



# TESL CANADA FEDERATION TEACHER TRAINING PROGRAM STANDARDS

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**TESL Canada Federation**  
**3751 21<sup>ST</sup> Street NE, Calgary, AB T2E 6T5, Canada**

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## TESL CANADA MISSION STATEMENT

**TESL Canada is a national organization dedicated to advancing communication and coordinating awareness of issues for those concerned with English as a second language and English skills development. The organization promotes advocacy for ESL learners, unifies teachers and learners by providing a forum and network capabilities, supports the sharing of knowledge and experiences across Canada, and represents diverse needs and interests in TESL nationally and internationally.**

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### OBJECTIVES

1. To promote communication among the various jurisdictions across Canada in which language training takes place.
2. To encourage and promote TESL and English language skills development policies compatible with the Mission Statement of the Federation.
3. To encourage the establishment of associations in jurisdictions where none exist.
4. To support the inclusion in the Federation of those involved with language settlement issues.
5. To advocate on behalf of those who require assistance regarding language and settlement issues.
6. To foster scholarship, research and the regular exchange of ideas among those involved in additional language teaching and learning.
7. To foster organizational, technological and pedagogical support for language training programs.
8. To work cooperatively with like-minded organizations and
9. To represent national interests and concerns in the international arena.



# Teacher Training Program Standards

## Statement of Purpose

TESL Canada recognizes and endorses teacher training programs that provide high quality ESL/EFL teacher education that includes linguistic and pedagogical theory, methodology and practice to prepare teachers to teach English effectively in a wide variety of settings. The teacher training program standards outlined in this document are intended for teacher training programs for teachers of adults. The fulfillment of the application requirements should demonstrate that the teacher training program meets the TESL Canada standards.

## Introduction

There are many high-quality TESL training programs across Canada dedicated to preparing prospective English language instructors for the challenges of teaching in Canada and internationally. TESL Canada has developed a recognition system for teacher training programs, which meet the standards set for TESL Canada Professional Certificate Standard One, Two, or Three for teachers of adults.

A TESL program that meets the TESL Canada Professional Standard 1 requirements is a minimum of 100 hours of theory and methodology and includes a supervised practicum of a minimum of 20 hours.

A TESL program that meets the TESL Canada Professional Standard 2 requirements is a minimum of 250 hours of theory and methodology and includes a supervised practicum of a minimum of 20 hours.

A TESL program that meets the TESL Canada Professional Standard 3 requirements is a Masters of Arts in Applied Linguistics, TESOL, or related field and includes a supervised practicum of a minimum of 20 hours.

A list of approved teacher training programs for adults has been created for those programs that receive TESL Canada recognition. The goal is to ensure that teachers of adults receive the best training so that they are able to provide adult ESL learners with excellent instruction in a wide variety of settings.

The guidelines in this section outline the requirements for facilities, resources, qualifications of personnel, institutional accreditation, length of time in operation, program content and assessment processes for teacher training programs administered and housed in Canada.

Please note that the certification of K-12 teachers is a provincial jurisdiction and is not addressed by TESL Canada. TESL Canada assesses only those programs administratively housed within Canada, i.e. programs operating off site must be administratively housed in Canada in order to be considered for recognition.

**Note: Please submit two (2) copies of the documentation.**



# TESL CANADA FEDERATION TEACHER TRAINING PROGRAM STANDARDS

## APPLICATION PROCEDURES

### 1. Institutional Associate

Institutions that are successful in obtaining TESL Canada Teacher Training Program Recognition must be institutional associates of TESL Canada. The annual associate fee is \$150.00 + \$7.50 GST in Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Prince Edward Island or the Yukon **or** \$150.00 + \$19.50 in Ontario, New Brunswick, or Newfoundland and Labrador **or** \$150.00 + \$22.50 in Nova Scotia. Associate fees must be included with the Application for TESL Canada Teacher Training Program Recognition at each anniversary date for the five years of recognition. If institutions are unsuccessful in obtaining recognition, the institutional associate fee will be refunded. Institutions must become recognized in order to be institutional members of TESL Canada.

### 2. Application Process

TESL Canada will evaluate programs applying for recognition using the following criteria:

#### (a) Newly Established Teacher Training Programs

New teacher training programs that have been in operation for less than one year will be considered for **interim recognition**. Interim recognition is granted to new programs that meet TESL Canada application requirements and is intended to provide the opportunity for programs to demonstrate that they are able to meet and to sustain TESL Canada standards.

During the interim recognition period the program must

- be in continuous operation for a minimum of one program session.
- submit a TESL Canada Interim Status Session Report (Form A) for the session. The report will include the number of trainees per session, a description of the facilities, teacher trainers' qualifications and trainee evaluations.
- report on any significant changes to the program that were not submitted in the original application, i.e. staff, facilities, curriculum.

