TESL Program Accreditation

Application Steps, Required Documents, and Fee

This document contains guidelines for initial TESL training program accreditation application which are to be followed by the TESL Ontario staff, the site visit team members, and the institutions preparing to apply for TESL training program accreditation.

TESL Ontario accepts applications for TESL training program accreditation from school boards, universities, community colleges, and private career colleges based in Canada.

Section I) Application Process Steps

Step 1: Submission of Application Package

The TESL training program mails to the TESL Ontario Office two hard copies of its application package as well as one electronic **mirror copy** of the application package in Word or PDF format on a USB flash drive. The electronic mirror copy of the application package may also be submitted through Google Drive.

Step 2: Application Package Review and Notification of Results

First review and notification of results:
Within 60 business days from the date of receipt of the application package, the TESL Ontario Accreditation Services Manager and the TESL training program Adjudicator review the TESL training program submissions and notify the TESL training program director of the results in writing.

If required by TESL Ontario, within 60 business days from the date of the written notification mentioned above, the TESL training program revises its application package and mails or delivers two hard copies of the revised package to the TESL Ontario Office. The TESL training program also submits the same revised package to TESL Ontario electronically.

Second review and notification of results:
Within 30 business days from the date of receipt of the revised application package, the TESL Ontario Accreditation Services Manager and the TESL training program Adjudicator review the revised package and notify the TESL training program director of the results in writing.

If further revisions are required, within 30 business days from the date of the second written notification mentioned above, the TESL training program makes the necessary

revisions to the application package and mails or delivers two hard copies of the revised package to the TESL Ontario Office. The TESL training program also submits the same revised package to TESL Ontario electronically.

Third review and notification of results:
Within 30 business days from the date of receipt of the revised application package, the TESL Ontario Accreditation Services Manager and the TESL training program Adjudicator review the revised package and notify the TESL training program director of the results in writing:

- If the TESL training program's application package is approved after the third review, the TESL Ontario Accreditation Services Manager notifies the TESL training program director of the results in writing and starts arranging the first site visit (Step 3 below).
- If the TESL training program's application package still does not meet the TESL Ontario requirements, the TESL Ontario Accreditation Services Manager notifies the TESL training program director in writing that their application package has been rejected. TESL Ontario will refund the TESL training program accreditation application fee less $1500.00 for the reviews completed.

Step 3: First Site Visit and *Interim* TESL Program Certificate

Once the application package is approved by TESL Ontario, the TESL Ontario Accreditation Services Manager contacts the TESL Ontario Adjudicator and the TESL training program director to set the *first* site visit date. During this site visit, the TESL Ontario Adjudicator meets with the TESL training program director and administrative staff and visits the library, classrooms, computer labs, and other facilities for TESL students and faculty. The first site visit takes about 2-3 hours.

In 15 business days from the date of the first site visit, the TESL Ontario Adjudicator submits his/her report to the TESL Ontario Accreditation Services Manager.

If the Adjudicator does not report any major issues, the Accreditation Services Manager

- issues an Interim TESL training program Certificate of Accreditation;
- mails the interim certificate and a copy of the Adjudicator's site visit report to the TESL training program director; and
- adds the TESL training program name and contact information to the list of TESL Ontario accredited TESL training programs posted on the TESL Ontario website.
  The interim certificate is valid for one year.

If the Adjudicator reports major issues, the TESL Ontario accreditation services Manager mails a copy of the report to the TESL training program director. In 30 days from the date of the receipt of the report, the TESL training program director responds to the report in writing describing the measures taken to address the reported issues.

Once the Adjudicator approves the TESL training program director's response to the site visit report, the Accreditation Services Manager

- issues an Interim TESL training program Certificate of Accreditation;
- mails the interim certificate and a copy of the Adjudicator's report to the TESL training program director; and adds the TESL training program name and contact information to the list of TESL Ontario accredited TESL training programs posted on the TESL Ontario website.
  The interim certificate is valid for one year.

Step 4: First Session of Training, Self-Evaluation Report, and *Second* Site Visit

Once the TESL training program has received the *interim certificate* from TESL Ontario, and at least 15 business days before the first session of the training starts, the TESL training program director sends TESL Ontario each TESL trainer's last name and first name; hiring date, TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario (academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they will be teaching. Also include a copy of each TESL trainer's up-to-date resume.

