



Teachers of English as a Second Language Association of Ontario  
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TESL Ontario  
**Language Instructor Accreditation**  
Application Guide-2010

All forms in this guide are in PDF and can be downloaded to and printed from your computer.

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## Introduction

TESL Ontario Language Instructor Accreditation, the professional designation for adult Language Instructors in Ontario, is designed primarily for those wishing to teach in publicly funded ESL programs for adult newcomers to Ontario, namely LINC (Language Instruction for Newcomers to Canada) and ELT (Enhanced Language Training). It is TESL Ontario's responsibility to ensure those who apply for Language Instructor Accreditation to teach LINC and/or ELT in Ontario are qualified.

As per CIC's LINC contracts, instructors hired by publicly funded service providers on or after January 1, 2003 must hold TESL Ontario Language Instructor Accreditation at the time of hiring and maintain it throughout their employment in those programs. LINC instructors who were hired by a LINC funded service provider prior to January 1, 2003 and who have been continuously employed by the same service provider since that time may continue in that capacity with the same provider. However, if they changed employers, they would have to provide proof of TESL Ontario Language Instructor Accreditation.

This guide contains the required forms and detailed information to guide you through the application process for Language Instructor Accreditation, Language Instructor Accreditation renewal, and Language Instructor Accreditation reinstatement. If you have any questions, please contact the TESL Ontario Accreditation Administrator at [accreditation@teslontario.org](mailto:accreditation@teslontario.org).

## Application Process Steps

Reviewing a **new** application normally takes a maximum of eight weeks from the date all required forms, supporting documents, and fees have been submitted to the TESL Ontario Office. If some of the required items are submitted at later dates, the eight week processing period starts after the last piece is received. (This timeline does not apply to PLAR applications).

If you apply for TESL Ontario Language Instructor Accreditation and meet the requirements, your records will be uploaded on the Registry of TESL Ontario Accredited Members and you will receive your membership card in the mail. You will then be able to receive and print your certificate through the Registry ([www.teslontario.org](http://www.teslontario.org)→ Find an Instructor). If you do not meet all of the requirements, TESL Ontario will send you an email specifying the additional steps you need to take.

If you apply for TESL Ontario Language Instructor Accreditation **renewal** and meet the requirements, your records will be updated on the Registry of TESL Ontario Accredited Members and you will receive your membership card in the mail within three weeks. You will then be able to receive and print your updated certificate through the Registry ([www.teslontario.org](http://www.teslontario.org)→ Find an Instructor). If you do not meet all of the requirements, TESL Ontario will send you an email specifying the additional steps you need to take.

If you apply for your TESL Ontario Language Instructor Accreditation **reinstatement**, within eight weeks, your existing file will be reviewed and you will be informed of the steps you need to take by email. After you meet the specified reinstatement requirements, your records will be uploaded on the Registry of TESL Ontario accredited members and your membership card will be mailed to you. You will then be able to receive and print your updated certificate through the Registry ([www.teslontario.org](http://www.teslontario.org)→ Find an Instructor).

TESL Ontario accredited members can access the Registry at [www.teslontario.org](http://www.teslontario.org) →Find an Instructor (<http://www.teslontario.org/find-an-instructor/>) at any time to check their accreditation records , and receive and print their certificate. The Registry's accreditation record page indicates the accredited member's last name, first

name, location (city, town, county, or region), and accreditation expiry date. The Registry will NOT show the accredited members' mailing addresses, email addresses, or phone numbers.

Also, 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.org/find-an-instructor/registry-opt-out-form/> 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)

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

Below please find a list of those who may authorize copies of any documents you are submitting instead of originals. The authorization should include: name, title, signature, date, address, telephone number and stamp, if applicable.

Notary Public

Lawyer

Person occupying a senior university/college administrative or teaching position

Principal of secondary or primary school

Signing officer of a bank

Medical Doctor

Police Officer

## **Language Instructor Accreditation Application**

### **How to Apply**

#### **Step 1:**

Please read the entire TESL Ontario Language Instructor Accreditation Application Guide. If you have any questions, please contact the TESL Ontario Language Instructor Accreditation Administrator at 416-593-4243.