Interim programs that meet the above criteria and maintain TESL Canada Teacher Training Standards will be granted full recognition and will then be expected to comply with recognition requirements as listed in 2 (b). A successfully completed interim period will be considered part of the overall five-year recognition period. Students who graduate from an interim recognized program will be able to apply for TESL Canada certification once the program has received full recognition.

#### (b) Established Teacher Training Programs

Established teacher training programs that have been in operation for more than one year or one session may apply immediately for **full recognition**. Full recognition is granted for a five-year period.

During this five year period recognized teacher training programs must

- submit the TESL Canada Annual Report (Form B) on June 1<sup>st</sup> of each of the four years following recognition
- submit annual fees with the Annual Report as follows:

Annual Report Review Fee and Associate Fees are due June 1<sup>st</sup> yearly.

- \$100.00 + \$5.00 GST (Alberta, Saskatchewan, Manitoba, Quebec, Prince Edward Island, Yukon, or British Columbia)
- \$100.00 + \$13.00 (Ontario, New Brunswick, or Newfoundland and Labrador)
- \$100.00 + \$15.00 (Nova Scotia)

TESL Canada Associate Fee,

- \$150.00 + \$7.50 GST in Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Prince Edward Island or the Yukon
- \$150.00 + \$19.50 in Ontario, New Brunswick, Newfoundland and Labrador
- \$150.00 + \$22.50 in Nova Scotia.

After the five-year recognition period has passed, established programs must reapply using the TESL Canada Program Recognition Application Form and pay the full application fees.

(c) **A full and separate application must be completed for each teacher training program.**

This includes a new franchise, partnership, satellite, or program delivered in association with another organization or institution that duplicates an existing program.

(d) Substantial changes to a recognized program including changes in curriculum, staff, resources, or facilities must be reported within two months of the change. Failure to do so may result in TESL Canada Teacher Training Program Recognition status being removed from the program.

For details or clarification on any of the above points, contact the TESL Canada office. For details on Distance Delivered and Blended Delivery Teacher Training Program see Appendix A.

### 3. Entrance Requirements

(a) Trainees applying for admission to programs must have completed their senior matriculation (Grade 12).

(b) TESL Canada recommends that trainees who are non-native speakers of English must prove proficiency in English by submitting official documentation for **one** of the following English proficiency tests before they commence the program, however leaves this to the program's discretion. English Language proficiency is a requirement for TESL Canada Professional Certification.

### TESL Canada English Language Proficiency Score Requirement

Effective October 1<sup>st</sup>, 2015 onwards TESL Canada accepts only IELTS Academic and TOEFL iBT.

English Language Proficiency Tests	Score-Program Trainees
IELTS Academic	Overall 7 with a minimum of 7 in each skill area
TOEFL iBT	Overall 101 with a minimum of 23 in Listening, 24 in Reading, 27 in Speaking and 27 in Writing
Or High school from a high school in Canada, including minimum English Grade 12 score of 70%	
Or Completion of an undergraduate degree from a University where English is the language of instruction and administration.	

#### **4. Notification to Trainees**

- (a) TESL Canada recognized teacher training programs which accept trainees without undergraduate degrees or English Language Proficiency score must provide each trainee with notice in writing prior to enrolment that the trainee will not be qualified for the TESL Canada professional certification. This must be done by:
- including this information prominently on the program application form
  - providing a letter prior to enrolment to all applicants who do not have an undergraduate degree
  - keeping a copy of this signed letter on file for TESL Canada site visit inspection
- (b) TESL Canada recognized teacher training programs must provide each trainee with TESL Canada contact information as follows: TESL Canada, 3751 21<sup>st</sup> Street NE, Calgary, A.B. T2E 6T5; Tel: 1-800-393-9199; email: [info@tesl.ca](mailto:info@tesl.ca); website: [www.tesl.ca](http://www.tesl.ca). This provides trainees with the opportunity to contact TESL Canada for information on TESL Canada professional certification upon completion of your program and other inquiries or information.

A sample of your application form and above letter to applicants must be included with your application.

#### **5. Review of Applications**

Applications are reviewed by the TESL Canada Teacher Training Program Adjudicator. The Adjudicator shall not have a conflict of interest regarding the application under consideration. Should there be any questions regarding the application, TESL Canada will contact the institution.

In some cases, an on-site visit may be required as part of the review process. One week's notice will be given to programs prior to a site visit. Programs are expected to assist the evaluator through the visit.

The TESL Canada Standards Committee is appointed by the TESL Canada Board. It consists of a minimum of three and a maximum of seven TESL Canada members from the TESL training field representing different sectors of the field.

