

Post TESL Certificate Training (PTCT) Course Approval

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I. Introduction

With funding from Citizenship and Immigration Canada, Ontario Region, TESL Ontario has designed a Framework for Post TESL Certificate Training (PTCT) recommending standards for and recognition of Post TESL Certificate Training. PTCT training will offer instructors an opportunity to extend their knowledge in content areas identified as high priority through Ontario-wide consultation. The Framework standards will ensure that the training design and delivery are of a consistently high quality and relevant to the classrooms of government-funded language training instructors in Ontario.

This application guide is for training providers wishing to have their training course/s be approved by TESL Ontario as Post TESL Certificate Training (PTCT) for LINC and ESL instructors in Ontario. Applicants will receive a written decision from TESL Ontario in a maximum of eight weeks from the date the application is received. Also, applicants have the right to appeal TESL Ontario's decision to the Appeals Committee for an additional fee in 30 calendar days from the date TESL Ontario's decision is announced. Please note that the PTCT Course Approval is an annual renewal.

Please be aware that instructors who will be teaching your PTCT course must hold a valid (new or renewed) TESL Ontario TESL Trainer Certificate of Approval for the PTCT content area your course will address. For details on TESL Trainer Approval application (PTCT Instructor Approval category) process and requirements, please visit our website at <http://www.teslontario.net/accreditation>. PTCT providers can also search for and contact approved PTCT instructors by email through the TESL Ontario TESL Trainer Registry available at <http://www.teslontario.net/accreditation>.

If you have any questions about PTCT Course Approval or TESL Trainer Approval (PTCT Instructor category), please contact Reza Mazloom-Farzaghy, the Accreditation Services Manager, by email at reza.mazloom@teslontario.org or by phone at 416-593-4243, ext. 205.

II. Initial Considerations

A. PTCT Priority Content Areas: Currently, TESL Ontario accepts PTCT Course Approval applications only for the following content areas:

- Assessing learner needs
- Developing and Implementing language assessment for the classroom
- Designing and developing teaching materials
- Teaching multilevel classes
- Developing curriculum including task design
- Occupation specific language instruction
- Standardized test preparation (eg. IELTS, CAEL)
- Teaching pronunciation
- Using the Canadian Language Benchmarks
- Teaching English for Academic Purposes

B. Standards for Quality PTCT Training: In order to be accredited as PTCT, all training courses must meet the following seven standards:

1. PTCT is outcomes based and includes assessment of change in the professional knowledge and skills of participants.

- 1.1. PTCT specifies a minimum of two outcomes that are assessed in graded assignments.
- 1.2. Course completion includes a minimum 70% on assignments overall and no less than 50% on any one graded assignment.
- 1.3. Assignments are graded according to a rubric of specified learning criteria.
- 1.4. Participants must attend a minimum of 80% of the training.
- 1.5. PTCT requires graded assignments of more than one type.
- 1.6. In order to effectively address the outcomes and assignments, instructional time will consist of 25 to 35 hours. In online training, this must include some portion of time devoted to synchronous discussions where the trainer is moderator.
- 1.7. The number of graded assignments must be commensurate with length of training, i.e., more than the minimum of two assignments when training exceeds 25 hours.

2. PTCT connects theoretical knowledge and/or current research related to specific content with practical application of that knowledge in language training programs.

- 2.1. Training draws on material that addresses theory and/or current research relevant to the content area.
- 2.2. Training includes at least one graded assignment that facilitates the application of theory or current research to practice.

3. PTCT includes the direct application of learning to the classroom.

- 3.1. At least one of the graded assignments appraises the participant's ability to apply knowledge and skills gained during training to classroom practice.
- 3.2. Training provides participants with options that allow them to customize the graded assignment assessing the application of learning in training to their own employment context and resources.

4. PTCT promotes professional reflection and development.

- 4.1. Training includes tasks that require participants to engage in reflection on their professional practice and the learning experiences provided in the training.
- 4.2. Training includes adequate flexibility in the range of assignments and tasks to allow participants to build on and apply individual priorities and goals.
- 4.3. Participants are provided with an annotated list of recommended resources that will allow them to pursue their areas of interest related to the content after training ends.

5. PTCT supports the development of a community of practice.

- 5.1. Training facilitates collaborative learning.
- 5.2. Training provides an opportunity for instructors to participate in a follow-up session moderated by the course trainer, either online or in-class.
- 5.3. Training includes tasks that help participants develop strategies to continue to build their own community of practice after training ends.

6. PTCT reflects the current needs of instructors teaching adults in English as a second language training programs in Ontario.

- 6.1. Training has been developed with the input of both experienced English as a second language instructors, and content experts other than those who will be developing and delivering the training.
- 6.2. Training tasks are applicable to the classroom context and conditions of adult English as a second language training in Ontario.
- 6.3. Training incorporates content material that is relevant to adult English as a second language training in Ontario.