#### **Step 2:**

Mail the required forms, supporting documents, and fees to the TESL Ontario Office at Suite 405-27 Carlton Street, Toronto, Ontario, M5B 1L2. If mailing your original documents, please send your application by registered mail and include a self-addressed, self-stamped registered-mail envelope for the return of your original documents. You may also submit your application, supporting documentation, and fees to TESL Ontario in person. A staff person will make copies of your documents and you will then be able to take your originals with you immediately. Our office hours are 9:00am to 5:00 pm, Monday to Friday. You don't need to make an appointment. Please be aware that documents submitted in person cannot be reviewed immediately.

### **University Degree Requirement**

Holding a minimum three-year Bachelor's degree or a graduate degree is an initial requirement for TESL Ontario Language Instructor Accreditation application.

If your degree is from a university outside Canada, it must be officially evaluated by one of the equivalency offices mentioned below. A document-by-document equivalency report attesting that your degree is equivalent to a minimum three-year Bachelor's degree or a graduate degree from a Canadian university is sufficient.

WES: 45 Charles Street East, Suite 700 Toronto, Ontario M4Y 1S2, Phone: 416-972-0070, 1-866-343-0070  
<http://www.wes.org/ca/>

ICAS: 100 Stone Road West, Suite 303 Guelph, Ontario N1G 5L3, Phone: 519-763-7282, 1-800-321-6021  
<http://www.icascanada.ca/>

U of T Comparative Education Service: 315 Bloor Street West, Toronto, Ontario M5S 1A3, 416-978-2190  
<http://learn.utoronto.ca/ces.htm>

TESL Ontario does not accept degree equivalency reports prepared by other organizations.

### **English Language Proficiency (ELP) Requirement**

Please choose the ELP option that fits your situation the best, and submit the required proof of ELP:

#### **Option 1:**

I have completed a minimum three year on-site degree program with English as the language of instruction at a university whose main language of instruction is English and which is located in one of the countries listed below. The degree has been conferred.

Required Proof of ELP: Applicants who meet the stipulations of option 1 are required to submit the original or an authorized copy of their degree or official transcript as proof of ELP.

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

#### **Option 2:**

I have completed a minimum three year online/distance degree program with English as the language of instruction through a university whose main language of instruction is English and which is located in one of the countries listed under option #1 above. The degree has been conferred.

Required Proof of ELP: Applicants who meet the stipulations of option 2 are required to submit the original or an authorized copy of their degree or official transcript as proof of ELP for reading and writing skills. In addition, they are required to submit proof of ELP for listening and speaking skills using one of the other ELP options listed in this section.

#### **Option 3:**

I have met the required ELP test scores as shown in the table below.

Required Proof of ELP: Applicants who meet the stipulations of option 3 are required to submit the original or an authorized copy of their ELP test report as proof.

Please note! TESL Ontario accepts a combination of two test reports (obtained from the same ELP test taken twice or from two different ELP tests) indicating that all required scores have been met.

<b>ELP TEST</b>	<b>MINIMUM SCORES REQUIRED</b>
COPE&TOP <a href="http://www.copetest.com">www.copetest.com</a>	Reading:32, Listening: 32, Writing: 46, TOP: 7
TOEFL iBT <a href="http://www.toefl.org">www.toefl.org</a>	Reading: 24, Listening: 24, Speaking: 27, Writing: 28
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> (IELTS-General Training is not accepted.)	Listening: 7, Reading: 7, Speaking: 8, Writing: 7
MELAB <a href="http://www.library.utoronto.ca/melab">www.library.utoronto.ca/melab</a>	Total: 85, Speaking: 4, Writing: 87
CanTEST <a href="http://www.cantest.uottawa.ca">www.cantest.uottawa.ca</a>	Listening: 5, Reading: 5, Writing: 5, Speaking: 4.5

#### **Option 4:**

Prior to doing my university education, I completed grades 6-12 (each grade completed in one full school year) with English as the language of instruction in an institution whose main language of instruction was English and which was located in one of the countries listed under option 1 above.

Required Proof of ELP: Applicants who meet the stipulations of option 4 are required to submit the original or authorized copies of their grade 6-12 report cards to the TESL Ontario Office OR have a verification letter sent directly to the TESL Ontario Office from the head of the institution they attended. The letter should confirm that the applicant completed grades 6-12 in that institution. Please note that it is the applicant's responsibility to request the letter and pay any required processing fees to the issuing institution.