#### **6. Review Periods**

Applications will be reviewed within eight weeks of receipt of application. TESL Canada Teacher Training Program Recognition will be for a five-year period.

#### **7. Application Fee**

- \$400.00 + \$20.00 GST in Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Prince Edward Island or the Yukon
- \$400.00 + \$52.00 in Ontario, New Brunswick, or Newfoundland and Labrador
- \$400 + \$60.00 in Nova Scotia.

Of this amount, a processing fee of CA \$150.00 plus GST/HST is non-refundable if the application is denied. Please note that the annual associate fee of CA \$150.00 + GST/HST under Item 1 must accompany the application. To maintain TESL Canada Teacher Training Program Recognition status, there is an annual report fee of CA \$100.00 plus GST/HST plus an annual associate fee of CA \$150.00 + GST/HST.

#### **8. Confidentiality**

All documentation will be kept confidential. It is recommended that applicants retain a copy of the completed application, annual reports and other documentation for future reference.

#### **9. Awarding of Teacher Training Program Recognition Certificates**

Last revision: July 8, 2014 LA

A detailed report will be provided to the applicant regarding the final result of their application.

Fully recognized programs will receive a TESL Canada Teacher Training Program Certificate of Recognition and have their names published in the *TESL Canada List of Recognized Teacher Training Programs* on the TESL Canada website. Institutions with interim status will be listed on the TESL Canada website as such and will receive a TESL Canada Teacher Training Program Certificate of Recognition once they attain full recognition.

Where an application indicates a program requires only minor revision to meet TESL Canada recognition, the program will be allowed a period of 6 months to document that all changes have been made. Programs that are unable to document that all changes have been made may be invited to submit a new application after a full year from the original application date.

Where an application does not meet the requirements for recognition, that program will receive a letter of explanation and may reapply for recognition after waiting a full year from the original application date. A new application must be submitted in order to reapply for recognition from TESL Canada.

## **10. Program Appeals**

Institutions which do not receive TESL Canada Teacher Training Program Recognition may appeal to TESL Canada by submitting a letter of appeal along with documentation detailing grounds for appeal. A fee of CDN \$100.00 (plus applicable GST/HST) must accompany the letter of appeal.

The Appeal Committee consists of the TESL Canada President or designate, a TESL Canada member in the TESL training field appointed by the President, and a TESL Canada member in the TESL training field nominated by the applicant. No Appeal Committee member shall be in a conflict of interest position.

## **11. Disclaimer**

The TESL Canada Standards Committee recognizes content of programs based on material submitted by an institutional applicant and is not responsible for the accuracy of the program's description.

In order to be recognized, a TESL training program must meet the program content requirements as well as the practicum requirements.

Individual certification criteria are separate from those of training institutions; for example, an undergraduate degree is a requirement for individuals but not for institutions. Instructor certification application criteria are outlined in detail in the application form.

## **HOW TO APPLY**

Please prepare an application (**2 copies**) according to the criteria on the following pages and submit to:

**TESL Canada Federation  
3751 21<sup>ST</sup> Street NE, Calgary, AB T2E 6T5, Canada**

**Phone: 403-538-7300 Toll free: 800-393-9199 Fax: 403-538-7392  
Email: [admin@tesl.ca](mailto:admin@tesl.ca) Website: [www.tesl.ca](http://www.tesl.ca)**



# TESL CANADA FEDERATION TEACHER TRAINING PROGRAM STANDARDS

## APPLICATION

Please note that the requirements below apply to both on-site and distance TESL programs. Overseas practica must adhere to the same criteria as local practica. See Item. D.3. Two copies of the documentation must be submitted.

### A. Institutional Information (see Page 12)

Please include the following information:

1. Name and Address
2. Phone/fax/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/recognition
8. List of institutional associates in provincial, national, and international TESL related organizations.

### B. Published Program Information

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

- Entry requirements
- Teacher trainers' qualifications
- English language proficiency requirement
- Program length and program delivery mode
- Number of credit hours
- Assessment/grading system including instructions for assignments (must be clearly stated and applied across program)
- Trainee Handbook outlining: program background, entrance requirements (e.g. senior matriculation transcript, language proficiency requirements and documentation), type of certification received upon graduation, transfer credit if applicable, overview of curriculum and schedule of course offerings, 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 dishonesty and harassment.
- Certification granted on completion (university credit, degree, diploma, certificate)
- 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 recognition to the TESL Canada Teacher Recognition Committee.
- Promotional materials.



