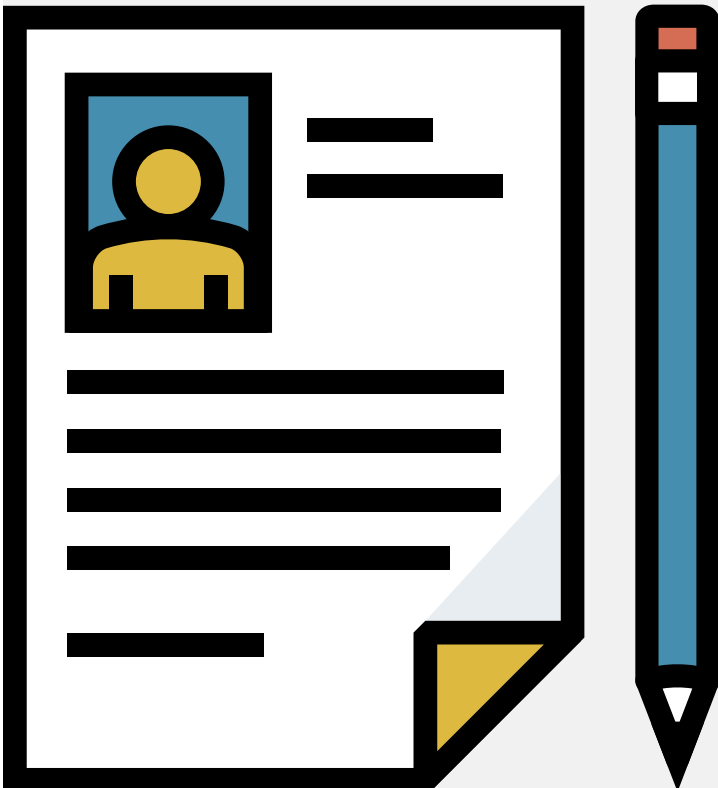


Competency-and-Credit Based PLAR Candidate Handbook



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Introduction

TESL Ontario awards its OCELT and ICTEAL Certificates and Professional Designations to English language teaching professionals through one of two paths. Path 1 is for graduates of TESL Ontario-accredited TESL training programs (for OCELT & ICTEAL Certification). Path 2 is a Competency-and-Credit Based Prior Learning Assessment and Recognition (PLAR) process for English language teaching professionals who have not graduated from a TESL Ontario-accredited OCELT training program.

The PLAR path could be an option if you have a TESL-related diploma or degree or 2,000 hours of recent adult English language teaching experience.

This handbook explains the PLAR process, and guides candidates as they apply and meet competency requirements.