A minimum of 6 students must participate in the first session of the training.

At least 15 business days before the end of the first session of the training, the TESL training program director submits a self-evaluation report to TESL Ontario electronically

Once the self-evaluation report is approved by TESL Ontario, the TESL Ontario Accreditation Services Manager contacts the TESL Ontario site visit team and the TESL training program director to set the *second* site visit date. The second site visit is performed *before* the end of the first session of the training.

Site Visit Team Composition: The site visit team for the second site visit consists of the TESL Ontario adjudicator (team lead) and one more evaluator appointed by TESL Ontario. The TESL Ontario Accreditation Services Manager is also available as a non-decision making consultant to both the TESL training program and the site visit team, and may participate in the site visit.

Site Visit Schedule:

1. TESL Ontario sends the TESL training program's self-evaluation report to site visit team members for their review.

2. The site visit team lead contacts the TESL training program director to set the agenda for the second site visit.
3. The site visit team holds a pre-visit teleconference meeting to review the responsibilities of the site visit team, the site visit agenda, and any additional information or documentation that may be needed for the site visit. The site visit team members also discuss any issues that they may have noticed while reviewing the program's self-evaluation report to determine whether those issues require further investigation.
4. During the second site visit, the evaluators meet with the TESL training program director, faculty, administration, and students. Each meeting lasts about one hour. The site visit also includes a tour of the library, classrooms, computer labs, and other facilities for TESL students and faculty. The TESL training program director or contact person should be available to the team throughout the site visit. If applicable, at the beginning of the meeting with the students enrolled in the program, the TESL training program director or contact person introduces the site visit team members and leaves the room. Faculty or staff members are not included in this meeting.

Step 5: Site Visit Report

Within 15 business days, following the completion of the second site visit, the site visit team prepares a report outlining its findings and submits the report to TESL Ontario. TESL Ontario sends a copy of the site visit report to the TESL training program director.

The site visit report consists of three major sections:
- Commendations: findings attesting to those aspects of the TESL training program in which the team has noted high quality performance
- Compliance: findings pertaining to the TESL training program's compliance with the TESL Ontario standards for TESL training program accreditation
- Feedback: recommendations for changes to the TESL training program

Step 6: Response to Site Visit Report

Within 15 business days after the receipt of the second site visit report, the TESL training program director sends TESL Ontario a detailed written response to the report addressing each finding and indicating agreement, disagreement, clarification, future action, etc.

Within 15 business days from the date of receipt, the TESL Ontario adjudicator reviews the TESL training program's response to determine whether the TESL training program should undertake further steps or provide further clarification. The adjudicator notifies the TESL Ontario Accreditation Services Manager of the results.

Step 7: Application Approval and TESL training program Certificate of Accreditation

Within 15 business days from the date the TESL training program has implemented the required additional steps (if any required) and provided the necessary additional information (if any

requested), TESL Ontario awards the TESL Ontario Accreditation to the qualified TESL training program. This certificate is an annual renewal.

TESL training program Accreditation Annual Renewal

The renewal of the TESL training program Certificate of Accreditation in the following years is contingent on the TESL training program's submission of an annual renewal report and the annual renewal fee.

Please be advised that TESL Ontario reserves the right to perform site visits, as necessary, at any time throughout each accreditation period and before approving the TESL training program's annual renewal report. All expenses of site visits are covered by the accredited TESL training program.

Section II) Required Documents
(Application Package)

1. Application Form
Completed and signed Application Form A-6: TESL Program Accreditation

2. Table of Contents
> A Table of Contents must be included in the application package.

3. Introduction
> This section includes:
> 3.1. A brief history/description of the host institution and the TESL training program
> 3.2. If applicable, proof of registration of the TESL training program with a provincial ministry (e.g., Ontario Ministry of Training, Colleges and Universities- MTCU)
> 3.3. If applicable, the webpage address where public notification of the TESL training program registration with a provincial ministry (e.g., MTCU) is posted

4. Program Description
> 4.1. Program Structure and Content
>> 4.1.1. Describe the program structure and content: duration of the program, program components, course names and codes, course descriptions, detailed course outlines, duration of each course, course types (compulsory, optional, elective, online), and course sequence. Indicate how the program structure and content reflect the "essential" and "optional" TESL training topics recognized by TESL Ontario.
>>
>> 4.1.2. Provide copies of the agreements, contracts, or letters of understanding signed by and between the training provider and the schools where students complete their practicum. Explain the selection of practicum settings in terms of the opportunities for TESL students to gain teaching experience.