### C. Facilities and Resources

Describe how your program meets the following criteria:

1. Teacher training facilities must meet all licensing regulations of the jurisdiction in which they operate.
2. Facilities must be suitable for an educational program (Form C).
3. Applicants will be required to submit an annotated resource list for the required resources (books, materials, a/v and multimedia) in the teacher training program. The list must include a minimum of five resources. The annotations must include a brief description of how the resource is used in the program (Form D).
4. A resource library must be 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).
5. A range of audio-visual/multimedia equipment must be available for trainee and teacher trainer use (tape recorders, VCRs, OHPs).

### D. Qualifications and Responsibilities of Teacher Training Personnel

Provide official documentation on qualifications of all personnel as follows (use Form F):

1. TESL Canada recommends that teacher trainers and program developers in a TESL certificate program have completed an MA or graduate degree with an appropriate focus, such as TESOL, Education, or Linguistics. Furthermore, teacher trainers must demonstrate that they have a TESL Canada Certificate Level 3 /Standard One, Two or Three [Permanent] with at least 2,000 hours experience in an adult ESL/EFL classroom, or equivalent. Definitions of TESL Canada Certification Standards One to Three Interim and Permanent are available on our website, [www.tesl.ca](http://www.tesl.ca) under "Certification". Teacher trainers and program developers who are non-native speakers of English must demonstrate their proficiency in English by submitting their score on **one** of the following English language proficiency tests.

English Lang Proficiency Tests	Score – Program Trainees
TOEFL	Computer based 213 / Paper based 550
And TWE or Writing score on CBT	5 recommend 5.5
And TSE	55 recommend 60
Or iBT	80 overall with a minimum score of 20 in each area
Or IELTS	6.5 overall
Or MELAB	85 / with a speaking test score 4
Or CanTEST	Listening, reading, writing 5, speaking 4.5
Or CAEL	Band 60 overall, with a min. of 60 in each of the writing and speaking subtests
Or High school graduation from a high school in Canada, including minimum English 12 score of 70%	
Or Completion of an undergraduate degree from an English-speaking university	
Or Common European Framework	C1
Or Canadian language Benchmarks	CLB 9 in each area

2. List curriculum and program developers and their qualifications.
3. Practicum supervisors must be qualified at a minimum of TESL Canada Professional Certificate Standard One, Two or Three [Permanent] with at least 2,000 hours of experience in an adult ESL/EFL classroom or equivalent. Please note that TESL Canada Professional Certificate Level 3/Standard Three [Permanent] or equivalent is recommended.

4. The practicum sponsor teacher must be qualified at a minimum of TESL Canada Professional Certification Standard One, Two or Three [Permanent] with at least 2,000 hours of experience in an adult ESL/EFL classroom or equivalent. Please note that TESL Canada Professional Certificate Level 3/Standard Three [Permanent] or equivalent is recommended.

Non-native speakers of English who are practicum sponsor teachers must demonstrate their proficiency in English by submitting their score on **one** of the English language proficiency tests (see above).

5. The person responsible for the direct supervision of the teacher training program (e.g., academic administrator/coordinator/director of studies) must have a thorough knowledge of the field of Second Language Acquisition and TESL training methodology, and demonstrate understanding of and ability to develop curriculum and supervise teaching staff. Qualification at a minimum of TESL Canada Professional Certification Level 3/Standard One, Two or Three [Permanent] with at least 2,000 hours of experience in an adult ESL/EFL classroom or equivalent is required. Please note that TESL Canada Professional Certificate Level 4 /Standard Three [Permanent] or equivalent is recommended.
6. Administrators who are not involved in developing or delivering content are not required to have TESL Canada teacher professional certification. Administrators who are not involved in the delivery of content should list their qualifications.

Please take note of the following points:

- Teacher trainers that have listed TESL/TEFL qualifications from programs denied TESL Canada teacher training program recognition cannot use those programs to support their qualifications as teacher trainers.
- Teacher trainers who received TESL/TEFL qualification prior to 2002 must demonstrate that they have received adequate training.
- For those trained outside of Canada, No. 5 (above) applies.

## E. Program of Studies

### 1. Coursework

Programs must consist of a minimum of 100 hours of instruction in linguistic and pedagogical theory and methodology (please note that the 100 hours is **instructional hours**). TESL training programs are minimally expected to address the areas listed below. Programs of longer length will cover the topics in more depth and also likely provide optional topics for their students. Programs at a Master's level may offer opportunities for students to engage in research.

#### Theory in practice

Historical perspective on second language teaching / Models of second language acquisition

#### Pedagogy

- learning strategies and styles
- factors affecting language learning
- adult teaching and learning principles/andragogy

#### Linguistics

- syntax
- phonology
- morphology
- sociolinguistics
- discourse analysis
- pedagogical grammar

## Methodological Issues

Lesson / unit planning

Material analysis and development

Curriculum for specific contexts (ESP, LINC, EAP)

Methodology / techniques for:

- Listening
- Speaking
- Reading
- Writing
- Grammar
- Vocabulary
- Pronunciation (including segmentals and suprasegmentals)
- Intercultural awareness, and communication

Assessment / Feedback

- Error correction
- Standardized exams
- Classroom tests

## Professional Issues

Resources

Professional conduct and practice

Classroom management (e.g., teaching large classes)

Ongoing professional development

## **2. Practicum**

Programs must have a required 20 hours of supervised practicum. Ten of these hours must be directed observation and ten of these hours must be supervised practice teaching as outlined below.