#### **TESL Training and Practicum Requirements**

Applicants are required to have completed a minimum of 250 hours of TESL theory and methodology training and a minimum of 50 hours of TESL practicum in a TESL training institution recognized by TESL Ontario.

Practicum is an academic TESL subject that is supervised by a TESL Ontario qualified practicum supervisor and is completed within the context of a TESL training program recognized by TESL Ontario. Practicum consists of a minimum of thirty hours of observation and a minimum of twenty hours of supervised teaching. TESL students must first observe classes that they will teach.

Practicum hours should be completed in the following settings in Ontario: LINC/Adult ESL for newcomers to Canada; ESL for international students at colleges, universities, and private institutions; English Language Proficiency Test Preparation Courses; EAP (English for Academic purposes); ELT (Enhanced Language Training); ESP (English for Specific Purposes); and/or OSLT (Occupation Specific Language Training). If the supervised teaching (twenty hours) is done all in one setting, the observation hours (thirty hours) must be done in two or more settings. Classes that are observed or taught by TESL students must have a minimum of 5

students. Students must be 18 years old and older. TESL students must be in charge of the class during the supervised teaching hours. Mentoring instructors must either be TESL Ontario accredited or have training, as well as experience, that equates to or is superior to that required by TESL Ontario.

If you completed your TESL training in an institution before it was recognized by TESL Ontario, you should contact the director of that TESL training program and request a TESL training verification letter attesting that the TESL program you completed was in every respect the same as the TESL program that institution is currently offering. If the two programs are not the same in every respect, you should either complete the outstanding courses/practicum hours in a recognized institution and request a course completion letter signed by the program director or apply for Language Instructor Accreditation through prior learning assessment and recognition (PLAR assessment) provided that you can meet the degree and ELP requirements.

If you have not gone through a TESL training program and practicum recognized by TESL Ontario but have significant TESL training from other TESL institutions, you have the option to apply for Language Instructor Accreditation through prior learning assessment and recognition (PLAR assessment) provided that you can meet the degree and ELP requirements.

## Accredited TESL Training Institutions

<b>UNIVERSITIES</b>			
<b>INSTITUTION</b>	<b>CONTACT</b>	<b>Program/s Recognized</b>	<b>Recognized Since</b>
Brock University, St. Catharines CTESL program/Honours BA in Linguistics, TESL stream	905 688 5550 ext. 3374 <a href="http://www.brocku.ca/appliedlinguistics/">www.brocku.ca/appliedlinguistics/</a>	ON SITE	March 2001
Carleton University, Ottawa CTESL Program	613-520-2802 <a href="mailto:ellen_cray@carleton.ca">ellen_cray@carleton.ca</a>	ON SITE	September 2000
Carleton University, Ottawa MA in Applied Linguistics	613-520-2802 <a href="http://www2.carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/">http://www2.carleton.ca/slals/applied-linguistics-discourse-studies/ma-program/</a>	ON SITE	October 2003
University of Saskatchewan: CERTESL, distance education  N.B. The University of Saskatchewan requires that students arrange for their own practicum hours (30 hours of observation and 20 hours of supervised practice teaching).	Contact: Grace Milashenko 306-966-5563 <a href="mailto:grace.milashenko@usask.ca">grace.milashenko@usask.ca</a>	ONLINE	September 2000
University of Toronto, Woodsworth College, Toronto	416-978-8713 <a href="http://www.wdw.utoronto.ca/tesol">www.wdw.utoronto.ca/tesol</a> <a href="mailto:tesol@utoronto.ca">tesol@utoronto.ca</a>	ON SITE	September 2000
York University, Toronto	416-736-5016 <a href="http://dill.yorku.ca">dill.yorku.ca</a> click on Programs, then on TESOL	ON SITE	September 2003

<b>COLLEGES</b>			
<b>INSTITUTION</b>	<b>CONTACT</b>	<b>Program/s Recognized</b>	<b>Recognized Since</b>
Algonquin College, Ottawa	613-727-4723 ext.5743  Dmitri Priven (613) 727-4723 ext. 5018	ON SITE	September 2000
Centennial College, Toronto regular evening and weekend format & intensive Friday through Sunday format	416-289-5000 ext. 2505 Mary Devine, Chair <a href="mailto:mdevine@centennialcollege.ca">mdevine@centennialcollege.ca</a>	ON SITE	October 2006
Conestoga College, Kitchener	519-748-5220 ext. 3896 <a href="http://www.conestogac.on.ca">www.conestogac.on.ca</a>  <a href="mailto:lstoutenburg@conestogac.on.ca">lstoutenburg@conestogac.on.ca</a>	ON SITE  ONLINE	September 2000  September 2006
Fanshawe College, London	Rosanna Stumpo-Bal, Academic Manager	ON SITE	September

