

## Language Instructor Accreditation Application

I.	Introduction	Page 1 & 2
II.	Requirements	Pages 3 & 4
III.	Getting Copies Authorized	Page 4
IV.	Fees	Pages 4 & 5
	Application Form A-1	Pages 6 & 7

### I. Introduction

The TESL Ontario Language Instructor Accreditation is designed primarily for those wishing to teach in publicly-funded non-credit adult ESL programs in Ontario.

You may submit your application package to TESL Ontario by mail/courier or in person. The TESL Ontario Office is located at 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2. If mailing your original documents, please send your application package by registered mail and include a self-addressed, self-stamped, registered-mail envelope for the return of your original documents. You may also pick up your originals from the TESL Ontario Office at any time.

Processing an application normally takes a maximum of six weeks from the date all required forms, documents, and fees have been received. For operational reasons, TESL Ontario reserves the right to extend this timing as necessary.

Also, upon accreditation approval, your last name, first name, location (city, town, county, or region), and accreditation expiry date will be uploaded on the Registry of Accredited Language Instructors available at <http://www.teslontario.org/accredited-members-registries/> You will also receive a membership card and an accreditation approval letter in the mail. You will then be able to access and print your certificate through the Registry.

Once you are awarded the TESL Ontario Certificate of Language Instructor Accreditation, you will be required to engage in a minimum of 5 PD hours per accreditation year and retain the proof on file. Please be aware that additional PD hours cannot be carried over to the following year/s.

If you receive a PD Audit Notice from TESL Ontario or if your accreditation has expired and you would like to apply for accreditation reinstatement, you will be required to submit your proof of PD to TESL Ontario by mail, fax, email, or in person.

If you do not meet all of the requirements for accreditation, TESL Ontario will send you an email specifying the additional steps you need to take.

TESL Ontario accredited members have the option to opt out of the Registry or opt back into the Registry at any time. To opt out of the Registry, please fill out and submit to TESL Ontario the "Registry Opt-Out Form" available at <http://www.teslontario.org/accredited-members-registries/> To opt back into the Registry, please

submit your request to TESL Ontario by phone at 416-593-4243, ext. 201 or by email at [accreditation@teslontario.org](mailto:accreditation@teslontario.org).

Please be aware that TESL Ontario Accredited Membership is an annual renewal.

If you have any questions, please contact TESL Ontario by email at [accreditation@teslontario.org](mailto:accreditation@teslontario.org) or by phone at 416-593-4243, x. 201

## II. Requirements

### 1. University Degree:

Applicants are required to hold a minimum three-year Bachelor’s degree, or a graduate degree from a university located in Canada **or** a basic/general Canadian equivalency report for degrees obtained from universities located outside Canada. The equivalency report must indicate that the evaluated international degree is equivalent to a minimum three-year Bachelor’s degree, or a graduate degree from a university in Canada. TESL Ontario accepts basic degree equivalency reports prepared by World Educational Services: <http://www.wes.org/ca/>, ICAS: <http://www.icascanada.ca/>, or U of T Comparative Education Service: <http://learn.utoronto.ca/ces.htm>.

### 2. Proof of English Language Proficiency (ELP):

If you have completed a minimum three year on-site degree program with English as the language of instruction in one of the countries listed below, your degree/ official transcript or Canadian equivalency report is your proof of ELP:

Canada	Benin	Ghana	Republic of Ireland	Turks and Caicos Islands
Anguilla	Bermuda	Grenada	Saint Kitts-Nevis Seychelles	United Kingdom
Antigua and Barbuda	Botswana	Guyana	Sierra Leone	United States
Australia	British Virgin Islands	Jamaica	South Africa	Uganda
Bahamas	Cayman Islands	Montserrat	St. Lucia	US Virgin Islands
Barbados	Cameroon	Nigeria	St. Vincent	Zambia
Belize	Dominica	New Zealand	Trinidad and Tobago	Zimbabwe

OR if you have completed a minimum three year online/distance degree program with English as the language of instruction in one of the countries listed above, a combination of your degree/ official transcript or Canadian equivalency report **and** an ELP test report indicating the scores required for listening and speaking skills, as shown in the table below, is your proof of ELP

OR if you have not completed a minimum three year degree program in one of the countries listed above, you should sit an ELP test and meet the required scores as specified in the table below. Please note that TESL Ontario accepts a combination of two test reports (for the same ELP test taken twice or for two different ELP tests) indicating that all required scores have been met.