4.2. Assessment

        4.2.1. Describe the main methods and tools to assess students' progress.

        4.2.2. Describe how these assessment methods relate to the students' achievement of the program goals.

4.3. Program Coherence

        4.3.1. Explain how the program goals and course outcomes fulfill the TESL training "Domains and Outcomes" recognized by TESL Ontario.

        4.3.2. Explain how the achievement of program goals is monitored.

4.4. Curriculum and Modes of Delivery

        4.4.1. Describe the primary teaching methods and delivery modes used in the program.

        4.4.2. Elaborate on how these teaching methods and delivery modes relate to and help to meet the program learning outcomes. Describe all other delivery modes being considered as a way to improve the attainment of the program goals.

        4.4.3. Provide a list of core teaching materials and resources (textbooks, online resources, libraries, journals, etc.).

        4.4.4. Describe the criteria and process for selecting teaching materials.

        4.4.5. Comment on how the current and emerging trends and developments in the field of TESL are incorporated into the program curriculum.

5. Student Experience and Satisfaction

5.1. Explain how program goals are conveyed to students.

5.2. Provide the course summaries and detailed outlines available to the students at the time of registration or at the beginning of the program.

5.3. Describe how students are advised and guided during the program regarding admission, course selection, student services, students' rights and responsibilities, health and safety, appeals, complaints, etc.

5.4. Describe complementary events such as conferences, seminars, and debates which your students have access to and take part in during the program.

5.5. Describe complementary professional development events such as conferences, seminars, and debates which your TESL trainers have access to and take part in.

5.6. Describe the methods to evaluate the training students receive.

5.7. Explain how students' complaints are handled.

5.8. Describe the procedures to process student appeals.

6. Admission Requirements

Describe the program admission requirements.

        Please note that if the TESL training program's university degree and English language proficiency (ELP) admission requirements are different from those of TESL Ontario

accreditation application, the TESL training program must provide the applicants with a waiver to sign before they are admitted into the training program. If applicable, include a copy of the waiver in your application package for initial TESL training program accreditation.

7. TESL Trainers

Existing TESL training programs:
>For each TESL trainer, specify last name and first name; hiring date; TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario (academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they are, or will be, teaching. Also include a copy of each TESL trainer's up-to-date resume.

New TESL training programs:
>Once the TESL training program has received the *interim certificate* from TESL Ontario, and at least 15 business days before the first session starts, send TESL Ontario each TESL trainer's last name and first name; hiring date, TESL Ontario membership number; TESL Ontario TESL Trainer approval renewal date; TESL trainer roles for which they have been approved by TESL Ontario (academic coordinator, practicum supervisor, theory instructor, methodology instructor); areas of specialization as they relate to the program content and structure; and courses they will be teaching. Also include a copy of each TESL trainer's up-to-date resume.

8. Administrative Structure
Describe the TESL training program administrative structure.

9. A copy of the template of the certificate, diploma, or degree the TESL training program awards to its graduates

Section III) Fees (excludes tax)

- Application package review and two site visits for a single site: $4000.00
  (Add $1500.00 per additional site, if applicable.)
- Travel and accommodation expenses 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 TESL 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 $150.00 per hour is charged. If more site visits are required (as per the TESL Ontario Adjudicator's decision), a fee of $750.00 plus all other expenses (outlined above) is charged.

- TESL Ontario reserves the right to perform additional site visits, as necessary, at any time during the initial application review process, throughout each accreditation period, and before approving the TESL training program's annual renewal report. All expenses of additional site visits are covered by the TESL training program. This includes a fee of $750.00 plus all other expenses (outlined above) per site visit.

● Method of Payment:

Please provide your phone number on the Application Form A-6. A TESL Ontario staff member will contact you during regular business hours to collect your payment information.