	519-452-4430 ext. 4533 rstumpobal@fanshawec.ca		2009
George Brown College, Toronto	416-415-5000	ON SITE	November 2000
Humber College, Etobicoke	416-675-6622 <a href="http://www.humber.ca/elc">www.humber.ca/elc</a> <a href="mailto:vera.beletzan@humber.ca">vera.beletzan@humber.ca</a>	ON SITE	November 2000
Seneca College, English Language Inst. Toronto 2 courses 317 & 321 (Full Time)	416-491-5050 ext. 2780 <a href="http://www.senecac.on.ca/tesl">www.senecac.on.ca/tesl</a>	ON SITE	May 2002
Seneca College, Faculty of Continuing Education Training, (Part Time) Toronto	416-491-5050 ext. 2536 <a href="http://www.senecac.on.ca/ce">www.senecac.on.ca/ce</a> Click on "Alphabetic Program listing" <a href="mailto:mike.tiittanen@senecac.on.ca">mike.tiittanen@senecac.on.ca</a>	ON SITE	May 2002

## SCHOOL BOARDS

INSTITUTION	CONTACT	Program/s Recognized	Recognized Since
Niagara Catholic District School Board, St. Catharines	905-682-3360 <a href="mailto:fred.wilson@ncdsb.com">fred.wilson@ncdsb.com</a>	ON SITE	June 2010
Toronto District School Board, Toronto	416-338-4000 <a href="mailto:estelle.cohen@tdsb.on.ca">estelle.cohen@tdsb.on.ca</a>	ON SITE	August 2006
York Catholic District School Board , Aurora	416-221-5051 ext. 3630	ON SITE	January 2004

## PRIVATE CAREER COLLEGES

INSTITUTION	CONTACT	Program Recognized	Recognized Since
Canadian College of Educators, Mississauga	905-896-0000 <a href="http://www.collegeofeducators.ca">www.collegeofeducators.ca</a> <a href="mailto:info@collegeofeducators.ca">info@collegeofeducators.ca</a>	ON SITE	February 2007
Canadian Centre for Language & Cultural Studies (CCLCS), Toronto	416-588-3900 <a href="http://www.cclcs.ca">www.cclcs.ca</a> <a href="mailto:info@cclcs.ca">info@cclcs.ca</a>	ON SITE	September 2000
HBI College, Mississauga	905-949-0335 <a href="mailto:rolson@tcet.com">rolson@tcet.com</a>	ON SITE	June 2010

## **Documents, Forms, and Fees You Submit**

Please mail or deliver the following documents, forms, and fees to the TESL Ontario Office at Suite 405-27 Carlton Street, Toronto, Ontario, M5B 1L2:

1. If your degree is from a university in Canada, please submit an original or authorized copy of your university degree (a minimum three-year Bachelor's degree or a graduate degree) OR official transcript indicating that the university degree has been conferred. If your degree is from a university outside Canada, please submit an original or authorized copy of your **document-by-document** equivalency report attesting that your degree is equivalent to a minimum three-year Bachelor's degree or a graduate degree from a Canadian university.
2. An original or authorized copy of your TESL certificate OR official transcript showing successful completion of 250 hours of required TESL course work from an institution recognized by TESL Ontario. If you completed your TESL training program in a TESL training institution before it was recognized by TESL Ontario, please submit a TESL training verification letter from that institution in addition to your TESL certificate/transcript. For PLAR assessment referral, please submit original or authorized copies of your TESL training documents and/or transcripts from other institutions.
3. A copy of your practicum report
4. Proof of English language proficiency (if applicable)
5. Proof of name change (if applicable): If you changed your name when you married, please send a photocopy of your marriage certificate. If you have legally changed your name, please send a photocopy of the change of name certificate or the court order that changed your name.
6. Membership Application Form (Not applicable to current members of TESL Ontario)
7. Language Instructor Accreditation Application Form
8. Two cheques, if paying the applicable fees by cheque. Please see "Accreditation Application Fees" below for details.

