

# Canadian TESOL (CTESOL) Program Accreditation

## Application Process and Required Documents

### INTRODUCTION

This document contains guidelines for Canadian TESOL (CTESOL) program accreditation application which are to be followed by the TESL Ontario staff, the TESL Ontario site visit team, and the institutions preparing to apply for CTESOL program accreditation.

### SECTION I) APPLICATION PROCESS STEPS

#### **Step 1: Preparing and Submitting the Accreditation Application Package**

The teacher training provider (henceforth, training provider) prepares its application package for the TESL Ontario CTESOL program accreditation as per the standards and guidelines posted at <http://www.teslontario.org/accreditation>. If there are any questions or concerns, the training provider contacts the TESL Ontario Accreditation Services Manager (henceforth, Accreditation Manager) at [accreditation@teslontario.org](mailto:accreditation@teslontario.org) or at 416-593-4243, ext. 205.

Next, the training provider mails or delivers to the TESL Ontario Office two hard copies of its application package as well as one electronic copy of the same application package in Word or PDF format on a USB flash drive. The TESL Ontario Office mailing address is 27 Carleton Street, Suite 405, Toronto, Ontario, M5B 1L2.

#### **Step 2: Application Package Review and Notification of Results**

**First Review:** The TESL Ontario Adjudicator (henceforth, Adjudicator) reviews the application package in 30 business days from the date of receipt and notifies the Accreditation Manager of the results. If the application is approved, the Accreditation Manager contacts the training provider to arrange the first site visit (Step 3 below). If the application is not approved, the Accreditation Manager notifies the training provider of the required revisions in writing.

**Second Review (if applicable):** Once the revised package is received, the Adjudicator performs the second review in 10 business days. If the revisions are approved, the Accreditation Manager contacts the training provider to arrange the first site visit (Step 3 below). If the revisions are not approved or further revisions are needed, the Accreditation Manager notifies the training provider of the required revisions in writing.

**Third Review (if applicable):** Once the revised package is received, the Adjudicator performs the second review in 10 business days. If the third review reveals that the application package still does not meet the TESL Ontario standards, the Accreditation Manager informs the training provider in writing that their application has been rejected. Then, in 30 business days, TESL Ontario refunds the application fee less \$1500.00 for the reviews completed.

### **Step 3: First Site Visit and *Interim* Accreditation**

Once the application package is approved by TESL Ontario, the Accreditation Manager contacts the Adjudicator and the training provider to set the date of the *first* site visit. In this site visit, the Adjudicator meets with the training program director and administrative staff, and visits the library, classrooms, computer labs, and other facilities for the trainees and the faculty. The first site visit takes about 1-2 hours. The Adjudicator may be accompanied by one evaluator appointed by TESL Ontario. The Accreditation Manager is also available as a non-decision making consultant to both the training provider and the site visit team, and may participate in the site visit. If feasible, the first site visit may be performed electronically through Skype or similar tools, and video recording.

In 10 business days from the date of the first site visit, the Adjudicator submits her report to the Accreditation Manager.

If the Adjudicator does not report any major issues, the Accreditation Manager

- issues an *interim* CTESOL Program Certificate of Accreditation (The interim certificate is valid for one year);
- mails the certificate and a copy of the Adjudicator's site visit report to the training provider; and

- post the training provider's name and contact information on the TESL Ontario website at <http://www.teslontario.org/accredited-ctesol-training-programs>

If the Adjudicator reports major issues, the Accreditation Manager mails a copy of the report to the training provider. In 30 days from the date on the report, the training provider responds to the report in writing describing the measures taken to address the reported issues.

Once the Adjudicator approves the training provider's response to the site visit report, the Accreditation Manager takes the steps mentioned above re granting interim accreditation.

#### **Step 4: First Session of Training, Self-Evaluation Report, and *Second* Site Visit**

At least 15 business days before the first session of the training starts, the training provider sends TESL Ontario the full names of the academic coordinator, practicum supervisor/s, theory instructor/s, and methodology instructor/s; and the courses they will be teaching.