Recognized ELP Tests	Required Scores
COPE&TOP <a href="http://www.copetest.com">www.copetest.com</a>	Listening: 32 Reading:32 Writing: 46 TOP: 7
CanTEST <a href="http://www.cantest.uottawa.ca">www.cantest.uottawa.ca</a>	Listening: 5 Reading: 5 Writing: 5 Speaking: 5
CAEL <a href="http://www.cael.ca">www.cael.ca</a>	Listening: 70 Reading: 70 Writing: 70 Speaking: 80
TOEFL iBT <a href="http://www.toefl.org">www.toefl.org</a>	Listening: 24 Reading: 24 Writing: 28 Speaking: 27
TOEFL CBT <a href="http://www.toefl.org">www.toefl.org</a>	Total: 250 TWE: 5.5 TSE: 50
IELTS-Academic <a href="http://www.ielts.org">www.ielts.org</a>	Listening: 7 Reading: 7 Writing: 7 Speaking: 8
MELAB <a href="http://www.lsa.umich.edu/eli/testing/melab">http://www.lsa.umich.edu/eli/testing/melab</a>	Total: 85 Writing: 87 Speaking: 4

OR if, prior to doing your university education, you have completed grades 6-12 (each grade completed in one full school year) with English as the language of instruction in one of the countries listed above, your grade 6-12 report cards are your proof of ELP.

### **3. TESL Training and Practicum:**

Applicants are required to have completed a minimum of 250 hours of TESL theory and methodology training and a minimum of 50 hours of TESL practicum (30 hours of observation and 20 hours of supervised practice teaching) in a TESL training program recognized by TESL Ontario. Please submit the original or an authorized copy of your TESL certificate or official TESL transcript to TESL Ontario.

Applicants may contact the accredited training programs directly to learn about their admission requirements, tuition fees, and schedules. To access a list of these programs and their contact information, please click on the link below and then click on "TESL Training Programs": <http://www.teslontario.org/accreditation/>

### **4. Completed and signed Application Form A-1 (below)**

## **III. Getting Copies Authorized**

The individuals listed below may authorize copies of your original documents:

a TESL Ontario staff member (when submitting your application to the TESL Ontario Office in person), notary public, lawyers, senior university/college officers or professors, public school principals, signing officer of a bank, medical doctors, police officers.

The authorization should include: full name, title, address, telephone number, signature, date, and a statement to this effect: "This is a true copy of the original."

## **IV. Fees**

### **For current TESL Ontario standard members:**

- Administration Fee: \$100\*
- Pro-rated Language Instructor Accreditation Fee\*\*

### **For all other applicants:**

- Administration Fee: \$100\*
- Annual Standard Membership Fee: \$86\*\*\*
- Annual Language Instructor Accreditation Fee: \$80\*\*\*

\*Administration fee is non-refundable and is charged as soon as your application is received.

\*\*Pro-rated accreditation fee - a maximum of \$80.00 - will cover the period starting from the date a standard member is accredited to their standard membership renewal month. The TESL Ontario Accreditation Coordinator will calculate this fee and notify the applicant by email or phone. Payment will be due immediately upon notification. This fee is non-refundable.

\*\*\*Payment for annual Standard membership and annual Language Instructor Accreditation fees must be included in the application package. These fees will be charged only after application approval and will be non-refundable as of the application approval date.

**Method of Payment:** If paying by cheque, please write a separate cheque (payable to TESL Ontario) for each required fee. If paying by VISA, please write your VISA number and expiry date on the application form (Please note that other credit cards are not accepted!). You can also pay by cash in person at the TESL Ontario Office.

**Please Note:**

TESL Ontario may request additional documentation beyond the requirements listed in this guide. All submitted documentation and information will be kept confidential. We strongly recommend that you keep photocopies of all submitted forms and documents for your own records. TESL Ontario Language Instructor Accreditation requirements and fees may change without notice.

# Application Form A-1

## Language Instructor Accreditation

**I. Contact Information-** Please print clearly.

Mr.  Ms.

