

# TESL Trainer Accreditation

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## I. Introduction

TESL Ontario TESL Trainer Certificate of Accreditation is designed for those wishing to teach TESL Theory, TESL Methodology, and/or Post-TESL Certificate Training (PTCT) courses. Also, this certificate is for individuals who would like to work as TESL Practicum Supervisors and/or TESL Academic Coordinators.

You may submit your application package to TESL Ontario by mail/courier or in person. The TESL Ontario Office is located at 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2. If mailing your original documents, please send your application package by registered mail and include a self-addressed, self-stamped, registered-mail envelope for the return of your original documents. You may also pick up your originals from the TESL Ontario Office when your application package is reviewed.

Processing a new application normally takes a maximum of eight weeks from the date all required forms, documents, and fees have been submitted to the TESL Ontario Office. **Please be advised that when you submit an application for TESL Trainer Accreditation, you may be approved for one or more TESL trainer roles depending on your documented qualifications at the time of application.** TESL Trainer roles include Theory Instructor, Methodology Instructor, PTCT Instructor, Practicum Supervisor, and Academic Coordinator. Your certificate will show all TESL Trainer roles you are approved for. You may apply for accreditation for more TESL Trainer roles at any time by submitting a new application.

When your application is approved, you will receive your membership card in the mail. Current members of TESL Ontario will receive a confirmation email. Also, your last name, first name, location (city, town, county, or region), and accreditation expiry date will be uploaded on the online Registry of Accredited TESL Trainers available at <http://www.teslontario.net/accredited-members-registry/>. You will then be able to access and print your certificate through the online Registry.

If your application is not approved, TESL Ontario will send you an email specifying the additional steps you need to take.

TESL Ontario accredited members have the option to opt out of the Registry or opt back into the Registry at any time. To opt out of the Registry, please fill out and submit to TESL Ontario the "Registry Opt-Out Form" available at <http://www.teslontario.net/accredited-members-registry/> To opt back into the Registry, please submit your request to TESL Ontario by phone at 416-593-4243, ext. 202 or by email at [administration@teslontario.org](mailto:administration@teslontario.org)

Please be aware that TESL Trainer Accreditation is automatically renewed when accredited TESL trainers renew their standard membership. TESL Ontario Standard Membership is an annual renewal.

If you have any questions, please contact TESL Ontario by email at [accreditation@teslontario.org](mailto:accreditation@teslontario.org) or by phone at 416-593-4243, x. 201

## II. Requirements

Below, please see the accreditation requirements for each of the five TESL Trainer roles. Depending on your documented qualifications at time of submission of a new application, you may be approved for one or more of the TESL Trainer roles:

**(Please note!** If your degree is not from a university located in Canada, you are required to obtain a Canadian degree equivalency report (basic/general) and include it in your application package. For information on how to apply for an equivalency report, you may contact World Educational Services: <http://www.wes.org/ca/>, ICAS: <http://www.icascanada.ca/>, or U of T Comparative Education Service: <http://learn.utoronto.ca/ces.htm>.)

- **Theory Instructor**

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, adult education, or second language acquisition
3. Proof of English language proficiency (ELP)

- **Methodology Instructor**

1. TESL Ontario standard membership in good standing
2. A minimum three-year Bachelor's degree (or a Master's degree or PhD) in TESL/TESOL or a related field such as applied linguistics, adult education, or second language acquisition.
3. Proof of English language proficiency (ELP)
4. A minimum of 1800 hours of documented experience teaching adults in English as a second language training programs, including at least 1200 hours in Canada

- **PTCT Instructor**

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, adult education, or second language acquisition
3. Proof of English language proficiency (ELP)
4. A minimum of 1800 hours of documented experience teaching adults in English as a second language training programs, including at least 600 hours in Canada
5. A minimum of 100 hours of documented experience providing training or professional development to adults- In the case of online or mixed modality training, some of the required experience must be in the modality of the course being offered.
6. Proven expertise in the content as demonstrated by two of the following:
  - A letter from an employer providing evidence of the content expertise of the trainer
  - Completion of education or training specific to the field of specialization, as documented by a certificate, diploma, or degree
  - Documented extensive experience providing training or professional development in the training content

- **Practicum Supervisor**

1. TESL Ontario standard membership in good standing
2. Bachelor's degree (or Master's degree or PhD) in TESL/TESOL or a related field such as applied linguistics, adult education, or second language acquisition
3. Proof of English language proficiency (ELP)
4. A minimum of 1800 hours of documented experience teaching adults in English as a second language training programs, including at least 600 hours in Canada
5. A minimum of 120 hours of documented experience teaching Methodology and/or Theory in TESL training programs accredited by TESL Ontario

