutional, ministry, or provincial quality reviews.	
9. List of institutional associates in provincial, national, and international TESL related organizations	

Section II. Published Program Information

	Published information provided	Description (if applicable)
Entry requirements		
English language proficiency requirement (see item 3 of Application Procedures - Trainee Entrance Requirements)		
	Published information provided	Description (if applicable)
1. Program length 2. Practicum length 3. Program delivery mode (face to face, distance, both)		
4. Assessment/grading system including instructions for assignments (must be clearly stated and applied across program)		
5. Trainee Handbook or equivalent outlining: <ul style="list-style-type: none"> • program background, • entrance requirements (e.g., senior matriculation), transcript, language proficiency requirements and documentation), • type of certification received upon graduation, • transfer credit if applicable, 		

<ul style="list-style-type: none"> • overview of curriculum and schedule of course offerings, • location where textbooks and other texts may be purchased, • schedule of fees, • regulations related to fee payment (e.g., late payment, refunds, differential fees), • trainee rights, • appeals, • academic integrity and harassment. 		
<p>Certification granted on completion (university credit, degree, diploma, certificate)</p>		
<p>Copy of the certificate awarded to program graduates. TESL Canada logos cannot appear on graduation certificates in any form. Teachers wishing TESL Canada teacher certification must apply separately for accreditation to the TESL Canada Teacher Accreditation Committee.</p>		
<p>Promotional materials.</p>		

Section III. Facilities and Resources

	Criteria met	Notes
Teacher training facilities meet all licensing regulations of the jurisdiction in which they operate.		
Facilities are suitable for an educational program (Form C).		
An annotated resource list for the required resources (Books, materials, a/v and multimedia) including a minimum of five resources (Form D).		
A resource library present on site and accessible to trainees. A minimum of 30 teacher training books and 20 ESL/EFL classroom books with 50% newer than 15 years is required (see Form E).		
A range of audio-visual/multimedia equipment is available for trainee and teacher trainer use (audiovisual equipment, computer workstations, digital projectors)		

Section IV. Qualifications of Personnel

	Criteria met	Notes
1. Teacher trainers in a TESL certificate program: TESL Canada Certificate Professional Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent. All non-native speaker teaching staff must have proof of English language proficiency .		
2. List and qualifications of curriculum and program developers		
3. Practicum supervisors: TESL Canada Professional Certificate Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
4. Practicum sponsor teacher: TESL Canada Professional Certification Standard One, Two or Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
5. Person(s) responsible for the direct supervision of the teacher training program (e.g., academic administrator /coordinator/director of studies): requires a thorough knowledge of the field of Second Language Acquisition and TESL training methodology, and demonstrated ability to develop curriculum and supervise teaching staff; a minimum of TESL Canada Standard Three with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent is required. Please note that under the new standards TESL Canada Professional Certificate Standard Two or equivalent is recommended. Professional Standard Three is preferred.		
6. Administrators not involved in developing or delivering content are not required to have TESL Canada teacher professional certification. Administrators: list qualifications.		

Section V. Program of Studies

1. Coursework

	Criteria met	Notes
100 hours of instruction		
Second language acquisition theory		
Linguistics (syntax, phonology, morphology)		
Pedagogical theory <ul style="list-style-type: none"> • learning strategies and styles • factors affecting language learning • adult teaching and learning principles/andragogy 		
Linguistics <ul style="list-style-type: none"> • discourse analysis • syntax • phonology • morphology • sociolinguistics • pedagogical grammar 		
Methodologies / techniques for teaching:		
Listening		
Speaking		
Reading		
Writing		
Grammar		
Vocabulary		
Pronunciation		
Communication		
Inter-cultural awareness		
Assessment, evaluation and testing		
Material analysis and development		
Professional conduct and practises		

Assessment/Feedback: <ul style="list-style-type: none"> • error correction • standardized exams • classroom tests 		
Professional issues <ul style="list-style-type: none"> • resources • professional conduct and practice • classroom management (example, teaching large classes) • ongoing professional development 		

2. Practicum

Programs must include a practicum component of a minimum of 20 hours as described below:

	Criteria met	Notes
The practicum takes place in a classroom (a minimum of 80% of students must be 18 years of age or older)		
A class consists of a minimum of 5 registered students in an ESL program		
At least 10 hours of the practicum (20 hours for Standard Two as of September 1, 2017) is practise teaching under supervision of a sponsor teacher and/or practicum supervisor. Both must be qualified at TESL Canada Professional Standard One, Two or Three [Permanent] or equivalent.		
At least 10 hours of the practicum (30 hours for Standard Two as of September 1, 2017) is directed observation. Trainees must complete observation tasks.		

Describe thoroughly and provide published information on the practicum, including:

	Published information provided	Description (if applicable)
Description of practicum requirements		
Number of hours of observation and practice teaching in addition to the instructional time		
Documentation of location, composition and size of classes in which practica take place		
Requirements for student teachers prior to beginning the practicum		
Qualifications of a) sponsor teachers and b) practicum supervisors. Sponsor teachers and practicum supervisors for distance practica must meet the same qualification criteria as for local practica		
Mechanism for supervision of practicum students, including:		
Frequency and duration of supervisor observation/assessment of trainees		
Method of feedback to trainees by sponsor teachers		
Communication system between sponsor teachers and practicum supervisors		
Evaluation /grading system		

Observation tasks that trainees complete during observation component		
Assessment tools and teaching reports that supervisors complete during practice teaching component		
Method of maintaining records on trainee practicum (i.e. location, sponsor teachers, hours of observation and teaching observation reports)		

Checklist for Forms

Form C: Facilities Report	
Form D: Annotated Resource List	
Form E: Library Resource List	
Form F: New Staff	

**TESL CANADA TEACHER TRAINING PROGRAM
ACCREDITATION APPLICATION FORM
SUMMARY CHECKLIST**

Documentation	Checked
1. TESL Canada Annual Associate Membership Fee (year 1 of 5) - \$165.00 plus GST/HST Make cheque payable to TESL Canada Federation	
2. Application Fee - \$440.00 plus GST/HST Make cheque payable to TESL Canada Federation Accreditation is for a five-year period	
3. Application Form: Institutional Information (Section I) (Section III)	
4. Published Program Information (Section II)	
5. Facilities Report: Form C (Section II)	
6. Annotated Resource List: Form IV	
7. Resource Library List: Form E (Section III)	
8. CVs of all instructors (Section IV)	
9. CVs of all practicum supervisors (Section IV)	
10. CVs of academic administrators (Section IV)	
11. Qualification of practicum sponsor teachers (Section IV)	
12. Program information (Section V.I)	
13. Course syllabi (Section V.I)	
14. Practicum description (Section V.II)	
15. Notification letters to trainee applicants without undergraduate degrees (see Application Procedures, Item 3)	
16. Notification of TESL Canada contact information that is provided to trainee applicants (see Application Procedures, Item 3)	
17. Copy of the certificate awarded to program graduates	
18. Reports of institutional, ministry, or provincial quality reviews.	

Send all documentation to: P.O. Box 397 London Station B, London, Ontario, N6A 4W1, Canada