

***Initial* TESL Training Program Accreditation Application Guide and Form**

INTRODUCTION

This document contains guidelines for *initial* TESL training program accreditation application which are to be followed by the TESL Ontario staff, the site visit team members, and the institutions preparing to apply for TESL training program accreditation.

SECTION I) APPLICATION PROCESS STEPS

Step 1: Submission of Application Package

The TESL program 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 or a CD-ROM.

Step 2: Application Package Review and Notification of Results

First review and notification of results:

Within 60 business days from the date of receipt of the application package, the TESL Ontario Accreditation Services Manager and the TESL Program Adjudicator review the TESL program submissions and notify the TESL program director of the results in writing.

If required by TESL Ontario, within 60 business days from the date of the written notification mentioned above, the TESL program revises its application package and mails or delivers two hard copies of the revised package to the TESL Ontario Office. The TESL program also submits the same revised package to TESL Ontario electronically.

Second review and notification of results:

Within 30 business days from the date of receipt of the revised application package, the TESL Ontario Accreditation Services Manager and the TESL

Program Adjudicator review the revised package and notify the TESL program director of the results in writing.

If further revisions are required, within 30 business days from the date of the second written notification mentioned above, the TESL program makes the necessary revisions to the application package and mails or delivers two hard copies of the revised package to the TESL Ontario Office. The TESL program also submits the same revised package to TESL Ontario electronically.

Third review and notification of results:

Within 30 business days from the date of receipt of the revised application package, the TESL Ontario Accreditation Services Manager and the TESL Program Adjudicator review the revised package and notify the TESL program director of the results in writing:

- If the TESL program’s application package is approved after the third review, the TESL Ontario Accreditation Services Manager notifies the TESL program director of the results in writing and starts arranging the first site visit (Step 3 below).
- If the TESL program’s application package still does not meet the TESL Ontario requirements, the TESL Ontario Accreditation Services Manager notifies the TESL program director in writing that their application package has been rejected. TESL Ontario will refund the TESL program accreditation application fee less \$1500.00 for the reviews completed.

Step 3: First Site Visit and *Interim* TESL Program Certificate

Once the application package is approved by TESL Ontario, the TESL Ontario Accreditation Services Manager contacts the TESL Ontario Adjudicator and the TESL program director to set the *first* site visit date. During this site visit, the TESL Ontario Adjudicator meets with the TESL program director and administrative staff and visits the library, classrooms, computer labs, and other facilities for TESL students and faculty. The first site visit takes about 2-3 hours.

In 15 business days from the date of the first site visit, the TESL Ontario Adjudicator submits his/her report to the TESL Ontario Accreditation Services Manager.

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

- issues an Interim TESL Program Certificate of Accreditation;
 - mails the interim certificate and a copy of the Adjudicator’s site visit report to the TESL program director; and
 - adds the TESL program name and contact information to the list of TESL Ontario accredited TESL programs posted on the TESL Ontario website.
- The interim certificate is valid for one year.

If the Adjudicator reports major issues, the TESL Ontario accreditation services Manager mails a copy of the report to the TESL program director. In 30 days from the date of the receipt of the report, the TESL program director responds to the report in writing describing the measures taken to address the reported issues.

Once the Adjudicator approves the TESL program director’s response to the site visit report, the Accreditation Services Manager

- issues an Interim TESL Program Certificate of Accreditation;
 - mails the interim certificate and a copy of the Adjudicator’s report to the TESL program director; and adds the TESL program name and contact information to the list of TESL Ontario accredited TESL programs posted on the TESL Ontario website.
- The interim certificate is valid for one year.

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

Once the TESL program has received the *interim certificate* from TESL Ontario, and at least 15 business days before the first session of the training starts, the TESL program director sends TESL Ontario each TESL trainer’s last name and first name; hiring date, TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario (academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they will be teaching. Also include a copy of each TESL trainer’s up-to-date resume.

A minimum of 6 students 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 TESL program director submits a self-evaluation report to TESL Ontario electronically

Once the self-evaluation report is approved by TESL Ontario, the TESL Ontario Accreditation Services Manager contacts the TESL Ontario site visit team and the TESL program director to set the second site visit date. The second site visit is performed before the end of the first session of the training.