Competencies for Adult ESL Teachers in Ontario

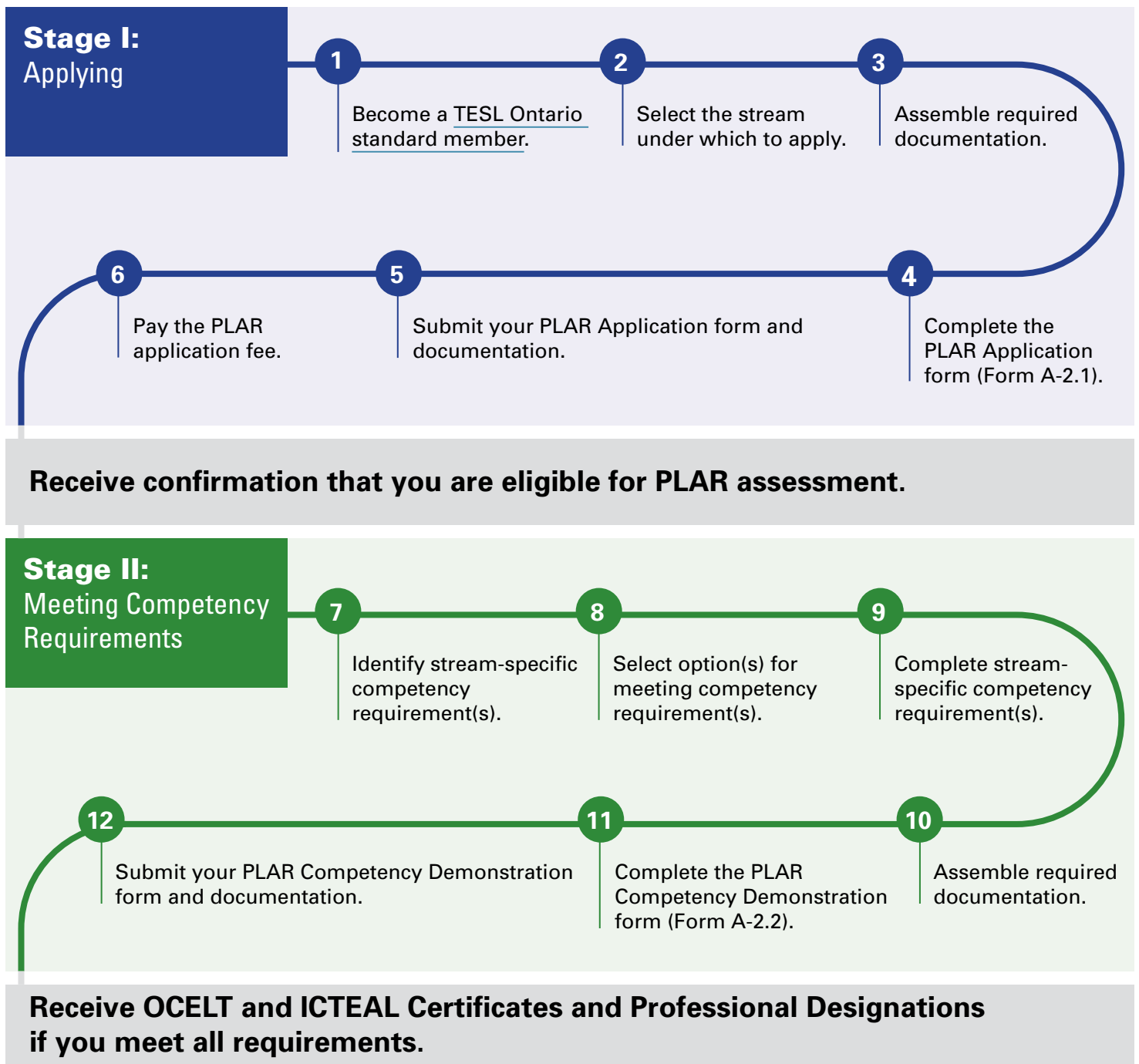
The TESL Ontario PLAR process acknowledges the learning that candidates have obtained through education and experience. At the same time, it recognizes that the Ontario ESL context is unique. Having all candidates meet competency requirements gives TESL Ontario confidence that successful PLAR candidates will be able to fulfil the demands of adult

ESL instruction in Ontario. PLAR candidates are required to meet competency requirements in one to four areas as outlined in the table below. The related subcategories are described in the *TESL Ontario Competency Framework for Adult ESL Teachers (Competency Framework)*.

| Competency areas | Canadian Adult ESL Contexts | | | Educational Technology | | Adult Second Language Acquisition Theory | | Culture and Diversity | |
|---|---|---|---|---|---|---|---|---|---|
| Required for | Streams | A | B | Stream | B | Stream | B | Stream | B |
| Related subcategories from the Competency Framework | 1.1 The Learner 1.4 Global Skills 6.1 Teaching Areas 6.3 Work Environments 6.5 Professional Development 6.9 Ethics | | | 4.1 Educational Technology 4.2 Teaching Modalities | | 2.1 Theory 2.2 Linguistics 2.3 Language Structure 2.4 Pragmatics | | 1.1 The Learner 1.3 Inclusive Course Design 1.4 Global Skills 2.4 Pragmatics 6.9 Ethics | |

PLAR Process

The PLAR path to TESL Ontario accreditation and professional designations is for individuals who have not completed a TESL Ontario-accredited training program. The process has two stages: in Stage I candidates apply to confirm their eligibility, and in Stage II candidates meet competency requirements. The illustration below shows the stages and steps in the PLAR process.



