



TESL Ontario, 27 Carlton Street, Suite 405
Toronto, Ontario M5B 1L2
Tel 416-593-4243
www.teslontario.org

Application Form A-9 CTESOL Program Accreditation

Host Institution

Type of Institution: Private Career College Community College University School Board
 Other- Please specify:

Institution Name:

Department with Major Responsibility for the Training Program:

Mailing Address:

Training Program

Mailing Address:

Webpage Address:

Contact Person

Full Name:

Phone Number:

Email Address:

Fees & Method of Payment

Application fee for a single site: \$2825.00 (tax included)
If applicable, add \$847.50 (tax included) per additional site.

Cheque (payable to TESL Association of Ontario) VISA/ MasterCard/AmEx Money Order/Bank Draft

Name of Cardholder : _____

Credit Card Number: _____ Expiry Date: _____

Please note:

- 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 all travel and accommodation expenses is charged per additional site visit.
- The application fee is required with this application form. TESL Ontario invoices the training provider 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 CTESOL program accreditation application;
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:

Telephone:

Email address:

Institution:

Signature:

Date:

For Office Use Only

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

Application Fee: **\$2825.00** (tax included)

(If applicable, add \$847.50 (tax included) per additional site.)

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 at 416-593-4243, ext. 205.