If mailing your original documents, please send your application by registered mail and include a self-addressed, self-stamped registered-mail envelope for the return of your original documents. You may also submit your application, supporting documentation, and fees to TESL Ontario in person. A staff person will make copies of your documents and you will then be able to take your originals with you immediately. Our office hours are 9:00 am to 5:00 pm, Monday to Friday. You don't need to make an appointment. Please be aware that documents submitted in person cannot be reviewed immediately

## **Accreditation Application Fees**

The Language Instructor Accreditation application fee includes a membership fee of \$86.00 (not applicable to current members), an Language Instructor Accreditation application fee of \$80.00, and a one-time non-refundable administration fee of \$100.00. If paying by cheque, please include **TWO** cheques: one cheque for \$100.00 and another one for \$166.00, both made out to the TESL Ontario Office. The current members will write the second cheque for \$80.00. If paying by VISA, please complete the relevant sections on the membership application and Language Instructor Accreditation application forms. You can mail your payment or pay at the TESL Ontario Office using two cheques, VISA, or cash. Please do not mail cash. Please be aware that the non-refundable administration fee (\$100.00) will be charged as soon as your application is received. The other applicable fee/s will be charged after your application is approved. To learn about the fees for applying for TESL Ontario accreditation through PLAR assessment, please go to the next section.

### **Please Note:**

TESL Ontario may request additional documentation beyond the requirements listed in this guide.

All submitted documentation and information will be kept confidential.

We strongly recommend that you keep photocopies of all submitted forms and documents for your own records.

TESL Ontario Language Instructor Accreditation requirements and fees may change without notice.

## Applying for Language Instructor Accreditation through TESL Ontario

### **PLAR Assessment**

A PLAR assessment will give you an official statement of exactly what gaps exist between your previous TESL training and TESL Ontario's required courses, so that you will be able to proceed only with the exact additional coursework you will need to qualify for TESL Ontario certification. You can find a list of the required theory and methodology courses required by TESL Ontario in the "Frequently Asked Questions/**Question 14**.

#### **PLAR Application Process:**

**Step I.** Submit the documents and fees listed below (items 1-7) to TESL Ontario Suite 405-27 Carlton Street, Toronto, Ontario, M5B 1L2 by mail or in person:

1. University degree or Canadian equivalency report - Please look at **pages 3-4** for details regarding this requirement.
2. Proof of English Language proficiency- Please look at **pages 4-5** for details regarding this requirement
3. A portfolio
  - Your portfolio must contain original or authorized copies of your TESL-related transcripts or their official English translations along with information about the number of hours in each TESL-related course and course descriptions for all TESL-related courses. Where official course descriptions do not exist, the applicants are required to provide a description in their own words.
  - For applicants with prior ESL/EFL teaching experience, the portfolio must also include confirmation letters attesting to your teaching experience along with evaluations prepared by your supervisors.
  - Please look at "Frequently Asked Questions" **Question 13** for a detailed list of all other documents you may include in your portfolio.
4. Membership Application Form and regular fee of \$86.00 (Not applicable to current members)
5. Instructor Accreditation Application Form and fee of \$80.00.  
(If paying by cheque, you can pay the membership and accreditation fees by one cheque payable to TESL Ontario.)
6. PLAR fee
  - Standard PLAR fee: \$280.00
  - Streamlined PLAR fee: \$170.00 Applicants who have completed both AQ ESL Part I and AQ ESL Part II, mandated by Ontario College of Teachers, or both CELTA and DELTA, designed and monitored by Cambridge ESOL, are eligible for Streamlined PLAR Assessment.

(If paying by cheque, please pay the PLAR fee by a separate cheque payable to TESL Ontario .)

7. Original or an authorized copy of proof of name change (if applicable)

If mailing your original documents, please send your application by registered mail and include a self-addressed, self-stamped registered-mail envelope for the return of your original documents. You may also submit your application, supporting documentation, and fees to TESL Ontario in person. A staff person will make copies of your

documents and you will then be able to take your originals with you immediately. Our office hours are 9:00 am to 5:00 pm, Monday to Friday. You don't need to make an appointment. Please be aware that documents submitted in person cannot be reviewed immediately

**Step II.** Within a maximum of 8 weeks from the date your application has been received, your application package and portfolio will be reviewed and if additional information/ documentation is required, you will be informed by email. In a maximum of three months from the date all required information/documentation has been received, TESL Ontario will complete its assessment of your dossier and send you an adjudication email .

