

## **Frequently Asked Questions**

1. I do not have a university degree. Do I still qualify for TESL Ontario Language Instructor Accreditation?  
No. TESL Ontario considers a (minimum three-year) Bachelor's degree as an indispensable component of the overall training, general and specialized, that a teacher (of any subject matter or at any level) needs to have gone through. Therefore, TESL Ontario emphasizes that this is the minimum level of university education that an applicant is required to have completed to qualify for TESL Ontario Language Instructor Accreditation application and to teach as an accredited language instructor.
2. I have obtained my degree from a university located in the USA/ the U. K. /Australia. Do I still need to submit a Canadian Equivalency Report? Yes. If your degree is from a university outside Canada, you are required to have it evaluated by one of the equivalency offices listed in this guide.
3. Can I submit a graduation letter from my university in lieu of my degree or degree transcript with my Language Instructor Accreditation application? No. Graduation letters and the like cannot be accepted in lieu of a degree, a degree transcript, or a degree equivalency report.
4. Which one do I need: TESL Ontario Language Instructor Accreditation, TESL Canada Certification, or Ontario College of Teachers' (OCT) Certification? If you are planning to apply for jobs at LINC and/or ELT programs in Ontario, you must be accredited by TESL Ontario. For jobs at all other ESL/EFL programs in Ontario, in other provinces, or in other countries, the type of certification required depends on the employer's decision; they might ask for TESL Canada Language Instructor Accreditation, TESL Ontario Language Instructor Accreditation, CELTA, DELTA, etc. You must be accredited by Ontario College of Teachers if you are planning to teach at public schools in Ontario.
5. I am a member of TESL Ontario. Do I need to fill out a new membership application form when I apply for TESL Ontario Language Instructor Accreditation? No. We already have your membership record in our database.
6. I don't want to mail the required documents to the TESL Ontario Office. Can I submit them in person? Yes. TESL Ontario's address is Suite 405-27 Carlton Street, Toronto, Ontario, M5B 1L2. The office hours are 9:00am to 5:00 pm, Monday to Friday. When you are at the TESL Ontario Office, a staff person will make copies of your documents. You will then be able to take your original documents with you immediately. Please be aware that the documents submitted in person cannot be reviewed immediately.

7. I am going to mail my original documents to TESL Ontario. How can I get them back? You should send TESL Ontario a self-addressed self-stamped registered envelope with your application package. You can also pick up your originals from our office in person.
8. What are your office hours? Monday to Friday, 9:00 am to 5:00 pm.
9. How long does it take for my application to be processed? It normally takes eight weeks from the date all required documents, forms, and fees are in place. If some pieces of required documents are submitted at a later date/at later dates, or if additional documentation is required, the eight week processing period starts after the last piece has arrived. For PLAR applications, the processing time is a maximum of three months from the date all required documents and portfolio are in place.
10. Can I submit a graduation letter from the TESL training institution in lieu of my TESL certificate or TESL transcript with my Language Instructor Accreditation application? No. Graduation letters and the like can not be accepted in lieu of a TESL certificate or transcript.
11. I meet the degree and ELP requirements. I have also gone through some TESL/TEFL training in the past. Do I qualify for PLAR assessment? Yes, you do.
12. I have a degree in English and meet the ELP requirement. Do I qualify for PLAR assessment? If your degree in English includes TESL theory and/or methodology courses (as distinct from English language and literature), you will qualify for PLAR assessment.

### **13. What is a Professional Portfolio?**

A professional portfolio is a collection of material assembled by you that demonstrates and showcases a wide range of your skills as a TESL professional. Some of your portfolio's contents are obvious: a curriculum vitae or resumé that stresses your teaching experience to date, official transcripts from your university and TESL/TEFL training program, and letters of reference from past and present employers.

Necessary additional material includes a statement of your philosophy of ESL teaching, detailed outlines of each TESL/TEFL-related course that you have taken, including lists of textbooks and other core resources, types of assignments and other methods of assessment used, and a very detailed set of information about course contents. Include the number of **lecture** hours for each course (If you did not keep the outlines you may have received when you took your courses, please contact the program to request new copies.), exact information about all teaching practicum/internship experience, if any, including both adult and non-adult settings, detailed supervision reports from past and present employers, particularly if practicum/internship experience does not match TESL Canada or TESL Ontario parameters so that you can demonstrate that you have had successful experience in relevant teaching situations.

