Form A-8

TESL Program Annual Report

A) General Information

Training Provider (Home Institution)
Name:
Mailing Address:

Training Program
Name:
Mailing Address (If different from home institution's address):
Webpage:
Is the requried training offered in two parts (each leading to a graduate certificate)?
Delivery Mode/s (**post pandemic**): ◯ In-person ◯ Online-Synchronous ◯ Hybrid (In-person & Online-Synchronous)
Schedule Option/s (full time and/or part ime):
Duration (in terms of hours, weeks, semesters, etc., as applicable):
University Degree Requirement of Program Admission: ◯ The same as that of TESL Ontario certification applicaion ◯ Different from that of TESL Ontario certification applicaion- Training provider is required to submit a scan of their waiver document.
English Language Proficiency Requirements of Program Admission: ◯ The same as that of TESL Ontario certification applicaion ◯ Different from those of TESL Ontario certification applicaion- Training provider is required to submit a scan of their waiver document.

Link to student appeal/complaint resolution webpage:		

Have there been any changes to your student appeal/complaint resolution process during this report period?

X No

◯ Yes- Please explain.

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

	Full Name	Courses Taught during This Report Period	TESL Trainer Role/s Assigned to
Acadenic Coordinator			◯ Academic Coordinator ◯ Practicum Superviosr ◯ Theory Insturctor ◯ Methodology Instructor
Practicum Supervisor			◯ Academic Coordinator ◯ Practicum Superviosr ◯ Theory Insturctor ◯ Methodology Instructor
Instructor			◯ Academic Coordinator ◯ Practicum Superviosr ◯ Theory Insturctor ◯ Methodology Instructor
Instructor			◯ Academic Coordinator ◯ Practicum Superviosr ◯ Theory Insturctor ◯ Methodology Instructor
Instructor			◯ Academic Coordinator ◯ Practicum Superviosr ◯ Theory Insturctor ◯ Methodology 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 by TESL Ontario for the assigned TESL trainer role/s. The certification status of TESL trainers can be verified thorugh the TESL Ontario Registry at https://www.teslontario.org/registries/trainers

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

Course Number and Title:
Practicum Course Mode: ◯ In-person   ◯ Hybrid (In-person & Online-Synchronous)
Number of Observation Hours: Number of Practice Teaching Hours:
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-Credit 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 completing additional TESL training or doing a practicum course.

In the table below, please indicate in what competency areas (if any) you will be able to accomodate 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 TESL 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 TESL 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 TESL Program Accreditation

1. The TESL Ontario accredited 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 training program is accredited by TESL Ontario."

2. Academic coordinators, practicum supervisors, theory instructors, and methodology instructors in TESL Ontario accredited programs hold a valid (new, renewed, or reinstated) TESL Ontario TESL Trainer Certificate.

3. TESL Ontario reserves the right to perform visits and evaluations of both TESL Ontario accredited programs and programs being considered for TESL Ontario accreditation.

4. TESL Ontario reserves the right to arrange third party visits and evaluations of both TESL Ontario accredited programs and programs being considered for TESL Ontario accreditation.

5. TESL Ontario reserves the right to revoke accreditation of a training program if the program does not comply with the TESL Ontario accreditation standards or the TESL Ontario program accreditation terms and conditions.

6. The TESL Ontario accreditation of a training program is for a period of 12 months as of the accreditation 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, the TESL Ontario program accreditation expires on the expiry date shown on the Program Certificate of Accreditation, and the training provider's information is taken off the TESL Ontario website on the same date. To regain the TESL Ontario accreditation, the training provider will be required to submit a new application package.

8. Should 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 as soon as possible. TESL Ontario reviews proposed changes to determine accreditation approval in 30 business days.

9. If an accredited 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 an accredited 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 programs are promoted by TESL Ontario as TESL training programs meeting the TESL Ontario Program Accreditation standards and accreditation terms and conditions.

12. TESL Ontario does not award training program accreditation to foreign training providers.

13. TESL training programs applying for the TESL Ontario accreditation or accreditation renewal have the right to appeal TESL Ontario's decisions to the TESL Ontario Appeals Committee for an additional fee within 30 business days from the date TESL Ontario's decision is announced.

14. All information and documentation received from training providers are kept confidential by TESL Ontario.

I) The TESL training program 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 for payment information.

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 accredited training provider applying for 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 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 Accreditation.

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