Eligibility

Is PLAR right for you? You must have the following to be eligible for PLAR.

| | |
|--|---|
| <p>University Education</p> | <p>A three or four year bachelor’s degree, or a master’s degree, or a PhD in any discipline from an accredited institution located in Canada, OR a degree deemed equivalent by a member agency of the <u>Alliance of Credential Evaluation Services of Canada (ACESC)</u>, such as:</p> <ul style="list-style-type: none"> • <u>World Education Services (WES)</u> • <u>International Credential Assessment Service of Canada (ICAS)</u> • <u>Comparative Education Service (CES)</u> |
| <p>English language proficiency (ELP)</p> | <p>ELP must be demonstrated in one of three ways (A, B, or C):</p> <p>ELP Option (A) Holding one or more degrees (bachelor’s degree, master’s degree, or PhD) that meet the following criteria:</p> <ul style="list-style-type: none"> • Completed degree program/s comprised at least three years of full-time in-person education or an equivalent of that in part-time mode. • Degree program/s were completed in one or more English-speaking countries: <ul style="list-style-type: none"> • Canada, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Benin, Bermuda, Botswana, British Virgin Islands, Cayman Islands, Cameroon, Dominica, Ghana, Grenada, Guyana, Jamaica, Montserrat, Nigeria, New Zealand, Republic of Ireland, Saint Kitts-Nevis, Seychelles, Sierra Leone, Singapore, South Africa, St. Lucia, St. Vincent, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, United States, Uganda, US Virgin Islands, Zambia, Zimbabwe • Language of instruction was English. <p>Online courses and research-based courses do not count as in-person instruction. Also, completion of non-degree programs, i.e., one or more certificate or diploma programs, does not count as proof of ELP.</p> <p>Required Proof: official transcript/s</p> <p>ELP Option (B) Minimum acceptable scores/bands from a TESL Ontario recognized ELP test taken within three years of the TESL Ontario Certification application date:</p> <ul style="list-style-type: none"> • Michigan English Test (MET): Listening 64, Reading: 64, Speaking: 64, Writing: 64 • IELTS-Academic Test: Listening: 7, Reading: 7, Writing: 7, Speaking: 7 • CAEL-At a Test Centre: Listening: 70, Reading: 70, Writing: 70, Speaking: 70 • CAEL Online: Listening: 70, Reading: 70, Writing: 70, Speaking: 70 • TOEFL iBT and TOEFL iBT Special Home Edition: <ul style="list-style-type: none"> • 0-120 scale: Listening: 24, Reading: 24, Writing: 27, Speaking: 26 • 1-6 scale: Listening: 5, Reading: 5, Writing: 5.5, Speaking: 5 • Examination for the Certificate of Proficiency in English (ECPE): Level: C2 <p>TESL Ontario accepts a combination of two test reports (for the same ELP test taken twice or for two different ELP tests) indicating that all required scores/bands have been obtained. Test reports older than three years are considered on a case-by-case basis.</p> <p>Required Proof: language proficiency test report/s</p> |

| | | |
|--|---|---|
| English language proficiency (ELP) continued | <p>ELP Option (C) Evidence of grades 6-12 completed with English as the language of instruction in one of the countries listed under ELP Option (A). Required Proof: report cards or confirmation letter from school board</p> | |
| Canadian Language Benchmarks (CLB) training | <p><i>CLB Bootcamp</i> certificate from the Centre for Canadian Language Benchmarks (CCLB). The CLB Bootcamp is a 10-hour self-directed online course that is available free of charge. For detailed instructions on how to self-enroll in this course, please click here. If you have any questions about the CLB Bootcamp or encounter any technical issues, please contact CCLB directly at support@language.ca</p> | |
| Portfolio-based language assessment (PBLA) training | <p><i>Introduction to PBLA for New Classroom Instructors (Self-directed Course)</i> certificate from the Centre for Canadian Language Benchmarks (CCLB). The PBLA training is an 18- to 20-hour self-directed online course that is available free of charge. For detailed instructions on how to self-enroll in this course, please click here. If you have any questions about this course or encounter any technical issues, please contact CCLB directly at support@language.ca</p> | |
| TESL-related diploma or degree OR qualifying experience depending on the stream under which you apply | Stream A | <p>TESL-related diploma or degree</p> <ul style="list-style-type: none"> ✓ University bachelor's, master's or doctoral degree, two-year college diploma or a Cambridge DELTA (Diploma in Teaching English to Speakers of Other Languages) or Trinity College DipTESOL (Diploma in Teaching English to Speakers of Other Languages) professional diploma ✓ Includes at least a major in teaching English as a second/foreign language or applied linguistics |
| | Stream B | <p>Adult English language teaching experience</p> <ul style="list-style-type: none"> ✓ At least 2,000 hours of experience teaching <u>English as a Second Language (ESL)</u> or <u>English as a Foreign Language (EFL)</u> to adults. Up to 250 hours of volunteer experience may be counted towards teaching hours as long as the volunteer experience was obtained in Canada and meets the definition of <u>adult English language teaching</u>. ✓ Has occurred within 5 years of the application date, with at least 500 hours within the last 3 years ✓ Is verified by employer letters |