The ten hours of directed observations must

- be under the direction of a qualified practicum supervisor and sponsor teacher (minimum qualification: TESL Canada Standard One, Two or Three Permanent with at least 2,000 hours of adult ESL/EFL classroom teaching, or equivalent)
- be conducted in adult settings (with 80% of the class over the age of 18) with classrooms of five or more ESL/EFL students
- have specific required observation tasks associated with the observation
- cover a range of lesson types and a range of focus areas (i.e., be in areas covered in the theoretical part of the program curriculum and required by TESL Canada)
- include opportunities for reflection and discussion of observations with the sponsor teacher and practicum supervisor

The ten hours of supervised teaching must

- be under the direction of a qualified practicum supervisor and sponsor teacher for ALL of the 10 hours of teaching to allow proper assessment and constructive feedback to the trainee
- assessment and feedback can be given orally but also in writing to the trainee using both standardized forms and qualitative comments on a range of teaching skills as covered in the program curriculum and required by TESL Canada

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

- Description of practicum requirements
- Number of hours of observation and practice teaching in addition to the 100 hours of instructional time
- Documentation on location, composition and size of classes in which practica take place
- Practicum placement requirements
- 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)

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

**Interim Status (see 2.A)**

**Full Status (see 2.B)**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Website address: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Year Established: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. # \_\_\_\_\_ Fax # \_\_\_\_\_

Email address: \_\_\_\_\_

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

Please check one or both as appropriate.

Length of Program – Instructional Hours \_\_\_\_\_ Practicum Hours \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit

1. **TESL Canada Associate fee (Year 1 of 5)** \$150.00 (plus GST/HST)  
\$150.00 + \$7.50 GST in Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Prince  
Edward Island or the Yukon **or** \$150.00 + \$19.50 in Ontario, New Brunswick, or Newfoundland  
and Labrador **or** \$150.00 + \$22.50 in Nova Scotia.  
(includes one Volume of the TESL Canada Journal).

2. **Application Fee** \$400.00 (plus GST/HST)  
\$400.00 + \$20.00 GST in Alberta, British Columbia, Saskatchewan, Manitoba, Quebec, Prince  
Edward Island or the Yukon **or** \$400.00 + \$52.00 in Ontario, New Brunswick, or Newfoundland  
and Labrador **or** \$400 + \$60.00 in Nova Scotia.

Please attach all items specified on Pages 8 to 11.

**TESL Canada Federation**  
**3751 21<sup>ST</sup> Street NE, Calgary, AB T2E 6T5, Canada**

**Phone: 403-538-7300 Toll free: 800-393-9199 Fax: 403-538-7392**  
**Email: [admin@tesl.ca](mailto:admin@tesl.ca) Website: [www.tesl.ca](http://www.tesl.ca)**

**GST Reg. # 10806 9782**

# TESL CANADA TEACHER TRAINING PROGRAM RECOGNITION

## Application Form Check List

Documentation	Checked
1. TESL Canada Associate Fee Annual associate fee (year 1 of 5) - \$150.00 plus GST/HST Make cheque payable to <i>TESL Canada Federation</i>	
2. Application Fee - \$400.00 plus GST/HST Make cheque payable to TESL Canada Federation Recognition is for a five year period	
3. Application Form : Institutional Information ( Section A)	
4. Published Program Information (Section B)	
5. Facilities Report: Form C (Section B)	
6. Annotated Resource List: Form D (Section C)	
7. Resource Library List: Form E (Section C)	
8. CVs of all instructors (Section D)	
9. CVs of all practicum supervisors (Section D)	
10. CVs of academic administrators (Section D)	
11. Qualification of practicum sponsor teachers (Section D)	
12. Program information (Section E1)	
13. Course syllabi (Section E1)	
14. Practicum description (Section E2)	
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	

**Note: Two copies of the documentation must be submitted.**

Send all documentation to:

**TESL Canada Federation**  
3751 21<sup>ST</sup> Street NE, Calgary, AB, T2E 6T5, Canada

## Appendix A

<p style="text-align: center;"><b>Policy for Distance Delivered and Blended Delivery Teacher Training Programs Approval by TESL Canada</b></p>
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Teacher training programs that are offered by distance education or blended distance education/on-site delivery must meet the same standards and criteria as programs delivered entirely face-to-face.

