

Professional Development (PD) Requirement

PD Random Audit

Please be aware that TESL Ontario requires the accredited language instructors to engage in 5 PD hours per accreditation year and retain the proof on file. Please submit your proof of PD to TESL Ontario **only** if you receive a PD Audit Notice along with your renewal reminder letter.

Please be advised that 10% of renewals due in every given month are selected randomly by "Microsoft Excel Random Function", which is the software we employ for random auditing, and receive PD Submission Notices about a month before the renewal due date. The selected members will be required to submit their proof of PD by their accreditation expiry date to be eligible for accreditation renewal. A one-month grace period will be granted if the required PD is not submitted by that date. At the end of the grace period, accreditation will lapse if PD is still outstanding.

If you receive only the renewal reminder letter (and not a PD Audit Notice), it means you are not being audited for PD. You may proceed with submitting your accredited membership renewal application and fee at any time by the renewal due date.

PD Activities Recognized by TESL Ontario

TESL Ontario recognizes the activities listed below as professional development provided that the completed work is not your profession. Please note that other types of professional development will be considered on an individual basis. For more information, please contact the Accreditation Administrator at accreditation@teslontario.org.

Please do not send your proof of PD to TESL Ontario for your accreditation renewal unless you receive a PD Audit Notice along with your renewal reminder letter.

- Attending or presenting at a TESL Ontario conference <http://www.teslontario.net/conference>
If you receive a PD Audit Notice, please either report your TESL Ontario Conference 2010 participation dates to TESL Ontario by email at accreditation@teslontario.org or mail/fax a copy of your registration receipt to the TESL Ontario Office. For TESL Ontario Conference 2011, your registration receipt will be your proof of PD.
- Attending or presenting at a TESL Ontario affiliate conference/workshop
<http://www.teslontario.net/affiliates> Request a PD certificate or confirmation letter from the PD provider.
- Online Professional Development: Watch about 150 hours of TESL Ontario Conference sessions online through TESL Ontario website. Every hour of online PD is recognized as 1/2 PD hour. To start doing online PD, please visit TESL Ontario website at www.teslontario.org, click on Conference, and then click on Webcast/Presenter Handouts. Also, the direct link to online PD is

<http://www.teslontario.net/conference/webcastpresenter-handouts> . Your password is **27carlton** (no space and all lower case letters).

- LearnIT2teach Project -The **LearnIT2teach Project** with the support of Citizenship and Immigration Canada offers LINC and ESL professionals the tools and the training to integrate computer-assisted language learning (CALL) into Ontario classrooms. PD certificate will be provided. Click on one of the links below to access the project:
http://atwork.settlement.org/sys/atwork_whatshappen_detail.asp?anno_id=2010256

<http://learnit2teach.ca/wpnew/>

- Receiving training in the use of the Canadian Language Benchmarks and assessment tools
http://language.ca/display_page.asp?page_id=801
Request a certificate or confirmation letter as proof of PD from the CCLB www.language.ca)
- Volunteer instructor, volunteer instructor-assistant, or volunteer tutor in an adult ESL classroom in Ontario Request a confirmation letter indicating the levels, dates, and hours you have taught from the ESL/LINC program coordinator.)
- Mentoring TESL students attending training programs recognized by TESL Ontario
Request a confirmation letter indicating your adult ESL class level and location , and your mentoring dates and hours from the TESL program director .
- Member of a TESL Ontario affiliate executive, TESL Ontario executive board, or a TESL Ontario working committee
Report your service dates and hours to TESL Ontario if requested to do.
- Completing an adult ESL related university/college program/course leading to a degree, diploma or certificate Submit a copy of your transcript to TESL Ontario if requested to do so.
- Attendance/Presenting at any adult ESL related conferences/workshops in Canada or overseas
Request a PD certificate or confirmation letter from the Canadian or international PD provider.
- Taking a course to learn another language
Submit to TESL Ontario a copy of your transcript or certificate, or a confirmation letter from the school coordinator if requested to do so.
- Publication of an Adult ESL-related article, book review, or book
Please submit your published article or book review, or bibliographic details of your published book to TESL Ontario if requested to do so. Please be aware that you cannot claim this activity as PD if it is your profession.
- Pilot testing of curriculum or assessment tools
Request a confirmation letter indicating your role in the project, and your dates and hours from the project manager. You cannot claim this activity as PD if it is your profession.

- Editor of a professional, peer-reviewed ESL journal (Submit samples of your work, along with your dates and hours, to TESL Ontario if requested to do. You cannot claim this activity as PD if it is your profession.