



Post TESL Certificate Training (PTCT) Course Approval Application Process and Requirements

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 information about PTCT Instructor certification process and requirements, please visit our website at <https://www.teslontario.org/accreditation/trainer>.

If you have any questions about PTCT Course Approval, please contact TESL Ontario at accreditation@teslontario.org or at 416-593-4243, ext. 205.

Initial Considerations

- A. PTCT Priority Content Areas: Currently, TESL Ontario accepts PTCT Course Approval applications only for the following content areas:
- Developing curriculum
 - Designing and developing teaching materials
 - Assessing learner needs
 - Teaching multilevel classes
 - Teaching English for Academic Purposes (EAP)

- Occupation specific language instruction
- Using Canadian Language Benchmarks
- Special Needs
- Teaching Literacy

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. Each PTCT course states its expected outcomes clearly and accurately.
 - 1.2. Assignments (, and quizzes and exams, if any) are graded according to a rubric of specified learning criteria and a grading scheme which are shared with the course participants at the beginning of the training.
 - 1.3. Participants must attend a minimum of 80% of the training to be eligible for graduation.
 - 1.4. PTCT requires graded assignments of more than one type.
 - 1.5. In order to effectively address the outcomes and assignments, instructional time will consist of a minimum of 25 hours. In online training, this must include some portion of time devoted to synchronous discussions where the trainer is moderator.

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 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.

Required Documents

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

1. Completed and signed [Application Form A-11](#)
2. A hard copy of your completed Training Outline Template- To review some PTCT Course Exemplars, please go to <https://www.teslontario.org/accreditation/courseexemplars>.
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 two complete sets of all required documents (bound separately) to the TESL Ontario Office at 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2.

Fees

The fee for PTCT Course Accreditation application is **\$400.00 (plus HST)**. 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-11. 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 (plus HST)**

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.