Stage I: Applying

If you meet eligibility requirements, follow these steps to apply:

- 1 Become a [TESL Ontario standard member](#)
- 2 Select the stream under which to apply
- 3 Assemble required documentation
- 4 Complete the **PLAR Application form (Form A-2.1)**
- 5 Submit your **PLAR Application form and documentation**
- 6 Pay the **PLAR application fee**

1 Become a member

If you are not already a member, go to the TESL Ontario website to apply for [new standard membership](#).

2 Select a stream

Select the stream that best reflects your TESL-related education and experience.

| | Stream A | Stream B |
|--------------------------|--|---|
| For candidates with | <u>A TESL-related diploma or degree</u> | <u>Adult English language teaching experience</u> |
| Eligibility requirements | <p>The diploma or degree:</p> <ul style="list-style-type: none"> ✓ Is a university bachelor’s, master’s or doctoral degree, two-year college diploma or a Cambridge DELTA (Diploma in Teaching English to Speakers of Other Languages) or Trinity College DipTESOL (Diploma in Teaching English to Speakers of Other Languages) professional diploma ✓ Includes at least a major in teaching English as a second/foreign language or applied linguistics | <p>The experience:</p> <ul style="list-style-type: none"> ✓ Comprises at least 2,000 hours of teaching ESL or EFL to adults. Up to 250 hours of volunteer experience may be counted towards teaching hours as long as the volunteer experience was obtained in Canada and meets the definition of <u>adult English language teaching</u>. ✓ Has occurred within 5 years of the application date, with at least 500 hours within the last 3 years ✓ Is verified by employer letters |
| Competency requirements | <p>Must demonstrate competence in one area:</p> <ul style="list-style-type: none"> • Canadian Adult ESL Contexts | <p>Must demonstrate competence in four areas:</p> <ul style="list-style-type: none"> • Canadian Adult ESL Contexts • Educational Technology • Adult Second Language Acquisition Theory • Culture and Diversity |

3 Assemble required documentation

The documentation that is required as part of your application is listed below. All documentation is submitted online. Scans of original paper documents are acceptable. Note that some documentation requirements apply to all candidates, while others are specific to the

stream under which you are applying. Refer to the descriptions in the Eligibility section as you assemble your documentation. Approved applicants may be requested to mail or deliver their original documents (or authorized photocopies) to TESL Ontario at a later date.

| | |
|--|--|
| General (For Stream A and Stream B) | <p>A university degree (or official transcript) in any discipline OR equivalency report if earned outside Canada</p> <p>A language proficiency test report and/or evidence of education in English (as outlined above)</p> <p><i>CLB Bootcamp</i> certificate</p> <p>Introduction to PBLA for New Classroom Instructors (Self-directed Course) certificate</p> <p>Proof of legal name change (e.g., marriage certificate, Legal Name Change document) in English or a <u>certified translation</u>, if applicable. This is only required if any of your documentation is under a different name than the one you are applying under.</p> |
| Stream A | <p>TESL-related diploma or degree and transcript OR course-by-course equivalency report if earned outside Canada. You can use the same university degree mentioned in “General” above to meet this requirement.</p> |
| Stream B | <p>Letter(s) from employer(s) to substantiate that you meet <u>eligibility requirements</u> for your stream. It is not necessary to substantiate experience that is more than five years old, nor is it necessary to substantiate experience that exceeds eligibility requirements. Each letter must:</p> <ul style="list-style-type: none"> • Be on letterhead • Include the date it was written • Include the name and address of the employer • State the timeframe, quantity and nature of your teaching experience to show you meet eligibility requirements • Include the name, job title and signature of the letter writer • Be written in English or be accompanied by a <u>certified translation</u> |

4 Complete the PLAR Application form (Form A-2.1)

The PLAR Application form is available at <https://applications.teslontario.org>

Click “Apply” → Click on Form A-2.1: PLAR Application → Fill out all sections of the form that are relevant to your stream.

Stage I: Applying continued

5 Submit your application package

- Upload your supporting documents.
- Submit Application form.