In particular, these programs should meet the following criteria:

- The program must be based in Canada.
- Each program using the curriculum or other aspects of the program are required to submit individual applications.
- Program staff must meet all of the standards outlined in the Teacher Training Program Recognition Application Form.
- Program participants (teacher trainees) must have access to appropriate facilities and resources as outlined in the Teacher Training Program Recognition Application Form. This includes access to an appropriate number of recent books and audiovisual resources (TESL/TEFL and ESL/EFL) in libraries on site or through interlibrary loan, bookstores, online and at education institutions. Programs should make special arrangements for students in very remote areas where this access may not be possible and consult TESL Canada for special assessment regarding these cases.
- Program participants (teacher trainees) must have sufficient access to program instructional staff by phone or email for at least 60% of their program to ensure their questions are answered and that they understand the course content. Programs should make special arrangements for students in very remote areas and consult TESL Canada for special assessment regarding these cases.
- Program participants (teacher trainees) must receive a balance of theoretical and practical instruction and have opportunities to apply theory to practice in classrooms where they complete observations and practice teaching.
- Programs must demonstrate that assessment processes are in place to allow participants (teacher trainees) to demonstrate a mastery of program content.

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

**INTERIM STATUS PROGRAM REPORT**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Tel\_ \_\_\_\_\_

\_\_\_\_\_

**Interim Program Information**

Name of Program: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

No. of trainees: \_\_\_\_\_

- All trainee evaluation forms for the teacher training program are attached.
- There were no changes to the teacher training program from the original application form submitted to TESL Canada for recognition.
- Changes were made to the program. Details are attached documenting changes in
  - program content
  - program teacher trainers and administrator(s)
  - program facilities
  - program resources.

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM STANDARDS  
FORM B**

**ANNUAL REPORT**

The purpose of this report is to alert TESL Canada of any significant changes in TESL Canada recognized teacher training programs (including institutional information, published program information, facilities and resources, qualifications of personnel, and program of studies) as they relate to the TESL Canada Teacher Training Program Standards. Upon approval of the annual report, the accredited teacher training program will be granted renewed certification for another year. If the annual report is not approved, TESL Canada accreditation will be revoked.

<b>A. Institutional Information</b>	
<b>Please complete the following information</b>	
Name and Address	
Phone/ Fax/ E-mail/ Website	
Name of Program  Person in charge of TESL program	
Dates on which the program received initial recognition and/or renewed recognition	
If there have been any changes in the past year, include documentation of provincial, national or international institutional accreditation/ recognition.	
Other	

<b>B. Published Program Information</b>			
<b>Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	
Entry requirements			(If yes, please explain.)
English language proficiency requirement			(If yes, please explain.)
Program length and program delivery mode			(If yes, please explain.)
Number of credit hours			(If yes, please explain.)
Assessment/grading system and instructions for assignments			(If yes, please explain.)
Trainee Handbook			(If yes, please include a copy of new handbook and highlight the changes.)
Certification granted on completion (university credit, degree, diploma, certificate)			(If yes, please explain.)
Certificate awarded to program graduates.			(If yes, please include a copy of the new certificate.)
Promotional materials			(If yes, please include a copy of the new materials.)
<b>C. Facilities and Resources</b>			
<b>Have there been any changes in the past year in the following areas? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	
Teacher Training Facilities			(If yes, please explain.)
Audio-visual/multimedia equipment			(If yes, please explain.)
Resources			(If yes, please submit an annotated resource list for new resources (Form D). Also, include a list of materials no longer used in the program.)
<b>D. Qualifications and Responsibilities of Teacher Training Personnel</b>			
<b>Have there been any changes in the past year in personnel? Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	
Personnel includes curriculum and program developers, teacher trainers, practicum supervisors, and practicum sponsor teachers.			(If yes, please include the resumes of any new staff members and; include TESL Canada Professional Certification and language proficiency levels for non-native speakers; identify staff members no longer employed in your program)

