

Form A-15

CTESOL Program Annual Report

A) General Information

CTESOL Training Provider (Home Institution)
Name:
Mailing Address:
CTESOL Training Program
Name:
Mailing Address (If different from home institution's address):
Webpage:
Delivery Mode/s (in-person, virtual):
Schedule Option/s (full time and/or part ime):
Duration (in terms of hours, weeks, semesters, etc., as applicable):
University Degree and English Language Proficiency Requirements of Program Admission: <input type="radio"/> The same as those of TESL Ontario CTESOL certification applicaion (for CTESOL program graduates) <input type="radio"/> Different from those of TESL Ontario CTESOL certification applicaion (for CTESOL program graduates)- Training provider is required to submit a scan of their waiver document.
Have there been any changes to your student appeal/complaint resolution process during this report period? <input type="radio"/> No <input type="radio"/> Yes- Training provider is required to submit the link to or a scan of the updated document describing the updated process.

Program Contact Person/s (responding to applicants' inquiries about the training program):

Full Name:

Phone Number:

Email:

This information is/will be posted on the [TESL Ontario website](#).

B) Faculty Information

Role	Full Name
Academic Coordinator	
Practicum Supervisor	
Instructor	
Instructor	
Instructor	

Program Director's full name, phone number and email address:

Academic Coordinator's phone number and email address:

All faculty members listed in this table are certified/ approved for the assigned role/s.

C) Subject Information

Please complete the table below. If there have been changes to your course outlines during this report period, provide the links to or scans of the updated outlines.

Course Number	Course Title	Total Hours	Course Description	Main Focus*

*Theory (T), Methodology (M), or Practicum (P)

D) Practicum

Please complete the table below. If there have been changes to your practicum course outline during this report period, provide the link to or a scan of the updated outline.

Course Number and Title:
Duration:
Practicum Hosts:
Please provide any comments or additional information you may have here:

E) Activities, Accomplishments, Barriers, and Suggestions

Activities you have undertaken during this report period to enhance the quality of your training program:
Accomplishments during this report period:
Barriers during this report period
Suggestions for TESL Ontario:

F) Provide a list of the resources used in your training program in this report period: textbooks, e-books, journals, articles, digital media, open educational resources (OERs), etc.

	Resources
1	
2	
3	
4	

G) Accommodating [Competency-and-Credite Based PLAR \(CCPLAR\)](#) Applicants

Eligible CCPLAR candidates are required to meet competency requirements in one to four areas: Canadian Adult ESL Contexts, Educational Technology, Adult Second Language Acquisition Theory, and Culture and Diversity. Some candidates may choose to meet the required competencies through doing additional training or completing a practicum course.

In the table below, please indicate in what competency areas (if any) you will be able to accommodate CCPLAR candidates:

	Competency Area	Training Options for Demonstrating Competence	Related course/s CCPLAR candidates can complete through your program
1	Canadian Adult ESL Contexts	Complete a practicum course that includes 30 hours of observation and 20 hours of supervised practice teaching.	
2	Educational Technology	Complete a course that focuses on the use of technology and digital resources, and on how technology supports online and/or blended language instruction.	
3	Adult Second Language Acquisition Theory	Complete a course that focuses on the theories and principles of adult second language acquisition.	
4	Culture and Diversity	Option 1) Complete a course that focuses predominately on cultural identity in Canada and on strategies for inclusive education in an ESL learning context. Option 2) Complete a practicum course that includes 30 hours of observation and 20 hours of supervised practice teaching.	

H) TESL Ontario Terms and Conditions for CTESOL Program Accreditation

1. The TESL Ontario accredited CTESOL training providers may use the TESL Ontario logo and statement of program accreditation (see below) on their promotional materials and websites. Also, accredited training providers may use the TESL Ontario statement of program accreditation (but not the TESL Ontario logo) on the certificates awarded to the program graduates. The TESL Ontario Statement of Program Accreditation is as follows:

"This CTESOL program is accredited by TESL Ontario."

2. Academic coordinators, practicum supervisors, theory instructors, and methodology instructors working for accredited CTESOL programs are certified/approved.

3. TESL Ontario reserves the right to perform visits and evaluations of both accredited CTESOL programs and programs being considered for CTESOL accreditation.
4. TESL Ontario reserves the right to arrange third party visits and evaluations of both accredited CTESOL programs and programs being considered for CTESOL accreditation.
5. TESL Ontario reserves the right to revoke CTESOL accreditation of a program if the program does not comply with the TESL Ontario CTESOL accreditation standards or CTESOL program accreditation terms and conditions.
6. CTESOL accreditation is for a period of 12 months as of the accreditation approval date or renewal approval date, after which continued TESL Ontario accreditation is contingent on the accredited training provider's submitting an annual report and paying the annual renewal fee on or before the specified due date.
7. If the required annual report and fee are not received on or before the due date, CTESOL accreditation of the program expires on the specified expiry date. Also, the CTESOL training provider's information is taken off the TESL Ontario website on the same date. To regain the CTESOL accreditation, the training provider will be required to submit a new application package.
8. Should CTESOL accreditation be granted to a training program, any subsequent changes including, but not limited to, changes in address/location, ownership, staff, staff assignments, curriculum, facilities, and practicum locations must be forwarded to TESL Ontario for approval 30 calendar days in advance of any changes. Failure to do so may result in CTESOL accreditation being revoked.
9. If a CTESOL program sets up another program in a new location, this is considered to be a new program and must apply for the TESL Ontario accreditation.
10. If the ownership of a CTESOL program changes, the program is considered to be a new program and must apply for the TESL Ontario accreditation as a new program.
11. All accredited CTESOL programs are listed on the TESL Ontario website.
12. Training providers applying for CTESOL accreditation or CTESOL accreditation renewal have the right to appeal TESL Ontario's decisions to the TESL Ontario Appeals Committee for an additional fee within 30 calendar days from the date TESL Ontario's decision is announced.
13. All information and documentation received from training providers are kept confidential by TESL Ontario.

I) CTESOL accreditation renewal fee is \$350.00 (plus HST)

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

Phone Number: _____

J) I hereby personally certify to TESL Ontario that:

1. This annual report was prepared by myself and/or others employed by the training provider applying for CTESOL accreditation renewal.
2. The information provided in this annual report is, to the best of my knowledge, true and correct as of the date entered below.
3. I have read and understood the TESL Ontario Terms and Conditions of CTESOL Program Accreditation.
4. I fully appreciate that any intentional or negligent misrepresentation of any of the information contained in this annual renewal report may result in the revocation of the TESL Ontario CTESOL accreditation.

Full Name:	Position:	
Training Provider (Home Institution):	Signature:	Date: