

# TESL Ontario Institutional Accreditation Application Guide (for TESL Training Programs)

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## Application Submission Deadlines

Please submit your application for TESL Ontario institutional Accreditation by one of the following deadlines:

January 31  
May 30  
September 30

**Please note that written decisions will be forwarded to applicants within 3 months of the application submission deadline.**

## Fees

Initial Institutional Accreditation Application Fee	\$ 850.00
Institutional Accreditation Appeals	\$250.00

## How to apply

Please submit **two** copies of completed TESL Ontario institutional Accreditation application package and all supporting documents to TESL Ontario Office by **registered** mail.

**Address:** TESL Ontario  
27 Carlton Street, Suite 405  
Toronto Ontario M5B 1L2

## Required Documents for on-site/online Institutional Accreditation Application

1. A signed and dated copy of “TESL Ontario Terms and Conditions for TESL Training Program Accreditation”
2. Completed “TESL Training Program Accreditation Application Form.”
3. Completed “Required TESL Courses Chart”
4. Completed “Additional TESL Courses Chart”
5. A title and extracted calendar description for each required course and optional course in chart or table form. Please star (\*) required courses. (You may provide a photocopy of relevant sections of the university/college calendar or program brochure.)
6. A course outline for each course in the program. Include the number of credits and hours of instruction, and indicate course texts.
7. A list of program texts, giving title, author, publisher, and publication date, and distinguishing between course texts and resource texts.
8. A list of the minimum program requirements students must fulfill in order to successfully complete the program (e.g., number of courses and credits required, average grade to be achieved)
9. A list of the names and contact information of programs in which TESL students will complete their practicum hours
10. A description of agreements with institutions providing practicum placement opportunities
11. A copy of the practicum evaluation form
12. A full description of the evaluation criteria for the practicum and an explanation of how the practicum is monitored and assessed, how TESL students report on this experience, and how many hours the TESL student are supervised by the practicum supervisor and the mentoring teacher.
13. Completed “Professional Credential Summary forms” for the TESL program’s Academic Coordinator (ACs), (at least one) Practicum Supervisor (PS), and all TESL trainers
14. Completed “TESL Trainers’ Qualifications Chart”
15. Assessment Tools: marking system and a detailed description and sample of relevant and appropriate tools used for assessing TESL trainees
16. Appeal Procedures: A description of procedures for appeal or external evaluation
17. On-site Resources: A detailed statement on resource library on site and accessible to students and staff
18. off-site Resources (if applicable): A detailed statement on offsite resources available and a clear description of agreements with these institutions
19. On-site equipment: A detailed statement on equipment available on site and accessible to students and staff (e.g., tape recorders, VCR’s, computers, OHP, camcorders)
20. Program Evaluation: A description of the method by which students evaluate the program

21. For private TESL training schools only: An authorized copy of the Ministry of Training, Colleges and Universities registration certificate, including the registration number for the program
22. A copy of the accreditation document awarded to TESL program graduates
23. If entrance criteria are different from those required for TESL Ontario instructor accreditation, provide a copy of the written waiver, which each student signs prior to enrollment in your program, indicating that the student is aware of the TESL Ontario Certificate requirements.
24. If your program has undergone an external evaluation other than this submission to TESL Ontario for Accreditation, please submit a description indicating the name of the evaluator, the date of the most recent evaluation, the nature of the evaluation, the evaluation criteria and the findings.
25. If applicable, a brief description of any unique features or emphases of your program.
26. Detailed evidence of the following if the TESL training program/ any TESL courses is/are delivered online:
  - In person orientation to the learning platform and overview of course expectations **or** comprehensive student guide with equivalent information.
  - Course is designed to support a cohort of learners following set time lines to support group interaction and development of content comprehension
  - Technical support available to the students
  - Clear learning objectives, time lines, readings, learning activities, discussion questions, assignments, evaluation for each unit and justification of expected amount of time it will take students to complete. If you have an approved in class program, outline how the online program curriculum is aligned.
  - Activities that replicate the collaborative in-class learning process
  - Learning resources available in a variety of formats (visual, auditory etc)
  - Requirement of participation in synchronous discussions; i.e., a whiteboard, where the teacher is moderator
  - Requirement of participation in synchronous discussions where the teacher is a participant, and synchronous discussion between participants that are subsequently reviewed and commented on by the instructor.
  - Qualitative as well as quantitative evaluation of postings
  - Evaluation process that ensures that the person completing the assessment is the actual person enrolled in the program and not someone else.
  - The mentor approval form that students submit to the Practicum Supervisor, the required mentor qualifications, the date(s) the approval forms have to be submitted, and the instructions provided to the mentoring instructor (Student instructors in an online practicum must find a qualified mentor to evaluate their teaching).
  - General information that indicates how the practicum is supervised at a distance. Provide details on how the teaching portion of the practicum is supervised, indicating the relationship between the mentoring classroom ESL teacher and your