**Step III.** After you have received PLAR adjudication, if it has been decided that you should go through additional training or do practicum hours, you will be required to enroll in one of the TESL Ontario accredited TESL training programs to complete the necessary additional course work and practicum hours. Then, you should submit to TESL Ontario an original or authorized copy of a letter from the TESL program director attesting to the completion of the requirements as outlined in the adjudication letter. When this letter is in place, your name will be added to the Registry of TESL Ontario Accredited Members and you will receive your membership card and an accreditation approval letter in the mail in a few weeks. You will then be able to access and print your certificate of accreditation through our website.

If the adjudicator has determined that you are not required to go through additional training or do any practicum hours, your name will be added to the Registry of TESL Ontario Accredited Members, and you will receive your membership card and an accreditation approval letter in the mail in a few weeks. You will then be able to access and print our certificate of accreditation through our website.

**Please Note:**

TESL Ontario may request additional documentation beyond the requirements listed in this guide.

TESL Ontario Language Instructor Accreditation and PLAR requirements and fees may change without notice.

All submitted documentation and information will be kept confidential.

We strongly recommend that you keep photocopies of all submitted forms and documents for your own records.

## **Renewing Your Language Instructor Accreditation in 2010**

To maintain your TESL Ontario Language Instructor Accreditation, please complete a minimum of five professional development hours per year of Language Instructor Accreditation and submit your annual renewal application to the TESL Ontario Office before your Language Instructor Accreditation expiry date. Below please find the details on how you can have your Language Instructor Accreditation renewed in 2010.

### **Professional Development (PD) Requirement**

To have your Language Instructor Accreditation renewed in 2010, please mail, fax, email, or deliver the proof of PD you have completed during your current Language Instructor Accreditation period. The total PD required is equal to the number of years in your current Language Instructor Accreditation period times five:

I got accredited or had my accreditation renewed in 2005 → Total PD required for renewal in 2010: 25 hrs

I got accredited or had my accreditation renewed in 2006 → Total PD required for renewal in 2010: 20 hrs

I got accredited or had my accreditation renewed in 2007 → Total PD required for renewal in 2010: 15 hrs

I got accredited or had my accreditation renewed in 2008 → Total PD required for renewal in 2010: 10 hrs

I got accredited or had my accreditation renewed in 2009 → Total PD required for renewal in 2010: 5 hrs

TESL Ontario recognizes the following activities 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 Language Instructor Accreditation Administrator at 416-593-4243.

<b>Activities Recognized as PD</b>	<b>Number of Recognized PD Hours for each Activity</b>
Going through an adult ESL – related course leading to a degree, diploma or certificate	Maximum of 25 hours per renewal period
Attending a TESL Ontario or TESL affiliate workshop or other adult –ESL related workshop	Actual length of workshop to a maximum of 5 hours per day
Attendance at a TESL Ontario or TESL affiliate conference or other relevant conference	Maximum of 5 hours per day of registration
Presenting at a TESL Ontario or TESL affiliate workshop or conference	Maximum of 5 hours per presentation for each workshop topic
Mentoring Instructor for a TESL Ontario –recognized TESL training program	Maximum of 25 hours per renewal period
Member of a TESL affiliate executive or TESL Ontario executive board	Maximum of 10 hours per Language Instructor Accreditation period.
Publication of an Adult ESL-related article N. B. You cannot claim this activity as PD if it is your profession.	With submission of article, a maximum of 5 hours per year
Publication of an Adult ESL-related book N. B. You cannot claim this activity as PD if it is your profession.	Maximum of 25 hours per renewal period. Please provide bibliographic details of the book, including the ISBN number.
Publication of an adult ESL related book review N. B. You cannot claim this activity as PD if it is your profession.	With submission of article, a maximum of 5 hours per year
Viewing of TESL Ontario workshops online through TESL Ontario website-ACORN	½ hour will be recognized per 1 hour of viewing
Volunteer instructor, volunteer instructor-assistant, or volunteer tutor in an adult ESL classroom	Maximum of 15 hours per renewal period
Pilot testing of curriculum or assessment tools N. B. You cannot claim this activity as PD if it is your profession.	Maximum of 5 hours per renewal period
Receiving training in the use of the Canadian Language Benchmarks and assessment tools	Actual length of workshop
Taking a course to learn another language	Maximum of 5 hours per renewal period
Editor of a professional, peer-reviewed ESL journal N. B. You cannot claim this activity as PD if it is your profession.	10 hours per renewal period