- **Academic Coordinator**

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, adult education, or second language acquisition
3. Proof of English language proficiency (ELP)
4. A minimum of 1800 hours of documented experience teaching adults in English as a second language training programs, including at least 600 hours in Canada
5. A minimum of 120 hours of documented experience teaching Methodology and/or Theory in TESL training programs accredited by TESL Ontario

### III. Proof of English Language Proficiency (ELP)

If you have completed a minimum three year on-site degree program with English as the language of instruction in one of the countries listed below, your degree/ official transcript or Canadian equivalency report is your proof of ELP:

Canada	Benin	Ghana	Republic of Ireland	Turks and Caicos Islands
Anguilla	Bermuda	Grenada	Saint Kitts-Nevis Seychelles	United Kingdom
Antigua and Barbuda	Botswana	Guyana	Sierra Leone	United States
Australia	British Virgin Islands	Jamaica	South Africa	Uganda
Bahamas	Cayman Islands	Montserrat	St. Lucia	US Virgin Islands
Barbados	Cameroon	Nigeria	St. Vincent	Zambia
Belize	Dominica	New Zealand	Trinidad and Tobago	Zimbabwe

OR if you have completed a minimum three year online/distance degree program with English as the language of instruction in one of the countries listed above, a combination of your degree/ official transcript or Canadian equivalency report and an ELP test report indicating the scores required for listening and speaking skills, as shown in the table below, is your proof of ELP

OR if you have not completed a minimum three year degree program in one of the countries listed above, you should sit an ELP test and meet the required scores as specified in the table below. Please note that TESL Ontario accepts a combination of two test reports (for the same ELP test taken twice or for two different ELP tests) indicating that all required scores have been met.

Recognized ELP Tests	Required Scores
COPE&TOP <a href="http://www.copetest.com">www.copetest.com</a>	Listening: 32 Reading:32 Writing: 46 TOP: 7
CanTEST <a href="http://www.cantest.uottawa.ca">www.cantest.uottawa.ca</a>	Listening: 5 Reading: 5 Writing: 5 Speaking: 5
CAEL <a href="http://www.cael.ca">www.cael.ca</a>	Listening: 70 Reading: 70 Writing: 70 Speaking: 80
TOEFL iBT <a href="http://www.toefl.org">www.toefl.org</a>	Listening: 24 Reading: 24 Writing: 28 Speaking: 27
TOEFL CBT <a href="http://www.toefl.org">www.toefl.org</a>	Total: 250 TWE: 5.5 TSE: 50
IELTS-Academic <a href="http://www.ielts.org">www.ielts.org</a>	Listening: 7 Reading: 7 Writing: 7 Speaking: 8
MELAB <a href="http://www.lsa.umich.edu/eli/testing/melab">http://www.lsa.umich.edu/eli/testing/melab</a>	Total: 85 Writing: 87 Speaking: 4

OR if, prior to doing your university education, you have completed grades 6-12 (each grade completed in one full school year) with English as the language of instruction in one of the countries listed above, your grade 6-12 report cards are your proof of ELP.

## **IV. How to Get Copies of Original Documents Authorized**

The individuals listed below may authorize copies of your original documents:

a TESL Ontario staff member (when submitting your application to the TESL Ontario Office in person), notary public, a lawyer, a senior university/college officer or professor, a public school principal, signing officer of a bank, a medical doctor, a police officer

The authorization should include: full name, title, address, telephone number, signature, date, and a statement to this effect: "This is a true copy of the original."

## **V. Fees**

TESL Trainer Accreditation applicants are required to pay the following fees:

- non-refundable administration fee of \$150.00
- Annual Standard Membership fee of \$ 86.00 (not applicable to current members of TESL Ontario)

If paying by cheque, please write one cheque for \$150.00 and, if applicable, another one for \$86.00, payable to TESL Ontario. If paying by VISA, please write your VISA number and expiry date on the Application Form A-5 (below). You can also pay by cash in person at the TESL Ontario Office.

Please be aware that the non-refundable administration fee is charged as soon as your application is received. The Standard Membership fee is charged after you are approved for accreditation. Please be aware that the TESL Ontario Standard Membership is an annual renewal.

### **Please Note:**

- TESL Ontario may request additional documentation and information beyond the required documents and information stipulated in this guide.
- The TESL Ontario Accreditation procedures, standards, requirements, and fees may change without notice.

## Application Form A-5 TESL Trainer Accreditation

**I. Contact Information-** Please print clearly.

Mr.  Ms.