Site Visit Team Composition: The site visit team for the second site visit consists of the TESL Ontario adjudicator (team lead) and one more evaluator appointed by TESL Ontario. The TESL Ontario Accreditation Services Manager is also available as a non-decision making consultant to both the TESL program and the site visit team, and may participate in the site visit.

Site Visit Schedule:

1. TESL Ontario sends the TESL program's self-evaluation report to site visit team members for their review.
2. The site visit team lead contacts the TESL program director to set the agenda for the second site visit.
3. The site visit team holds 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 program's self-evaluation report to determine whether those issues require further investigation.
4. During the second site visit, the evaluators meet with the TESL program director, faculty, administration, and students. Each meeting lasts about one hour. The site visit also includes a tour of the library, classrooms, computer labs, and other facilities for TESL students and faculty. The TESL program director or contact person should be available to the team throughout the site visit. If applicable, at the beginning of the meeting with the students enrolled in the program, the TESL program director or contact person introduces the site visit team members and leaves the room. Faculty or staff members are not included in this meeting.

Step 5: Site Visit Report

Within 15 business days, following the completion of the second site visit, the site visit team prepares a report outlining its findings and submits the report to TESL Ontario. TESL Ontario sends a copy of the site visit report to the TESL program director.

The site visit report consists of three major sections:

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

Step 6: Response to Site Visit Report

Within 15 business days after the receipt of the second site visit report, the TESL program director sends TESL Ontario a detailed written response to the report addressing each finding and indicating agreement, disagreement, clarification, future action, etc.

Within 15 business days from the date of receipt, the TESL Ontario adjudicator reviews the TESL program's response to determine whether the TESL program should undertake further steps or provide further clarification. The adjudicator notifies the TESL Ontario Accreditation Services Manager of the results.

Step 7: Application Approval and TESL Program Certificate of Accreditation

Within 15 business days from the date the TESL program has implemented the required additional steps (if any required) and provided the necessary additional information (if any requested), TESL Ontario awards the TESL Ontario Accreditation to the qualified TESL program. This certificate is an annual renewal.

TESL Program Accreditation Annual Renewal

The renewal of the TESL program Certificate of Accreditation in the following years is contingent on the TESL program's submission of an annual renewal report and the annual renewal fee.

N.B.

Please be advised that TESL Ontario reserves the right to perform scheduled and surprise site visits, as necessary, at any time throughout each accreditation period and before approving the TESL program's annual renewal report. All expenses of scheduled site visits are covered by the accredited TESL program.

SECTION II) REQUIRED DOCUMENTS (APPLICATION PACKAGE)

1. Application Form

Completed and signed Application Form A-6: *Initial* TESL Program Accreditation (available at the end of this document)

2. Table of Contents

A Table of Contents must be included in the application package.

3. Introduction

This section includes:

- 3.1. A brief history/description of the host institution and the TESL program.
- 3.2. The webpage address where public notification of the program or school registration (e.g. MAESD 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, detailed 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” TESL training topics recognized by TESL Ontario.

4.1.2. Provide a list of the schools where students complete their practicum. Explain the selection of practicum settings in terms of the opportunities for TESL students to gain teaching experience.

4.2. Assessment

4.2.1. Describe the main methods and tools to assess students' progress.

4.2.2. Describe how these assessment methods relate to the students' achievement of the program goals.

4.3. Program Coherence

4.3.1. Explain how the program goals and course outcomes fulfill the TESL 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 TESL are incorporated into the program curriculum.

5. Student Experience and Satisfaction

5.1. Explain how program goals are conveyed to students.

5.2. Provide the course summaries and detailed outlines available to the students at the time of registration or at the beginning of the program.

5.3. Describe how students are advised and guided during the program regarding admission, course selection, student services, students' rights and responsibilities, health and safety, appeals, complaints, etc.

5.4. Describe complementary events such as conferences, seminars, and debates which your students 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 TESL trainers have access to and take part in.

5.6. Describe the methods to evaluate the training students receive.

5.7. Explain how students' complaints are handled.

5.8. Describe the procedures to process student appeals.

6. Admission Requirements

Describe the program admission requirements.

Please note that if the TESL program's university degree and English language proficiency (ELP) admission requirements are different from those of TESL Ontario accreditation application, the TESL program must provide the applicants 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 initial TESL program accreditation.