<b>E. Program of Studies</b>			
Please answer the following questions regarding coursework and practicum:			
<b>1. Coursework</b>			
<b>Check No or Yes. If Yes, please complete the last column.</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Have there been any changes in the number of hours of instruction in linguistic and pedagogical theory and methodology?			
<b>Have there been any changes in how the following topics are addressed?</b>			
<ul style="list-style-type: none"> <li>• Second language acquisition theory</li> </ul>			
<ul style="list-style-type: none"> <li>• Linguistics</li> <li>-discourse analysis</li> <li>-syntax</li> <li>-phonology</li> <li>-morphology</li> <li>- sociolinguistics</li> <li>-pedagogical grammar</li> </ul>			
<ul style="list-style-type: none"> <li>• Pedagogical theory</li> <li>-learning strategies and styles</li> <li>-factors affecting language learning</li> <li>-adult teaching and learning principles/andragogy</li> </ul>			
<ul style="list-style-type: none"> <li>• Methodologies / techniques for teaching:</li> </ul>			
<ul style="list-style-type: none"> <li>○ listening</li> </ul>			
<ul style="list-style-type: none"> <li>○ speaking</li> </ul>			
<ul style="list-style-type: none"> <li>○ reading</li> </ul>			
<ul style="list-style-type: none"> <li>○ writing</li> </ul>			
<ul style="list-style-type: none"> <li>• grammar</li> </ul>			
<ul style="list-style-type: none"> <li>• vocabulary</li> </ul>			
<ul style="list-style-type: none"> <li>• pronunciation</li> </ul>			
<ul style="list-style-type: none"> <li>• inter-cultural awareness and communication</li> </ul>			
<ul style="list-style-type: none"> <li>• Assessment/Feedback</li> <li>-error correction</li> <li>-standardized exams</li> <li>-classroom tests</li> </ul>			
<ul style="list-style-type: none"> <li>• Lesson and unit planning</li> </ul>			
<ul style="list-style-type: none"> <li>• Material analysis and development</li> </ul>			
<ul style="list-style-type: none"> <li>• Professional conduct and practices (only for programs approved from September 2004 onwards)</li> </ul>			

<b>Have there been any changes to the coursework in the following areas?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain</b>
Name of class			
Total classroom hours for each course			
Course outlines			
Course objectives			
Course content			
Course instructors			
Text and reading assignments			
Evaluation/grading systems			
Tasks and assignments			
<b>2. Practicum</b>			
<b>Have there been any changes to the practicum in the following areas?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
The number of hours of observation and teaching (must be at least 20 hours)			
The overall age of the practicum students (a minimum of 80% of students must be 18 years of age or older)			
The number of students in the practice teaching class. (must be a minimum of 5 registered students in an ongoing ESL program)			
The supervision of the practicum (At least 10 hours is practise teaching under the supervision of two separate people: a) a sponsor teacher and b) a practicum supervisor [both qualified at TESL Canada Professional Certificate Standard One, Two or Three [Permanent] or equivalent]).			
The number of hours of directed observation (must be at least 10 hours)			
Observation tasks completed by trainees			
<b>Have there been any changes to the practicum requirements in the following areas?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes, please explain.</b>
Published description of practicum requirements			
Location, composition and size of classes in which practica take place			
Practicum placement requirements			
Mechanism for supervision of practicum students			
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)			

**Include FORM D – ANNOTATED COURSE RESOURCE LIST  
with Annual Report If Any Changes to Report.**

**Include FROM F - TESL TRAINING PROGRAM: STAFF  
with Annual Report if there are any staffing changes to report. (One  
Form F and CV per staff change.)**

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

**FACILITIES REPORT**

Refer to C. 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**

Refer to C. Facilities and Resources, No. 3

NO.	TITLE OF RESOURCE (minimum 5)	AUTHOR	PUBLISHER	DATE PUBLISHED/ ISBN NUMBER	ANNOTATION & BRIEF DESCRIPTION OF HOW THE RESOURCE IS USED IN THE TEACHER TRAINING PROGRAM
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION  
FORM E – RESOURCE LIBRARY LIST**

Refer to C. Facilities and Resources, No. 4

No.	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
	<b>Teacher Training Books (minimum 30)</b>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					



**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM RECOGNITION APPLICATION  
FORM E – RESOURCE LIBRARY LIST**

No.	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
	<b>Teacher Training Books...cont'd</b>				
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
	<b>ESL/EFL Classroom Books (minimum 20)</b>				
1.					
2.					
3.					
4.					
5.					
6.					

No	TITLE OF RESOURCE	AUTHOR	PUBLISHER	DATE PUBLISHED	ISBN NUMBER
	ESL/EFL Classroom Books...cont'd				
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**TESL CANADA FEDERATION  
FORM F - TESL TRAINING PROGRAM: STAFF**

A	Name of staff member Name of Institution submitting Form F	
B	TESL Canada Professional Certification Level/Standard (if applicable) (or TESL Ontario level)	
C	Function in the TESL program submitted to TESL Canada (please tick) <ul style="list-style-type: none"> <li>- curriculum &amp; program developer</li> <li>- program / academic supervisor</li> <li>- teacher trainer</li> <li>- practicum supervisor</li> <li>- practicum sponsor teacher</li> <li>- administrator</li> </ul>	
D	Bachelor's degree subject + name of university	
E	Master's degree subject + name of university	
F	Name of TESL training program followed + when	
G	# hours of theory and methodology in that TESL training program	
H	# hours of observed practicum in that TESL training program	
I	# hour of supervised practicum teaching in that TESL training program	
J	# years / contact hours of experience as ESL/EFL teacher + period over which they extend	
K	# hours in admin of learners and period over which they extend	
L	(for non-native speakers) Level of language proficiency	