Last Name	First Name	Middle Name	
Mailing Address	City	Province	Postal Code
Home Phone Number	Email Address (required)		
Work Phone Number (if applicable)	Name of School or Employer (if applicable)		

**II. Are you a member of TESL Ontario currently?**

No       Yes, my membership number is \_\_\_\_\_.

**III. Are you currently teaching?** (*Please note! Your response to this question does not affect your application.*)

No     Yes, I am currently teaching at the sector/s checked below:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Elementary | <input type="checkbox"/> LINC                 | <input type="checkbox"/> College/University    |
| <input type="checkbox"/> Secondary  | <input type="checkbox"/> Adult Credit         | <input type="checkbox"/> Private School        |
| <input type="checkbox"/> ELT        | <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Other-Please specify: |

**IV. Please check ONE TESL Ontario Affiliate you would like to be a member of** (For more information on TESL Ontario Affiliates and their services, please visit [www.teslontario.org](http://www.teslontario.org) and click on "Affiliates"):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Durham             | <input type="checkbox"/> North York/York Region | <input type="checkbox"/> Waterloo-Wellington |
| <input type="checkbox"/> Hamilton/Wentworth | <input type="checkbox"/> Northern Region        | <input type="checkbox"/> Windsor             |
| <input type="checkbox"/> Kingston           | <input type="checkbox"/> Ottawa                 | <input type="checkbox"/> Not Affiliated      |
| <input type="checkbox"/> London             | <input type="checkbox"/> Peel/Halton/ Etobicoke |  |
| <input type="checkbox"/> Niagara            | <input type="checkbox"/> Toronto                |  |

**Please review the "Requirements", "Proof of English Language Proficiency (ELP)" and "Fees" Sections (above) before completing the remaining sections of this application form.**

**V. Have you previously been approved for any of the TESL Trainer roles?**

- No.
- Yes. I have previously been approved for
- |                                 |                                      |                               |   |   |
|---------------------------------|--------------------------------------|-------------------------------|---|---|
| <input type="checkbox"/> Theory | <input type="checkbox"/> Methodology | <input type="checkbox"/> PTCT | <input type="checkbox"/> Practicum Supervisor | <input type="checkbox"/> Academic Coordinator |
|---------------------------------|--------------------------------------|-------------------------------|---|---|

Please be reminded that when you submit an application for TESL Trainer accreditation, you may be approved for one or more TESL trainer roles depending on your documented qualifications at the time of application.

***Please continue on the second page of the application form!***

**VI. Required Documents:**

**Applicants must check the three items below and submit the required documents:**

- completed and signed Accreditation Application Form A-5
- original or authorized copy of university degree or Canadian equivalency report, as applicable
- original or authorized copy of proof of English language proficiency, as applicable

**In the list below, applicants must check only the items they are submitting:**

- original or authorized copy of proof of adult ESL teaching experience
- original or authorized copy of proof of TESL teaching experience
- original or authorized copy of proof of experience providing training or professional development to adults
- original or authorized copy of proof of expertise in a PTCT course content

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**VII. Do all your documents carry the same name?**

- Yes  No. I am submitting proof of name change.

**VIII. Required Fees:** Applicants must check both items in this section and pay by *two separate* cheques (payable to TESL Ontario), or by VISA, or by cash (in person):

- non-refundable administration fee of \$150.00
- annual Standard Membership fee of \$ 86.00 (not applicable to current members of TESL Ontario)

VISA # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**IX. Statement of Consent:** I understand, when my application is approved, my full name, location (city, town, or region), and accreditation expiry date will be posted on the online Registry of TESL Ontario Accredited TESL Trainers, which can be accessed by the public. I also understand that I have the option to opt out of the Registry or opt back into the Registry at any time.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**X.** I certify that all information and documents I have submitted to TESL Ontario are true, correct, and complete to the best of my knowledge. I understand that my application will not be processed until TESL Ontario receives all required documents, forms, and fees. I also understand that additional documentation or information may be required. I authorize TESL Ontario to contact the educational institutions I have attended and my previous and present employers to verify any and all information that relate to my TESL Ontario TESL Trainer Accreditation application. I understand only applicants who meet all TESL Ontario requirements and pay all applicable fees will be granted accreditation. I am aware that the TESL Ontario accreditation procedures, standards, requirements, and fees are subject to change without notice.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

**Method of Payment:**  Cheque  VISA  Cash

**Administration Fee : \$150.00**

Received  Initials..... Date ..... Charged  Initials..... Date .....

**Standard Membership Fee: \$86.00**

Received  Initials..... Date ..... Charged  Initials..... Date .....

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TESL Ontario, 27 Carlton Street, Suite 405, Toronto ON M5B 1L2

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