\_\_\_\_\_  
Last Name    First Name    Middle Name

\_\_\_\_\_  
Mailing Address                                      City    Province    Postal Code

\_\_\_\_\_  
Home Phone Number                              Email Address (required)

\_\_\_\_\_  
Work Phone Number (if applicable)              Name of School or Employer (if applicable)

**II. Are you a standard member of TESL Ontario currently?**

No                       Yes, my membership number is \_\_\_\_\_

**III. Are you currently teaching?** *(Please note! Your response to this question does not affect your application.)*

No     Yes, I am currently teaching at the sector/s checked below:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Elementary | <input type="checkbox"/> LINC                 | <input type="checkbox"/> College/University    |
| <input type="checkbox"/> Secondary  | <input type="checkbox"/> Adult Credit         | <input type="checkbox"/> Private School        |
| <input type="checkbox"/> ELT        | <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Other-Please specify: |

**IV. Please check ONE TESL Ontario Affiliate you would like to be a member of** (For more information on TESL Ontario Affiliates and their services, please visit [www.teslontario.org](http://www.teslontario.org) and click on "Affiliates"):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Durham             | <input type="checkbox"/> North York/York Region | <input type="checkbox"/> Waterloo-Wellington |
| <input type="checkbox"/> Hamilton/Wentworth | <input type="checkbox"/> Northern Region        | <input type="checkbox"/> Windsor             |
| <input type="checkbox"/> Kingston           | <input type="checkbox"/> Ottawa                 | <input type="checkbox"/> Not Affiliated      |
| <input type="checkbox"/> London             | <input type="checkbox"/> Peel/Halton/ Etobicoke |  |
| <input type="checkbox"/> Niagara            | <input type="checkbox"/> Toronto                |  |

**Please review the "Requirements" and "Fees" for Language Instructor Accreditation application (on pages 2-3 above) before completing the remaining sections of this application form.**

**V. Required Documents:** Applicants must check all items in this section and submit the required documents:

completed and signed Accreditation Application Form A-1

original or authorized copy of university degree/official transcript indicating that the degree has been conferred or Canadian equivalency report, as applicable

original or authorized copy of proof of English language proficiency, as applicable

original or authorized copy of TESL certificate/official transcript from a TESL Ontario accredited training Program

**VI. Do all your documents carry the same name?**

Yes     No. I am submitting proof of name change.

***Please continue on the second page of the application form!***

**VII. Required Fees:**

**•For Current TESL Ontario Standard Members:**

Non-refundable Administration fee: \$100

Pro-rated Language Instructor Accreditation fee: a maximum of \$80 to be paid upon accreditation approval\*

**•All Other Applicants:**

Non-refundable Administration fee:\$100

Annual Standard Membership fee: \$86\*

Annual Language Instructor Accreditation fee: \$80\*

\*Non-refundable upon application approval

**•Method of Payment:**

Required fees can be paid by *separate* cheques(payable to TESL Ontario), by VISA (Please note that other credit cards are not accepted), or by cash (in person).

VISA # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**VII. Statement of Consent**

I understand, when my application is approved, my full name, location (city, town, or region), and accreditation expiry date will be posted on the online Registry of TESL Ontario Accredited Language Instructors, which can be accessed by the public. I also understand that I have the option to opt out of the Registry or opt back into the Registry at any time.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that all information and documents I have submitted to TESL Ontario are true, correct, and complete to the best of my knowledge. I understand that my application will not be processed until TESL Ontario receives all required documents, forms, and fees. I also understand that additional documentation or information may be required. I authorize TESL Ontario to contact the educational institutions I have attended and my previous and present employers to verify any and all information that relate to my TESL Ontario Language Instructor Accreditation application. I understand only applicants who meet all TESL Ontario requirements and pay all applicable fees will be granted accreditation. I am aware that the TESL Ontario accreditation procedures, standards, requirements, and fees are subject to change without notice.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

**Method of Payment:**  Cheque  VISA  Cash

**•Administration fee : \$100**

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

**•Annual Standard Membership fee: \$86 •Annual Language Instructor Accreditation fee: \$80**

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

**•Pro-rated Language Instructor Accreditation fee: .....**

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

**Please submit your application package to the TESL Ontario Office by mail/courier or in person:**

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

If mailing your original documents, please send your application package by registered mail and include a self-addressed, self-stamped, registered mail envelope for the return of your original documents. You may also pick up your originals from the TESL Ontario Office at any time.

**Questions? Please contact TESL Ontario at [accreditation@teslontario.org](mailto:accreditation@teslontario.org) or at 416-593-4243, x. 201.**