

Application Form A-4

Certification Reinstatement (OCELT & ICTEAL)

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)

Cell Phone Number Place of Employment (if applicable) Work Phone Number (if applicable)

 Name of School (if attending)

II. Current TESL Ontario Standard Membership

Applicants are required to hold current TESL Ontario standard membership prior to applying for certification reinstatement:

My standard membership number is _____.

My standard membership renewal due date is _____.

If you have not maintained your standard membership with TESL Ontario, please go to <https://www.teslontario.org/members/signup>, select "Standard Membership Renewal" at the top of the form, fill out the form, and submit it online. Once your standard membership has been renewed and you have received your next renewal due date, please complete this section of Application Form A-4 before submitting it to TESL Ontario.

III. Your Additional Locations on TESL Ontario Online Registry

The TESL Ontario online [Registry](#) allows employers to search for Ontario Certified English Language Teachers (OCELTs) by location (city, town, or region). Each certified teacher may list up to four different locations for themselves on the Registry, including the one in their mailing address. Below, please provide the names of up to three more locations (city, town, or region) you would like employers to be able to find you in when looking for TESL Ontario certified teachers through the Registry. You can make changes to your list of locations at any time by contacting the TESL Ontario Office.

(1) _____ (2) _____ (3) _____

IV. Fees (All fees are non-refundable.)

- One-time Administration Fee: \$141.25 (tax included)
- Pro-rated Certification Fee: a maximum of \$92.66 (tax included)

Method of Payment:

Please provide your phone number below. A TESL Ontario staff member will call you during regular business hours to collect your payment information and process the applicable fees.

Phone Number: _____

V. Proof of Professional Development (PD)

If you had been selected for PD Audit in the same year when you allowed your certification to lapse but did not submit your proof of PD at that time, your reinstatement application form should be accompanied with proof of 10 PD hours completed at any time during or after your last year of certification.

I am submitting the required proof of PD with this application.

VI. Statement of Consent

I understand, once my application is approved, my full name, locations, and certification renewal due date will be posted on the online Registry, which can be accessed by the public. Also, I 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 _____

VII. Attestation

I certify that the information I supplied on this form and in any supporting documentation is true and complete. I acknowledge and understand that if I am found to have made a false or misleading statement or omission, my certification and designations will be deemed invalid. I have read and understood the information and instructions posted on the TESL Ontario website at <https://www.teslontario.org/accreditation/Lreinstatement> and have had the opportunity to have my questions answered to my satisfaction.

Applicant's Signature _____ Date _____

For Office Use Only

Method of Payment: Cheque VISA MC AMEX Cash

Administration fee: \$141.25 (tax included)

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

Pro-rated Certification Fee: \$..... (tax included)

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

Please email scans of your application form and, if applicable, supporting documents to TESL Ontario at accreditation@teslontario.org

Questions?

Please contact TESL Ontario by email at accreditation@teslontario.org or by phone at 416-593-4243, ext. 205.