program's practicum supervisor, including the number of hours the student instructors are supervised by the mentor. Explain how the students are assessed in this experience. Please enclose a copy of the evaluation form. The student instructor must submit thirty minutes of teaching on CD to the Practicum Supervisor for evaluation.

**Note: TESL training programs applying for TESL Ontario Accreditation must provide TESL Ontario with temporary access to the online program at the time of application submission.**

## TESL Ontario Terms and Conditions for TESL Training Program Accreditation

1. TESL Ontario reserves the right to perform visits and evaluations of both TESL Ontario accredited programs and TESL training programs being considered for TESL Ontario Accreditation.
2. TESL Ontario reserves the right to arrange third party visits and evaluations of both TESL Ontario accredited programs and TESL training programs being considered for TESL Ontario Accreditation.
3. TESL Ontario reserves the right to revoke Accreditation of a TESL training program if the program does not comply with TESL Ontario's Accreditation requirements, required course standards, and its "Terms and Conditions" for TESL training program Accreditation.
4. TESL Ontario's Accreditation of a TESL training program will be for a period of one year as of the Accreditation date, after which continued TESL Ontario Accreditation will be contingent on the accredited program's submitting annual reports.
5. If a accredited TESL training program does not submit its annual report on or before the due date, its TESL Ontario Accreditation will expire on the expiry date shown on the institutional certificate and the TESL training program will be taken off the TESL Ontario's website on the same date. To regain TESL Ontario Accreditation, the TESL training program will be required to apply for Accreditation as a new training program.
6. Should Accreditation be granted to a TESL training program, any subsequent changes including, but not limited to, changes in address/location, ownership, staff, staff assignments, curriculum, facilities, practicum locations, phone numbers, and email addresses must be forwarded to TESL Ontario for approval 60 calendar days in advance of any changes. Failure to do so may result in TESL Ontario Accreditation being revoked.
7. If a accredited program sets up another program in a new location, this is considered to be a new program and must apply for TESL Ontario Accreditation.
8. If the ownership of a accredited program changes, the program is considered to be a new program and must apply for TESL Ontario Accreditation as a new training program.
9. TESL Ontario reserves the right to make changes in the "Terms and Conditions" for TESL training programs Accreditation. TESL training program directors will be sent two copies of the updated "Terms and Conditions" document whenever this document is updated. The directors are required to sign one copy and mail it to TESL Ontario Office.
10. All accredited programs are promoted by TESL Ontario as TESL training programs meeting the Association's Accreditation standards.
11. TESL Ontario will not recognize any courses delivered outside Canada.
12. TESL training programs applying for TESL Ontario Accreditation have the right to appeal TESL Ontario's decisions to the Appeals Committee for an additional fee within 30 calendar days from the date TESL Ontario's decision has been announced.
13. All information received will be kept confidential by TESL Ontario.

**I hereby personally certify to TESL Ontario that:**

1. I have read and understood TESL Ontario's Terms and Conditions for TESL training program Accreditation.
2. This application was prepared by myself and others employed by the institution or program applying for Accreditation;
3. The information provided in this application is, to the best of my knowledge, true and correct as of the date set forth in the application; and
4. I fully appreciate that any intentional or negligent misrepresentation of any of the information contained in this application may result in a revocation of TESL Ontario Accreditation, should it be granted.

