

## Application Form A-5 TESL Trainer Certificate / PTCT Instructor Certificate

**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 Membership**

Applicants are required to hold current TESL Ontario membership prior to applying for TESL trainer/PTCT instructor certification:

My membership number is \_\_\_\_\_.

My membership renewal due date is \_\_\_\_\_.

If you do not hold current membership with TESL Ontario, please go to <https://www.teslontario.org/members/signup>, select "New Standard Membership" or "Standard Membership Renewal" (as applicable) at the top of the form, fill out the form, and submit it online. Once you have received your membership number and renewal due date, please complete this section of Application Form A-5 before submitting it to TESL Ontario.

**III. Have you previously been approved for any TESL trainer or PTCT instructor roles?**

No.    Yes. I have previously been approved for

Theory Instructor    Methodology Instructor    Practicum Supervisor    Academic Coordinator

PTCT Instructor for \_\_\_\_\_

**IV. (Please check all applicable roles.) I am submitting the required supporting documents for approval as**

Theory Instructor    Methodology Instructor    Practicum Supervisor    Academic Coordinator    PTCT Instructor\*

\*Please specify the PTCT content area/s: \_\_\_\_\_

**V. Your Additional Locations on TESL Ontario Online Registry**

The TESL Ontario online [Registries](#) allow employers to search for TESL trainers and PTCT instructors by location (city, town, or region). Each approved applicant has the option to be listed in **four** different locations, including the one in their mailing address. Below, please provide the names of three more locations (city, town, or region) you would like the employers to be able to find you in when looking for TESL trainers and PTCT instructors through the TESL Ontario online Registries (for TESL trainers and/or PTCT instructors). You may have your list of locations updated at any time by contacting the TESL Ontario Office.

(1) \_\_\_\_\_                      (2) \_\_\_\_\_                      (3) \_\_\_\_\_

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

Yes     No. I am submitting proof of name change.

**VII. Administration Fee (non-refundable)**

- Administration Fee: \$141.25 (incl. tax) for first-time application    **OR**    \$84.75 (incl. tax) for a subsequent application

**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 fee.

Phone Number: \_\_\_\_\_

**VIII. 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 Registries, which can be accessed by the public. I understand that I have the option to opt out of the Registries or opt back into the Registries at any time.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**IX. Attestation**

I certify that the information I supplied on this form and in my 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/trainer> 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 (incl. tax) (first-time application)    **OR**     \$84.75 (incl. tax) (subsequent application)

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

Please email PDF scans of your application form and supporting documents to TESL Ontario at [accreditation@teslontario.org](mailto:accreditation@teslontario.org)  
Questions? Please contact TESL Ontario by email at [accreditation@teslontario.org](mailto:accreditation@teslontario.org)