Additional explanatory comments:

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**Attach an updated resume of the TESL training program staff with the Form F.**

**TESL CANADA FEDERATION  
TEACHER TRAINING PROGRAM STANDARDS APPLICATION CHECKLIST**

APPLICATION FOR \_\_\_\_\_

DATE: \_\_\_\_\_

**A. Institutional Information (See page 8 of application.)**

1. Name and Address	
2. Phone/ Fax/ 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 / recognition	
8. List of institutional associates in provincial, national, and international TESL related organizations	

**B. Published Program Information (See page 8 of application.)**

	<b>Published information provided</b>	<b>Description (if applicable)</b>
Entry requirements		
English language proficiency requirement (see item 3. of Application Procedures - Trainee Entrance Requirements)		
	<b>Published information provided</b>	<b>Description (if applicable)</b>
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"> <li>• program background,</li> <li>• entrance requirements (e.g., senior matriculation), transcript, language proficiency requirements and documentation),</li> <li>• type of certification received upon graduation,</li> <li>• transfer credit if applicable,</li> <li>• overview of curriculum and schedule of course</li> </ul>		

offerings, <ul style="list-style-type: none"> <li>• location where textbooks and other texts may be purchased,</li> <li>• schedule of fees,</li> <li>• regulations related to fee payment (e.g., late payment, refunds, differential fees),</li> <li>• trainee rights,</li> <li>• appeals,</li> <li>• academic dishonesty and harassment.</li> </ul>		
Certification granted on completion (university credit, degree, diploma, certificate)		
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 recognition to the TESL Canada Teacher Recognition Committee.		
Promotional materials.		

**C. Facilities and Resources (See page 9 of application.)**

	<b>Criteria met</b>	<b>Notes</b>
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 (tape recorders, VCRs, OHPs)		



**D. Qualifications of Personnel (See pages 9 to 10 of application.)**

	<b>Criteria met</b>	<b>Notes</b>
1. Teacher trainers in a TESL certificate program: TESL Canada Certificate Professional Standard One, Two or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent. All non-native speaker teaching staff (as per section D.1 (p.2-9)) must have proof of English language proficiency.		
2. List curriculum and program developers and their qualification		
3. Practicum supervisors: TESL Canada Professional Certificate Standard One, Two or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
4. The practicum sponsor teacher: TESL Canada Professional Certification Standard One, Two or Three [Permanent] with at least 2,000 hours of adult ESL/EFL classroom experience, or equivalent.		
5. The person responsible for the direct supervision of the teacher training program (e.g., academic administrator/coordinator/director of studies): a thorough knowledge of the field of Second Language Acquisition and TESL training methodology, and demonstrate understanding of and ability to develop curriculum and supervise teaching staff; a minimum of TESL Canada		

<p>Professional Certification Level 3, Professional Standard One, Two, or Three [Permanent] 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 [Permanent] or equivalent is recommended. Professional Standard Three [Permanent] is preferred.</p>		
<p>6. Administrators not involved in developing or delivering content are not required to have TESL Canada teacher professional certification. Administrators: list qualifications.</p>		

**E. Program of Studies (See pages 9 to 11 of application.)**

**1. Coursework**

	<b>Criteria met</b>	<b>Notes</b>
100 hours of instruction		
Second language acquisition theory		
Linguistics (syntax, phonology, morphology)		
Pedagogical theory -learning strategies and styles -factors affecting language learning -adult teaching and learning principles/andragogy		
Linguistics -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: -error correction -standardized exams -classroom tests		
Professional issues -resources -professional conduct and practice -classroom management(example, teaching large		

classes) -ongoing professional development		
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**Practicum (See page 11 of application.)**

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

	<b>Criteria met</b>	<b>Notes</b>
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 ongoing ESL program		
At least 10 hours of the practicum is practise teaching under the supervision of: a) a sponsor teacher and/or b) a 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 is directed observation. Trainees must complete observation tasks.		

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

	<b>Published information provided</b>	<b>Description (if applicable)</b>
Description of practicum requirements		

Number of hours of observation and practice teaching in addition to the 100 hours of instructional time		
Documentation of location, composition and size of classes in which practica take place		
Requirements for student teacher prior to beginning 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		
<b>Mechanism for supervision of practicum students. Including:</b>		
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**

<b>Form A</b>	
<b>Form C</b>	
<b>Form D</b>	
<b>Form E</b>	
<b>Form F</b>	