Full Name:		Position:	
Institution:	Date:	Signature:	

## Required Qualifications for TESL Trainers

1. Academic Coordinators must have the following minimum qualifications:

- i. An advanced degree in applied/educational linguistics or a related field,
- ii. A TESL certificate or equivalent
- iii. Three years of TESL instructor education experience
- iv. Experience in teacher education must be in the classroom, either with responsibility for a given course in a program leading to a TESL Certificate, or with responsibility for the program's academic content. Experience in an administrative or coordination capacity is not considered equivalent.
- v. Three full years of Canadian Adult ESL experience: a minimum of 1620 hours over a minimum of 27 months.

2. TESL Practicum Supervisors must have the same qualification as the Academic Coordinators

3. TESL Methodology Instructors must have the following minimum qualifications:

- i. An undergraduate degree in a relevant discipline
- ii. A TESL certificate or equivalent
- iii. Three full years of Canadian Adult ESL experience: a minimum of 1620 hours completed over three years with a minimum of 9 months of teaching per year.

4. TESL Theory Instructors must have the following minimum qualifications:

- i. An advanced degree in applied/educational linguistics or a related field.

In exceptional circumstances, where academic coordinators do not possess a relevant advanced degree, but meet all other requirements, TESL Ontario will consider equivalent experience, academic study and professional development in lieu of this requirement. Instructors seeking an equivalency must submit a detailed statement describing how they are able to meet the equivalent requirement.

5. Online TESL Instructors must **also** have the following minimum qualifications:

A professional course in the design and delivery of online learning. In circumstances where online facilitators do not possess formal coursework in online design and delivery, TESL Ontario will consider demonstrated success teaching a professional course online. Instructors seeking an equivalency must submit a detailed statement describing how they are able to meet the equivalent requirement.

## TESL Ontario Practicum Standards

- The practicum consists of 30 hours of observation and 20 hours of supervised teaching.
- TESL students must first observe classes that they will teach.
- Practicum hours should be completed in at least two of these settings **in Ontario**:

### **LINC/Adult ESL for newcomers to Canada**

#### **ESL for international students at colleges and universities**

**EAP** (English for Academic purposes)

**ELT** (Enhanced Language Training)

**ESP** (English for Specific Purposes)

**OSLT** (Occupation Specific Language Training)

#### **English Language Proficiency Test Preparation Courses**

- If the supervised teaching is done all in one setting, the observation 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 have 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.

#### **Online programs should also provide evidence that they meet the following practicum standards:**

- Student instructors in a distance delivered practicum must find a qualified mentor to evaluate their teaching. Include the mentor approval form that students submit to the Practicum Supervisor, the required mentor qualifications, the date(s) the approval forms have to be submitted, and the instructions provided to the mentoring instructor.
- Provide general information that indicates how the practicum is supervised at a distance. Provide details on how the teaching portion of the practicum is supervised, indicating the relationship between the mentoring classroom ESL teacher and your program's practicum supervisor, including the number of hours the student instructors are supervised by the mentor. Explain how the students are assessed in this experience. Please enclose a copy of the evaluation form. The student instructor must submit thirty minutes of teaching on CD to the Practicum Supervisor for evaluation.

## TESL Training Program Accreditation Application Form

Institution's Full Name and Address		Type of Institution	
		Please check one: <input type="checkbox"/> <b>public</b> (e.g., university, community college, or school board) <input type="checkbox"/> <b>private</b>	
Name of TESL Training Program (If applicable)		Department with Major Responsibility for the Program (If applicable)	
Number of Weeks	Number of Instructional Hours Per Week		
	# of On-Site Hours:	# of Online Hours:	Total:
Average Class Size or Instructor/Student Ratio			
Person Responsible for the TESL Training Program			
<b>Full Name:</b>		<b>Title:</b>	
<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>	
Method of Payment			
Cheque (payable to TESL Association of Ontario)  Cash (Do not mail cash.)  VISA _____ <div style="display: flex; justify-content: space-between;"> <span>Name of Cardholder</span> <span>Card Number</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Expiry Date</span> <span>Signature of VISA Cardholder</span> </div>			

## Required TESL Courses Chart

When filling out this form be sure to fill it out exactly as it is here. The number of hours given are the minimum number required in each area - *your total number of hours for the course must equal or exceed 300.*

Please number the pages of accompanying documentation and refer to page numbers and sections in this chart.