## **When and How to Apply**

You will receive a reminder letter for your Language Instructor Accreditation renewal in the mail in your **membership** expiry month in 2010; the letter will include detailed instructions on how to renew your Language Instructor Accreditation and membership at the same time. You can now apply for your Language Instructor Accreditation renewal and pay the applicable fee online. We would like to encourage you to use the online application and payment service. However, you can also print and fill out the application form and mail it with your payment to the TESL Ontario Office.

If your membership expiry month falls **before** your Language Instructor Accreditation expiry month in 2010, TESL Ontario will pro-rate the Language Instructor Accreditation fee when you apply for your Language Instructor Accreditation renewal.

If your membership expiry month falls **after** your Language Instructor Accreditation expiry month in 2010, your Language Instructor Accreditation will automatically be extended to your membership expiry month in 2010 by TESL Ontario. You will stay on the Registry and will be able to receive your updated certificate through the Registry. Then, upon receiving the reminder letter from TESL Ontario in your membership expiry month in 2010, you will be required to apply for your Language Instructor Accreditation renewal.

If your Language Instructor Accreditation and membership expiry dates fall in the **same** month, you will be required to apply for your Language Instructor Accreditation and membership renewal in the same month upon receiving the reminder letter.

Within three weeks of your meeting the requirements for "Language Instructor Accreditation renewal", your new membership card will be printed and mailed out to you. At about the same time, your record on the Registry will be updated, and you will be able to access and print your renewed certificate through the Registry ([www.teslontario.org](http://www.teslontario.org) → Find an Instructor).

## **Accreditation Renewal Fee in 2010**

The Language Instructor Accreditation renewal fee is \$166.00 in 2010. You are encouraged to submit your application and payment online. However, you have the option to mail in your payment with your application by including a cheque made out to the TESL Ontario Office or by using your VISA. If paying by VISA, please complete the relevant section on the membership application form. You can also pay at the TESL Ontario office using cheque, VISA, or cash. Please do not mail cash. Fees are subject to change.

## **How you will receive your membership card and (initial / renewed) certificate as of January 1, 2010**

You will receive your membership card in the mail. This card will be reissued only once every 5 (five) years. In the years in between, upon renewing your annual certified membership, you will receive a small self-sticking label with your next certified membership expiry date to attach to your card.

To receive and print a copy of your (initial /renewed) TESL Ontario certificate, please log on to the Registry of TESL Ontario Certified Members ([www.teslontario.org](http://www.teslontario.org) →Find an Instructor), key in your TESL password, and click "Email PDF". A copy of your certificate will immediately be sent to your own email account.

## **Reinstating Lapsed Language Instructor Accreditation**

As of January 1, 2010, lapsed TESL Ontario Language Instructor Accreditation may be reinstated at any time if/ as soon as the following requirements are met:

- TESL Ontario membership has been maintained since the time the TESL Ontario Language Instructor Accreditation lapsed. If that is not the case, the applicant has to pay the missed annual membership fees for the years after the year of initial Language Instructor Accreditation or after the latest Language Instructor Accreditation renewal.
- The applicant has to pay the (prorated) fee for the current accreditation year.
- The applicant has to document five hours of professional development per year for each year after the initial Language Instructor Accreditation or the latest accreditation renewal. Please be reminded that it is the cumulative number of professional development hours that counts, not the number of PD hours done per year. For example, if the Language Instructor Accreditation lapsed four years ago, proof of a total of 20 hours of professional development will be required, regardless of the number of PD hours completed in each year during the four year period. Missing professional development may be done at any time through webcasting ([www.teslontario.org](http://www.teslontario.org) → Conference → Webcast).

### **How to Apply**

Please fill out the “Language Instructor Accreditation Reinstatement Application Form” and mail, fax, or deliver it to the TESL Ontario Office, along with a non-refundable application review fee of \$50.00. You may mail in your payment with your application by including a cheque made out to TESL Ontario or by using your VISA. If paying by VISA, please complete the relevant section on the form. You can also pay at the TESL Ontario Office using cheque, VISA, or cash. Please do not mail cash. Fees are subject to change.