7. TESL Trainers

Existing TESL programs:

For each TESL trainer, specify last name and first name; hiring date; TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario (academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they are, or will be, teaching. Also include a copy of each TESL trainer's up-to-date resume.

New TESL programs:

Once the TESL program has received the *interim certificate* from TESL Ontario, and at least 15 business days before the first session starts, send TESL Ontario each TESL trainer's last name and first name; hiring date, TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario

(academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they will be teaching. Also include a copy of each TESL trainer's up-to-date resume.

8. Administrative Structure

Describe the TESL program administrative structure.

9. A copy of the template of the certificate, diploma, or degree the TESL program awards to its graduates

SECTION III) FEES (excludes tax)

- Application package review and two site visits for a single site: \$4000.00 (Add \$1500.00 per additional site, if applicable.)
- Expenses (e.g. travel and transportation, hotel, parking, and meal charges) for the site visits are additional if the program is not located in Toronto. Travel time is charged at \$75 per hour. Mileage is charged at \$0.60 per kilometer. Other expenses are billed at cost.
- The first three hours of reviewing the TESL 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 \$150.00 per hour is charged. If more site visit are required (as per the TESL Ontario Adjudicator's decision), a fee of \$750.00 plus all other expenses (outlined above) is charged.

N.B. Additional scheduled and Surprised Site Visits

- *Please be advised that TESL Ontario reserves the right to perform additional scheduled and/or surprise site visits, as necessary, at any time during the initial application review process, throughout each accreditation period, and before approving the TESL program's annual renewal report. All expenses of additional site visits (scheduled) are covered by the TESL program. This includes a fee of \$750.00 plus all other expenses (outlined above) per scheduled site visit.*

Application Form A-6

Initial TESL Training Program Accreditation

Host Institution's Full Name and Mailing Address	Type of Institution
	<input type="radio"/> Private Career College
TESL Program Name, Mailing Address, and Webpage Address	Department with Major Responsibility for the Program
TESL Program Contact Person Name, Title, Mailing Address, Phone Number, and Email Address	
Fees & Method of Payment	
<p>Application fee for a single site: \$4520.00 (HST included) (Add \$1695.00 (HST included) per additional site, if applicable.)</p> <p> <input type="radio"/> Cheque (payable to TESL Association of Ontario) <input type="radio"/> VISA/ MasterCard/AmEx <input type="radio"/> Money Order/Bank Draft </p> <p>Name of Cardholder : _____</p> <p>Credit Card Number: _____</p> <p>Expiry Date: _____</p> <p>Please note:</p> <ul style="list-style-type: none"> Expenses (e.g. travel and transportation, hotel, parking, and meal charges) for the site visits are additional if the program is not located in Toronto. Travel time is charged at \$75 per hour. Mileage is charged at \$0.60 per kilometer. Other expenses are billed at cost. 	

- The first three hours of reviewing the TESL program’s responses to non-conformances identified in the application package or during the site visit is performed at no additional cost. Afterwards, a fee of \$150.00 per hour is charged. If additional site visits are required, a fee of \$750.00 plus all other expenses (outlined above) is charged per additional site visit. The application fee is required with this application form. TESL Ontario invoices the TESL program for additional expenses (outlined above) at a later date.

I hereby personally certify to TESL Ontario that

1. I have read and understood the TESL Ontario standards and requirements for the TESL training program initial accreditation;
2. The application package has been prepared by me and others employed by the institution or program applying for accreditation;
3. The information provided in the application package is, to the best of my knowledge, true and correct as of the date of this application; and
4. I fully understand that any intentional or negligent misrepresentation of any of the information contained in the application package and this application form may result in the revocation of TESL Ontario Accreditation, should it be granted.

Full Name:	Position:
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Telephone:	Email address:
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Institution Name and Mailing Address:	Signature:
	Date:

For Office Use Only

Method of Payment: Cheque Credit Card Money Order/Bank Draft

Application Fee: **\$4520.00** (HST included)

(Add \$1695.00 (HST included) per additional site, if applicable.)

Received Initials..... Date Charged Initials..... Date

Please submit the application package by registered mail/courier or in person to:

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

Questions? Please contact TESL Ontario at accreditation@teslontario.org or 416-593-4243, ext. 205.