

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

Introduction

With funding from Citizenship and Immigration Canada, Ontario Region, TESL Ontario designed a Framework for Post TESL Certificate Training (PTCT) in 2012 recommending standards for and recognition of Post TESL Certificate Training. PTCT training offers instructors an opportunity to extend their knowledge in content areas identified as high priority through Ontario-wide consultation. The Framework standards ensures that the PTCT training design and delivery are of consistently high quality and relevant to the needs and goals of adult ESL teachers and their employers.

This application guide is for training providers wishing to have their course/s approved as PTCT. PTCT course approval applications are reviewed and applicants are notified of the results by email in 30-40 business days. Any applicant who is denied the TESL Ontario certification shall have the right to appeal the decision to the TESL Ontario Appeals Committee within three months from the date the decision has been made. For details about filing an appeal, please go to [Appeals](#).

PTCT course instructors must hold valid TESL Ontario PTCT Trainer Certification for the PTCT content area the course addresses. For information about PTCT Trainer Certification application process and requirements, please visit our website at <https://teslontario.org/certification/trainers/>

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

Initial Considerations

A. PTCT Priority Content Areas: TESL Ontario accepts PTCT Course Approval applications for the following content areas:

- Educational Technology
- 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 approved 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 consists of 25-35 hours. In online training, this must include some portion of time devoted to synchronous discussions where the trainer is the 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 allows 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.

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.

6.3. Training incorporates content material that is relevant to adult English as a second language training.

7. PTCT course instructors hold valid (new or renewed) TESL Ontario PTCT Trainer Certification for the specific content area of the PTCT course.

Required Documents

The documents required for PTCT course approval application are as follows:

1. Completed and signed Application Form A-11.
2. Completed Training Outline Template available in the TESL Ontario Framework for Post TESL Certificate Training. You may also review some PTCT Course Exemplars.
3. A description of procedures for appeal available to students.
4. A description of the method by which students evaluate the program.
5. (for online PTCT courses) Temporary access to online platform and tools.

Please submit your application package by email to accreditation@teslontario.org. Also, please mail or deliver two complete sets of all required documents to the TESL Ontario Office at 27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2.

Fee

The fee for PTCT course approval application is \$452.00 (HST included). This fee is non-refundable.

Please note that PTCT course approval is an annual renewal. An annual report and the annual renewal fee of \$226.00 (HST included) are required.

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 valid (new or renewed) TESL Ontario PTCT Trainer Certification for the specific PTCT content area they will be teaching.
2. TESL Ontario reserves the right to arrange site visits to training providers applying for PTCT course approval.
3. TESL Ontario reserves the right to arrange third party site visits to and evaluations of approved training providers.
4. TESL Ontario reserves the right to revoke approval of Post TESL Certificate Training if the training does not comply with the TESL Ontario PTCT approval requirements and standards.
5. The TESL Ontario approval of Post TESL Certificate Training is valid for one year as of the approval date, after which continued TESL Ontario approval will be contingent on the training provider's submitting annual reports and paying annual fees.
6. Should PTCT course approval be granted, 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 at least 30 business days (or as soon as possible) in advance of any changes. Failure to do so may result in the TESL Ontario approval being revoked.
7. All approved PTCT courses are promoted by TESL Ontario as training that meets the TESL Ontario standards.
8. TESL Ontario does not recognize any training delivered outside Canada.
9. Any applicant who is denied the TESL Ontario certification shall have the right to appeal the decision to the TESL Ontario Appeals Committee within three months from the date the decision has been made. For details about filing an appeal, please go to [Appeals](#).
10. All information received from training providers is kept confidential by TESL Ontario.

Please Note:

- TESL Ontario may request additional documentation and information beyond the required documents and information outlined in this guide.
- The TESL Ontario review and approval procedures, standards, requirements, fees, and terms and conditions may change without advance notice.