### **Application Review and Reinstatement Process**

Your application for Language Instructor Accreditation reinstatement is reviewed within eight weeks from the date the form and the application review fee are received. Then a decision letter will be emailed/ mailed to you. This letter will indicate the outstanding PD hours, the lapsed annual membership fees, and the due Language Instructor Accreditation fee. It will also inform you of the options you have to complete the required PD and pay the lapsed fees.

As soon as you have done the outstanding PD and paid the outstanding fees or as soon as you and TESL Ontario have reached an agreement on how you will do so, your Language Instructor Accreditation will be reinstated. Subsequently, your records will be uploaded on the Registry of TESL Ontario Accredited Members and your updated membership card will be mailed to you. You will then be able to receive and print your reinstated certificate through the Registry ([www.teslontario.org](http://www.teslontario.org) → Find an Instructor).

## **Filing an Appeal**

Any applicant who is denied Language Instructor Accreditation, Language Instructor Accreditation renewal, or Language Instructor Accreditation reinstatement shall have the right to appeal the decision to the TESL Ontario Appeals Committee.

### **How to File an Appeal**

In order to file an appeal, please fill out the “Appeal Application Form” and mail, fax, email, or deliver it to the TESL Ontario Office, along with a non-refundable application review fee of \$50.00, within three months from the date the decision has been made. You may mail in your payment with your application by including a cheque made out to TESL Ontario or by using your VISA. If paying by VISA, please complete the relevant section on the form. You can also pay at the TESL Ontario office using cheque, VISA, or cash. Please do not mail cash. Fees are subject to change.

### **Appeal Application Review Process**

Your appeal application will be submitted to and reviewed by the TESL Ontario Appeals Committee within eight weeks from the date the form and the fee are received by TESL Ontario. You may be asked to submit additional information or documentation before a decision is made. As soon as the committee reaches a decision, an official decision letter will be emailed/ mailed to you. If your appeal is granted, TESL Ontario will recognize you as an accredited member/ renew your Language Instructor Accreditation status/ reinstate your Language Instructor Accreditation status. If your appeal is rejected, you may submit a new application for TESL Ontario Language Instructor Accreditation. Appeals Committee’s decisions are final.

## **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
- Morphology
- 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

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

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

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





# Language Instructor Accreditation *Reinstatement* Application Form

## Personal Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Apt. # / Unit

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

## Membership and Language Instructor Accreditation History

My TESL Ontario membership expired/will expire in \_\_\_\_\_ (  Not sure ).  
Month Year

My Certificate expired in \_\_\_\_\_ (  Not sure ).  
Month Year

## Payment Options

The application review fee is \$50.00.

**Cheque** (payable to TESL Association of Ontario)

**Cash** (Do not mail cash.)

**VISA** \_\_\_\_\_

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name of Cardholder

\_\_\_\_\_  
Signature of VISA Cardholder

## Return payment with completed form to:

**TESL Association of Ontario**  
**27 Carlton Street, Suite 405**  
**Toronto, Ontario M5B 1L2**

### For Office Use Only

Certification Reinstatement Application Fee (\$50.00)

Paid on \_\_\_\_\_  Cheque  Cash  Visa

## Appeal Application Form

### Personal Information

Surname \_\_\_\_\_ First Name (and Middle Name) \_\_\_\_\_ Membership # \_\_\_\_\_  
Home Address \_\_\_\_\_ Apt. # / Unit \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Reason for Appeal

**Please check one:**

- Application for Language Instructor Accreditation status not approved
- Application for Language Instructor Accreditation renewal not approved
- Application for Language Instructor Accreditation reinstatement not approved

Please explain why you are requesting a review of TESL Ontario's decision. (Please use another page, if required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Documentation

If you are providing additional documentation, please list.

1. _____	3. _____
2. _____	4. _____

### Payment Options

The application review fee is \$50.00.

- Cheque (payable to TESL Association of Ontario)
- Cash (Do not mail cash.)
- VISA\*

\*VISA # \_\_\_\_\_ Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

### Return payment with completed form to:

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

<b>For Office Use Only</b>
Application Fee of \$50.00
Paid on _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Visa