You can and should add anything else that shows specific knowledge and practical abilities that may not be carefully detailed in the above-listed items: participation documents regarding any relevant in-service training you have taken, transcripts and course descriptions for other types of

courses that enabled you to acquire relevant skills (for instance, adult education programs may include material on adult learning and development or classroom uses of appropriate technologies, relevant to TESL, sample lesson plans and/or unit plans that you have created, teacher-developed assessment tools, documentation of relevant workplace or volunteer experience; for instance, a person who has volunteered extensively in a LINC or ESL literacy program may provide documentation of that experience to prove appropriate knowledge of LINC or ESL literacy issues for TESL Ontario purposes, or a person who has done language assessment testing for Canada Immigration and Citizenship can include a letter from a workplace supervisor detailing that experience as evidence of assessment skills, copies of articles you may have published, outlines or typescripts of presentations you may have given, samples of materials you have created for use with your students, reviews of key ESL textbooks or other classroom resources that you have used, anything else that your imagination and professional history make possible.

Please note that sometimes the adjudicator must request more material because the candidate has not provided enough solid information about exactly what skills he or she has acquired, in which case our adjudicator will need more time, especially if sources of the additional documentation must come from overseas locations.

For more information on how to create a professional portfolio, you may refer to the following resources:

<http://ucat.osu.edu>

<http://supervision.pbworks.com/f/The+case+for+the+teacher+portfolio.pdf>

[www.ericdigests.org/2005-2/portfolio.html](http://www.ericdigests.org/2005-2/portfolio.html)

Cambell, D. et al (2004). *How to develop a professional portfolio: A manual for teachers*. Boston, MA: Pearson/Allyn and Bacon

#### **14. What are the required theory and methodology courses in a TESL training program recognized by TESL Ontario?**

##### **I. Theory (a minimum of 65 hours)**

###### **A) Foundations (a minimum of 25hours)**

- History and Nature of Language
- Competence and Performance
- Major Models of Linguistic Description
- Formal Language Instruction and Unconscious Language Learning
- First and Second Language Acquisition
- Models of Second Language Acquisition
- Learning Strategies and Styles
- Factors Affecting Language Learning
- The Adult Learner
- Sociolinguistic Dimension of 2nd Language Acquisition

###### **B) Linguistic Systems (a minimum of 25 hours)**

- The Sound System
- Segmentals and Suprasegmentals
- Phonetic Transcription
- Influence of L1 on English Acquisition
- Pedagogical Grammar

###### **C) Sociocultural and Sociopolitical Issues (a minimum of 15 hours)**

- Cultural Pluralism in Canadian Society
- Institutional and Individual Barriers to Participation in Canada's Society
- Culturally-determined Lifestyles and Learning Styles and Effects on Learning
- Acculturation

Anti-Racism

**II. Methodology (a minimum of 120 hours)**

**A) Foundations (a minimum of 30 hours)**

Survey of 2nd Language Teaching Methods  
New Technologies in TESL  
Lesson Planning  
ESL Literacy  
Classroom Management  
Materials Development; Textbook Evaluation  
Adult ESL in Canada:  
\* LINC guidelines  
\* English for Academic Purposes  
\* TEFL/English for International Students  
\*Canadian Language Benchmarks

Professional Resources and Organizations  
**B) Teaching the Skills (a minimum of 60 hours)**

Listening  
Speaking  
Reading  
Writing  
Pronunciation  
Grammar

**C) Assessment (a minimum of 20 hours)**

Principles of 2nd Language Testing  
Assessment of Progress and Proficiency  
Classroom Test Development

**III. Practicum (50 hours)**

Classroom observation 30  
Supervised practice teaching 20

**Total hours of Methodology and Theory training required by TESL Ontario: 250 hours**

**Total hours of TESL Training Required by TESL Ontario: 300 hours**