Topics	Reference page(s) and section/course name	instructional hours	Instructor	On-site/onlie
<b>I. Theory</b> (minimum of 70 hours of instruction)				
<b>A. Foundations</b> (minimum of 25 hours)				
1. History and nature of language – variation and change				
2. Competence and performance				
3. Major models of linguistic description				
4. Formal language instruction versus informal language learning				
5. First and Second Language Acquisition				
6. Models of Second Language Acquisition				
7. Learning strategies and styles				
8. Factors affecting language learning				
9. The adult learner				
10. The sociolinguistic dimension of TESL and second language acquisition				
<b>B. Linguistic Systems</b> ( minimum of 25 hours)				
1. The Sound System: A) Phonetic transcription				
B) Segmentals & suprasegmentals (stress, rhythm, intonation)				
2. The influence of first language on English acquisition				
3. Morphology				
4. Pedagogical grammar				
<b>C. Sociological and sociopolitical issues</b> (minimum 15 hours)				
1. Cultural Pluralism in Canadian Society				
2. Institutional and individual barriers to participation in Canadian society				
3. Culturally-determined life styles and learning styles and their effect on second language learning				
4. Acculturation				

5. Anti-racism				
	SUB TOTAL HOURS			
II. <u>Methodology</u> (minimum of 120 hours)				
A. <u>Foundations</u> (minimum of 30 hours)				
1. Survey of second language teaching methods including new technologies in TESL				
2. Lesson planning				
3. Classroom management				
4. Materials development; textbook evaluation				
5. Adult ESL in Canada:				
a) LINC curricular guidelines				
b) English for Academic Purposes				
c) TEFL/ English for Int'l students,				
d) ESL literacy				
6. Canadian Language Benchmarks				
7. Professional Resources and Organizations				
B. <u>Teaching the Skills</u> (minimum of 60 hours)				
The theory and practice of teaching:				
Listening				
Speaking				
Pronunciation				
Reading				
Writing				
Grammar				
C. <u>Assessment</u> (minimum of 20 hours)				
1. Principles of second language testing				
2. Techniques and interpretation of 2 <sup>nd</sup> language assessment of student progress & proficiency, including portfolios				
3. Consideration of standardized tests				
4. Classroom test development				
	SUB TOTAL HOURS			
III. <u>Practicum</u> (required: 50 hours)				
A. 30 hours of observation in an Adult ESL classroom				
B. 20 hours of supervised practice teaching in an Adult ESL classroom				
	<b>TOTAL HOURS</b>			



## TESL Trainers' Qualifications Chart

On this chart, please list Practicum Supervisor(s) first with one asterisk, Academic Coordinators next with two asterisks and then remaining trainers. Please note that guest lecturers may be used to a maximum of 10% of the program, or a total of 25 hours within a 250 hour program.

	<b>Trainer Names</b>	<b>Undergraduate Education</b>	<b>Postgraduate Education</b>	<b>TESL Certificate</b>
1		Undergraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	Postgraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	<input type="checkbox"/> YES Awarding Institution:   <input type="checkbox"/> NO
2		Undergraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	Postgraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	<input type="checkbox"/> YES Awarding Institution:   <input type="checkbox"/> NO
3		Undergraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	Postgraduate degree:  Discipline:  Awarding Institution:  Relevant courses:	<input type="checkbox"/> YES Awarding Institution:   <input type="checkbox"/> NO

	<b>Trainer Names</b>	<b>Undergraduate Education</b>	<b>Postgraduate Education</b>	<b>TESL Certificate</b>
4		Undergraduate degree: Discipline: Awarding Institution: Relevant courses:	Postgraduate degree: Discipline: Awarding Institution: Relevant courses:	<input type="checkbox"/> YES Awarding Institution:  <input type="checkbox"/> NO
5		Undergraduate degree: Discipline: Awarding Institution: Relevant courses:	Postgraduate degree: Discipline: Awarding Institution: Relevant courses:	<input type="checkbox"/> YES Awarding Institution:  <input type="checkbox"/> NO
6		Undergraduate degree: Discipline: Awarding Institution: Relevant courses:	Postgraduate degree: Discipline: Awarding Institution: Relevant courses:	<input type="checkbox"/> YES Awarding Institution:  <input type="checkbox"/> NO