A minimum of 6 trainees must participate in the first session of the training.

At least 15 business days before the end of the first session of the training, the training provider submits a self-evaluation report to TESL Ontario electronically.

Once the self-evaluation report is approved by TESL Ontario, the Accreditation Manager contact the Adjudicator and the training provider to set up the date of the ***second*** site. The second site visit is performed ***before*** the end of the first session of the training.

In the second site visit, the Adjudicator may be accompanied by one evaluator appointed by TESL Ontario. The Accreditation Manager is also available as a non-decision making consultant to both the training provider and the site visit team, and may participate in the site visit.

#### **Site Visit Schedule:**

1. The Accreditation Manager sends the training provider's self-evaluation report to the site visit team.
2. The Adjudicator contacts the training provider to set the agenda for the second site visit.

3. The site visit team may hold a pre-visit teleconference meeting to review the responsibilities of the site visit team, the site visit agenda, and any additional information or documentation that may be needed for the site visit. The site visit team members also discuss any issues that they may have noticed while reviewing the self-evaluation report to determine whether those issues require further investigation.
4. During the second site visit, the evaluators meet with the program director, faculty, administration, and trainees. Each meeting lasts about 30 minutes to one hour. The site visit also includes a tour of the library, classrooms, computer labs, and other facilities for the trainees and the faculty. The program director or the program contact person should be available to the team throughout the site visit. If applicable, at the beginning of the meeting with the trainees enrolled in the program, the program director or the program contact person introduces the site visit team members and leaves the room. Faculty and staff members are not included in this meeting.

### **Site Visit Report**

In 10 business days after the second site visit, the Adjudicator sends her report to the Accreditation Manager. Then the Accreditation Manager mails a copy of the site visit report to the training provider.

The site visit report consists of three major sections:

- Commendations: findings attesting to those aspects of the program in which the team has noted high quality performance
- Compliance: findings pertaining to the program's compliance with the TESL Ontario standards
- Feedback: recommendations for changes to the program

If required, within 15 business days from the date on the second site visit report, the training provider sends to the Accreditation Manager a detailed written response to the report addressing each finding and indicating agreement, disagreement, clarification, future action, etc. Next, the training provider's response will be reviewed by the Adjudicator to determine whether the training provider should undertake further steps or provide further clarification.

### **Step 5: Application Approval and Accreditation**

Once the Adjudicator has approved all aspects of the training program, TESL Ontario awards the TESL Ontario CTESOL Program Accreditation to the qualified training provider. This certificate is valid until the program's next annual renewal date as shown on its interim certificate.

## **Annual Renewal**

The CTESOL program accreditation renewal in the following years is contingent on the training provider's submission of an annual report and the annual renewal fee.

*Please be advised that TESL Ontario reserves the right to perform additional site visits, if necessary, at any time throughout each accreditation period and before approving the annual report. All expenses of additional site visits are covered by the accredited training provider.*

## **SECTION II) REQUIRED DOCUMENTS (APPLICATION PACKAGE)**

### **1. Application Form**

Completed and signed [Application Form A-9: CTESOL Program Accreditation](#)

### **2. Table of Contents**

A Table of Contents is included in the application package.

### **3. Introduction**

This section includes:

3.1. A brief history/description of the host institution and the training program.

3.2. The webpage address where public notification of the program or school registration (e.g., MTCU registration) is posted

### **4. Program Description**

#### **4.1. Program Structure and Content**

4.1.1. Describe the program structure and content: duration of the program, program components, course names and codes, course descriptions, course outlines, duration of each course, course types (compulsory, optional, elective, online), and course sequence. Indicate

how the program structure and content reflect the “essential” and “optional” training topics recognized by TESL Ontario.

4.1.2. Provide copies of the agreements, contracts, or letters of understanding signed by and between the training provider and the schools where students complete their practicum. Explain the selection of the practicum settings in terms of the opportunities for trainees to gain teaching experience.

