

TESL Training Program Accreditation Application and Review Process

Introduction

This document outlines the application process for TESL training program accreditation.

TESL Ontario welcomes accreditation applications from universities, community colleges, school boards, settlement agencies, and career colleges in Ontario. Each application undergoes a thorough assessment to ensure that all accreditation standards are met.

Applications are assessed individually. Training providers intending to use a curriculum, or any portion of a curriculum, previously accredited by TESL Ontario will not automatically receive accreditation.

The accreditation process is a multi-step procedure designed to evaluate the quality and coherence of a training program. Following the guidelines outlined in this document will help ensure a smooth and efficient application process. For questions, contact TESL Ontario at accreditation@teslontario.org.

Application and Review Process

Step 1. Submission of Application Package

Training providers must contact TESL Ontario at accreditation@teslontario.org to request a Dropbox File Request link. Once the link is received, all application documents must be uploaded directly to the TESL Ontario Dropbox account.

Step 2. Application Fee Payment

Upon receipt of the application submission, TESL Ontario issues an invoice for the application fee (\$4,000.00 plus HST) and sends it to the training provider by email. This fee is payable by cheque, credit card, EFT, or e-transfer.

Step 3. Application Review

Once the application fee has been received, the TESL Ontario Adjudicator reviews the submission. The TESL Ontario Accreditation Services Manager notifies the training provider of the review results via email within 30 business days.

If revisions, additional information, or further documentation are required, the training provider has 30 business days to submit a response via email to accreditation@teslontario.org

If necessary, the adjudicator may conduct up to two additional reviews of revised or supplementary submissions. Each subsequent review is completed within 30 business days.

If the application meets the standards for TESL program accreditation following the first, second, or third review, the adjudicator determines whether a site visit is required. The accreditation manager notifies the training provider of this decision via email.

If the application does not meet the standards after the third review, it is rejected. The accreditation manager notifies the training provider via email and refunds the application fee, less \$1,500.00 for the completed reviews.

Step 4. Site Visit (If required)

During the site visit, the adjudicator meets with the program director and administrative staff and visits facilities used by TESL students and faculty, including classrooms, the library, computer labs, and other relevant spaces. A site visit typically takes approximately two hours.

The adjudicator prepares a site visit report within 15 business days following the visit.

If no major issues are identified, the training provider receives an interim certificate of accreditation, valid for one year, via email. The training provider's name, website address, and contact information are also posted on TESL Ontario's website.

If major issues are identified, the accreditation manager notifies the training provider via email. The training provider must address the identified issues within a reasonable timeframe and submit a detailed outline of the completed measures to TESL Ontario by email. Once the adjudicator confirms that the measures are satisfactory, an interim certificate of accreditation (valid for one year) is issued, and the training provider's information is posted on the TESL Ontario website.

If the adjudicator determines that the completed measures are not satisfactory, or if the training provider withdraws its application after the site visit, TESL Ontario refunds the application fee less \$2,000.00 to cover the completed reviews and site visit.

Step 5. First Accredited Training Session & Performing Self-assessment

After receiving the interim certificate of accreditation, the training provider delivers its first accredited training session. A minimum of six TESL students must participate in this session.

Once the first session is completed and before the second session begins, the training provider must complete and submit the [TESL Program Self-assessment Report](#) to TESL Ontario via email at accreditation@teslontario.org.

The adjudicator reviews the self-assessment report, and the accreditation manager notifies the training provider of the results within 15 business days. The training provider must address any major issues identified within a reasonable timeframe and submit a detailed outline of the completed measures to TESL Ontario by email.

Step 6. Final Approval & Annual Renewal

Upon approval of the self-assessment report, TESL Ontario grants the Certificate of TESL Program Accreditation to the training provider. The renewal due date on this certificate will correspond to the date recorded on the interim certificate.

Eligibility for accreditation renewal in subsequent years is contingent upon the training provider's submission of an annual report, payment of the annual renewal fee, continued compliance with accreditation standards, and approval of the annual report by TESL Ontario.

Training providers must report any changes to their accredited TESL program (including but not limited to changes in staff, curriculum, training modality, program hours, address/location, and practicum hosts) to TESL Ontario for review and approval at least 30 days before implementation.