

# TESL Ontario Terms and Conditions for TESL Program Accreditation

1. 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, accredited training providers 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 training program is accredited by TESL Ontario."

2. Academic coordinators, practicum supervisors, theory instructors, and methodology instructors in TESL Ontario accredited programs hold a valid (new, renewed, or reinstated) TESL Ontario TESL Trainer Certificate.
3. TESL Ontario reserves the right to perform visits and evaluations of both TESL Ontario accredited programs and programs being considered for TESL Ontario accreditation.
4. TESL Ontario reserves the right to arrange third party visits and evaluations of both TESL Ontario accredited programs and programs being considered for TESL Ontario accreditation.
5. TESL Ontario reserves the right to revoke accreditation of a training program if the program does not comply with the TESL Ontario accreditation standards or the TESL Ontario program accreditation terms and conditions.
6. The TESL Ontario accreditation of a training program is for a period of 12 months as of the accreditation approval date, after which continued TESL Ontario accreditation is contingent on the accredited training provider's submitting an annual report and paying the annual renewal fee on or before the specified due date.
7. If the required annual report and fee are not received on or before the due date, the TESL Ontario program accreditation expires on the expiry date shown on the Program Certificate of Accreditation, and the training provider's information is taken off the TESL Ontario website on the same date. To regain the TESL Ontario accreditation, the training provider will be required to submit a new application package.
8. Should accreditation be granted to a training program, any subsequent changes including, but not limited to, changes in address/location, ownership, staff, staff assignments, curriculum, facilities, and practicum locations must be forwarded to TESL Ontario as soon as possible. TESL Ontario reviews proposed changes to determine accreditation approval in 30 business days.

9. If an accredited program sets up another program in a new location, this is considered to be a new program and must apply for the TESL Ontario accreditation.
10. If the ownership of an accredited program changes, the program is considered to be a new program and must apply for the TESL Ontario accreditation as a new program.
11. All accredited programs are promoted by TESL Ontario as TESL training programs meeting the TESL Ontario Program Accreditation standards and accreditation terms and conditions.
12. TESL Ontario does not award training program accreditation to foreign training providers.
13. TESL training programs applying for the TESL Ontario accreditation or accreditation renewal have the right to appeal TESL Ontario's decisions to the TESL Ontario Appeals Committee for an additional fee within 30 business days from the date TESL Ontario's decision is announced.
14. All information and documentation received from training providers are kept confidential by TESL Ontario.