



Form A-9

CTESOL Program Accreditation Application

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.

● **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.

Phone Number: _____

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