7. PTCT course instructors hold a valid (new or renewed) TESL Ontario TESL Trainer Certificate of Accreditation for the specific content area of the PTCT course. For details on TESL Trainer Accreditation application (PTCT Instructor Accreditation category) process and requirements, please visit our website at <http://www.teslontario.net/accreditation>. PTCT providers can also search for and contact accredited PTCT instructors by email through the TESL Ontario TESL Trainer Registry available at <http://www.teslontario.net/accreditation>.

III. Required Documents

The documents required for PTCT Course Accreditation application are as follows:

1. Completed and signed Application Form A-7 (below)
2. A hard copy of your completed Training Outline Template [To review some PTCT Course Exemplars, please go to <http://www.teslontario.net/accreditation>) and click on "Post TESL Certificate Training (PTCT) Course Accreditation".]
3. A description of procedures for appeal available to students
4. A description of the method by which students evaluate the program.
5. If the Post TESL Certificate Training is delivered online, access to the online platform or tools must be provided.

Required documents may be submitted electronically to reza.mazloom@teslontario.org. Alternatively, you may submit **by registered mail** or deliver **four** complete sets of all required documents (bound separately) to the TESL Ontario Office at 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2.

IV. Fees

The fee for PTCT Course Accreditation application is **\$300.00**. This fee is non-refundable.

You may pay by cheque (payable to TESL Ontario), by VISA, or by cash (in person). If paying by VISA, please write your VISA number and expiry date on the Application Form A-7. If paying by cheque, please mail your cheque to TESL Ontario, 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2.

Please note that PTCT Course Accreditation is an annual renewal. The annual renewal fee is **\$200.00**.

V. Terms and Conditions

PTCT training providers are required to comply with TESL Ontario's Terms and Conditions for Post TESL Certificate Training Approval:

1. PTCT instructors must hold a valid (new or renewed) TESL Ontario TESL Trainer Certificate of Approval for the specific PTCT content area they will be teaching.
2. TESL Ontario reserves the right to perform visits and evaluations of training courses applying for PTCT Course Approval and Approved Post TESL Certificate Training.
3. TESL Ontario reserves the right to arrange third party visits and evaluations of Approved Post TESL Certificate Training.
4. TESL Ontario reserves the right to revoke approval of Post TESL Certificate Training if the training does not comply with TESL Ontario Post TESL Certificate Approval requirements and standards.
5. TESL Ontario Approval of Post TESL Certificate Training will be valid for one year as of the accreditation date, after which continued TESL Ontario Approval will be contingent on the accredited training submitting annual reports.
6. Should accreditation be granted to any Post TESL Certificate Training, subsequent changes in any aspect of the training outline, including, but not limited to, changes in course outline, format, modality, components, topics, length, schedule, assessment procedures, training tasks, pre-requisite skills and knowledge, and trainers must be forwarded to TESL Ontario for approval 30 calendar days in advance of any changes. Failure to do so may result in TESL Ontario Approval being revoked.
7. All Approved Post TESL Certificate Training is promoted by TESL Ontario as training which meets the TESL Ontario Approval standards.
8. TESL Ontario will not recognize any training delivered outside Canada.

9. TESL training providers applying for Post TESL Certificate Training Approval 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.
10. All information received will be kept confidential by TESL Ontario.

Please Note:

- TESL Ontario may request additional documentation and information beyond the required documents and information stipulated in this guide.
- TESL Ontario Approval procedures, standards, requirements, fees, and terms and conditions may change without notice.

Application Form A-7 Post TESL Certificate Training (PTCT) Course Approval

PTCT Provider's Full Name and Address			
Person Responsible for the Post TESL Certificate Training			
Full Name:		Title:	
Tel:	Fax:	Email:	
Method of Payment			
<input type="checkbox"/> Cheque (payable to TESL Ontario) <input type="checkbox"/> Cash (in person) <input type="checkbox"/> VISA			
Name of VISA Cardholder		VISA Card Number	
Expiry Date		Signature of VISA Cardholder	
I hereby personally certify to TESL Ontario that: <ol style="list-style-type: none"> 1. I have read and understood the Initial Considerations and TESL Ontario's Terms and Conditions for Post TESL Certificate Training Approval; 2. This application was prepared by myself and others employed by the provider applying for PTCT Course Approval; 3. The information provided in this application package is, to the best of my knowledge, true and correct as of the in the application; and 4. I fully appreciate that any intentional date set forth 5. or negligent misrepresentation of any of the information contained in this application may result in a revocation of TESL Ontario Approval, should it be granted. 			
Full Name:		Position:	
Training Provider:		Date:	Signature:
For Office Use Only			
Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> VISA <input type="checkbox"/> Cash			
PTCT Course Approval Application Fee : <input type="checkbox"/> \$300.00			
Received <input type="checkbox"/> Initials..... Date Charged <input type="checkbox"/> Initials..... Date			

Questions? Please contact Reza Mazloom-Farzaghy, the Accreditation Services Manager, by email at reza.mazloom@teslontario.org or by phone at 416-593-4243, x. 205.