Please note that you may be requested to submit the original documents or their authorized photocopies to TESL Ontario by mail or in person at a later date.

You are responsible for ensuring that you supply evidence that shows you meet eligibility requirements. If you have any questions about your eligibility, please contact TESL Ontario at accreditation@teslontario.org before submitting your application.

6 Pay the PLAR application fee

The PLAR application fee is \$395.50 (inc. tax)
This fee is non-refundable.

We strongly encourage online submission. If you are unable to submit your PLAR application package online, please contact TESL Ontario at accreditation@teslontario.org for alternate submission arrangements.

Stage II: Meeting Competency Requirements

Once you receive confirmation that you are eligible for PLAR, follow these steps to meet competency requirements:

- 7 Identify competency requirement(s) for your stream**
- 8 Select option(s) for meeting competency requirement(s)**
- 9 Complete stream-specific competency requirement(s)**
- 10 Assemble required documentation (#10 below)**
- 11 Complete the PLAR Competency Demonstration form (Form A.2.2)**
- 12 Submit your PLAR Competency Demonstration form and documentation**

7 Identify competency requirement(s) for your stream

The table below lists the competency requirements for each stream. Make note of the competency requirement(s) associated with your stream.

| Stream A | Stream B |
|-----------------------------|--|
| Canadian Adult ESL Contexts | Canadian Adult ESL contexts Educational Technology Adult Second Language Acquisition Theory Culture and Diversity |

Stage II: Meeting Competency Requirements continued

8 Select option(s) for meeting competency requirement(s)

You have options for meeting competency requirements. Depending on the competency area, requirements can be met through a practicum, experience, a structured interview or course completion. Here are some considerations as you compare options:

- You may already have the experience to meet one or more competency requirements.
- Completing a 50-hour practicum course through a TESL Ontario accredited program or accumulating 250 hours of adult ESL teaching experience in Canada allows you to meet the

requirements for two competency areas: Canadian Adult ESL Contexts, and Culture and Diversity.

- The TESL Ontario website includes links to all [TESL Ontario accredited training programs](#)
- Interviews address subcategories from the [Competency Framework](#) as outlined below. Separate interviews are required for each competency area. The passing score is 70%.
- There are costs associated with practicums, courses and structured interviews.

| Competency area | Stream(s) | | Options for demonstrating competence |
|-----------------------------|-----------|---|---|
| Canadian Adult ESL Contexts | A | B | Option 1: Practicum Complete a practicum course through a TESL Ontario-accredited training provider. The practicum must include 30 hours of observation and 20 hours of supervised practice teaching. |
| | | | Option 2: Experience Obtain and supply evidence of 250 hours of experience teaching adult ESL in Canada within the past five years. Volunteer adult ESL teaching experience qualifies as long as it is obtained in Canada. Duties as tutor, self-employed teacher, conversation circle facilitator, teacher-assistant, assessor, exam proctor and administrator are not eligible. |
| | | | Option 3: Interview Participate in a structured interview that covers the following subcategories from the Competency Framework : <ul style="list-style-type: none"> 1.1 The Learner 1.4 Global Skills 6.1 Teaching Areas 6.3 Work Environments 6.5 Professional Development 6.9 Ethics |

Stage II: Meeting Competency Requirements continued

| Competency area | Stream(s) | Options for demonstrating competence |
|---|-----------|---|
| Educational Technology | B | <p>Option 1: Course</p> <p>Complete a course offered through a TESL Ontario-accredited training provider that focuses on the use of technology and digital resources, and on how technology supports online and/or blended language instruction</p> |
| | | <p>Option 2: Experience</p> <p>Provide evidence of developing and/or delivering synchronous or asynchronous online language instruction within the past five years.</p> <p>Duties as tutor, self-employed teacher, conversation circle facilitator, teacher-assistant, assessor, exam proctor and administrator are not eligible.</p> |
| | | <p>Option 3: Interview</p> <p>Participate in a structured interview that covers the following subcategories from the <u>Competency Framework</u>:</p> <p>4.1 Educational Technology 4.2 Teaching Modalities</p> |
| Adult Second Language Acquisition Theory | B | <p>Option 1: Course</p> <p>Complete a course offered through a TESL Ontario-accredited training provider that focuses on the theories and principles of adult second language acquisition</p> <hr/> <p>Option 2: Interview</p> <p>Participate in a structured interview that covers the following subcategories from the <u>Competency Framework</u>:</p> <p>2.1 Theory 2.2 Linguistics 2.3 Language Structure 2.4 Pragmatics</p> |