#### 4.2. Assessment

4.2.1. Describe the main methods and tools to assess the trainees’ progress.

4.2.2. Describe how these assessment methods relate to the trainees’ achievement of the program goals.

#### 4.3. Program Coherence

4.3.1. Explain how the program goals and course outcomes fulfill the CTESOL training “Domains and Outcomes” recognized by TESL Ontario.

4.3.2. Explain how the achievement of program goals is monitored.

#### 4.4. Curriculum and Modes of Delivery

4.4.1. Describe the primary teaching methods and delivery modes used in the program.

4.4.2. Elaborate on how these teaching methods and delivery modes relate to and help to meet the program learning outcomes. Describe all other delivery modes being considered as a way to improve the attainment of the program goals.

4.4.3. Provide a list of core teaching materials and resources (textbooks, online resources, libraries, journals, etc.).

4.4.4. Describe the criteria and process for selecting teaching materials.

4.4.5. Comment on how the current and emerging trends and developments in the field of teaching English are incorporated into the program curriculum.

### **5. Trainee Experience and Satisfaction**

5.1. Explain how the program goals are conveyed to the trainees.

- 5.2. Provide the course summaries and detailed outlines available to the trainees at the time of registration or at the beginning of the program.
- 5.3. Describe how the trainees are advised and guided during the program regarding admission, course selection, student services, student rights and responsibilities, health and safety, appeals, and complaints.
- 5.4. Describe complementary events such as conferences, seminars, and debates which your trainees have access to and take part in during the program.
- 5.5. Describe complementary professional development events such as conferences, seminars, and debates which your trainers have access to and take part in.
- 5.6. Describe the methods to evaluate the training.
- 5.7. Explain how the trainees' complaints are handled.
- 5.8. Describe the procedures for processing the student appeals.

## **6. Admission Requirements**

Describe the program admission requirements.

Please note that if training provider's university degree and English language proficiency (ELP) admission requirements are different from those of the TESL Ontario accreditation application, the training provider must provide the training candidates with a waiver to sign before they are admitted into the training program. If applicable, include a copy of the waiver in your application package for CTESOL program accreditation. For details about the TESL Ontario university degree and ELP requirements, please go to <http://www.teslontario.org/accreditation/languageinstructor#requirements>

## **7. Teacher Trainers**

Once the training program has received the *interim* Certificate of Accreditation from TESL Ontario, and at least 15 business days before the first/next training session starts, the training provider sends TESL Ontario the full names of the program academic coordinator, practicum supervisor/s, theory instructor/s, and methodology instructor/s; and the courses they will be teaching. All teacher trainers must hold valid membership with a provincial organization and be certified as a teacher trainer by TESL Ontario.

## **8. Administrative Structure**

Describe the training program administrative structure.

### **9. Graduate Certificate Template**

Provide a copy of the template of the certificate, diploma, or degree the training program awards to its graduates.

Please note that the TESL Ontario accredited training providers may use the TESL Ontario logo and statement of program accreditation (see below) on their promotional materials and websites. Also, they may use the TESL Ontario statement of program accreditation (but not the TESL Ontario logo) on the certificates awarded to the program graduates. The TESL Ontario Statement of Program Accreditation is as follows:

"This teacher training program is accredited by TESL Ontario."

### **SECTION III) FEES** (tax included)

- Application package review and site visits for a single site: \$2825. If applicable, add \$847.50 per additional site.
- Travel and accommodation for the site visits are additional if the program is not located in Toronto. Mileage is charged at \$0.50 per kilometer. Other expenses are billed at cost.
- The first three hours of reviewing the training program's responses to non-conformances identified in the application package or during the site visits are performed at no additional cost. Afterwards, a fee of \$169.50 per hour is charged. If more site visits are required (as per the Adjudicator's decision), a fee of \$847.50 plus travel and accommodation expenses is charged per additional site visit.

#### **Additional scheduled and Surprised Site Visits**

- TESL Ontario reserves the right to perform additional site visits, if necessary, at any time during the initial application review process, throughout each accreditation period, and before approving the training program's annual report. All expenses of additional scheduled site visits are covered by the training provider. This includes a fee of \$847.50 plus all other expenses (outlined above) per additional site visit.