Stage II: Meeting Competency Requirements continued

| Competency area | Stream(s) | Options for demonstrating competence |
|-----------------------|-----------|--|
| Culture and Diversity | B | <p>Option 1: Course</p> <p>Complete a course offered through a TESL Ontario-accredited training provider that focuses predominately on cultural identity in Canada and on strategies for inclusive education in an ESL learning context</p> |
| | | <p>Option 2: Practicum</p> <p>Complete a practicum through a TESL Ontario-accredited training provider. The practicum must include 30 hours of observation and 20 hours of supervised practice teaching.</p> |
| | | <p>Option 3: Experience</p> <p>Obtain and supply evidence of 250 hours of adult ESL teaching experience within the past five years. Volunteer adult ESL teaching experience qualifies as long as it is obtained in Canada. Duties as tutor, self-employed teacher, conversation circle facilitator, teacher-assistant, assessor, exam proctor and administrator are not eligible.</p> |
| | | <p>Option 4: Interview</p> <p>Participate in a structured interview that covers the following subcategories from the <u>Competency Framework</u>:</p> <ul style="list-style-type: none"> 1.1 The Learner 1.3 Inclusive Course Design 1.4 Global Skills 2.4 Pragmatics 6.9 Ethics |

9 Complete stream-specific competency requirement(s)

This step involves completing the option(s) you selected in Step 8. If you already have the requisite experience to meet your stream's competency requirements, proceed to Step 10.

If you would like to meet competency requirements through structured interview(s), email accreditation@teslontario.org to schedule the interview(s). Separate interviews are required for each competency area. The fee for each interview is \$282.50 (incl. tax). This fee is non-refundable.

Stage II: Meeting Competency Requirements continued

10 Assemble required documentation

You will need to assemble the documentation associated with the option(s) you selected:

| Competency area | Option | What you submit |
|--|-------------------------|---|
| <div style="display: flex; justify-content: space-around;"> <div style="background-color: #c8513d; color: white; padding: 10px; text-align: center;">Stream A</div> <div style="background-color: #2e75b6; color: white; padding: 10px; text-align: center;">Stream B</div> </div> | Option 1: Practicum | Practicum description Partial transcript, practicum certificate, or confirmation letter from provider that: <ul style="list-style-type: none"> Is on letterhead Includes the date it was written States that the practicum was successfully completed Includes the name, job title and signature of the letter writer |
| | Option 2: Experience | Letter(s)* from employer(s) to substantiate your 250 hours of qualifying work experience |
| | Option 3: Interview | n/a (interviewers will submit results) |
| <div style="background-color: #2e75b6; color: white; padding: 10px; text-align: center;">Stream B</div> | Option 1: Course | Course description Partial transcript, or confirmation letter from provider that: <ul style="list-style-type: none"> Is on letterhead Includes the date it was written Specifies the name of the course States that the course was successfully completed Includes the name, job title and signature of the letter writer |
| | Option 2: Experience | Letter(s)* from employer(s) to substantiate your experience developing and/or delivering synchronous or asynchronous online language instruction |
| | Option 3: Interview | n/a (interviewers will submit results) |

Stage II: Meeting Competency Requirements continued

| Competency area | Option | What you submit |
|---|-------------------------|---|
| Adult Second Language Acquisition Theory Stream B | Option 1: Course | Course description Partial transcript, or confirmation letter from provider that: <ul style="list-style-type: none"> • Is on letterhead • Includes the date it was written • Specifies the name of the course • States that the course was successfully completed • Includes the name, job title and signature of the letter writer |
| | Option 2: Interview | n/a (interviewers will submit results) |
| Culture and Diversity Stream B | Option 1: Course | Course description Partial transcript, or confirmation letter from provider that: <ul style="list-style-type: none"> • Is on letterhead • Includes the date it was written • Specifies the name of the course • States that the course was successfully completed • Includes the name, job title and signature of the letter writer |
| | Option 2: Practicum | Practicum description Partial transcript, or confirmation letter from provider that: <ul style="list-style-type: none"> • Is on letterhead • Includes the date it was written • States that the practicum was successfully completed • Includes the name, job title and signature of the letter writer |
| | Option 3: Experience | Letter(s)* from employer(s) to substantiate your 250 hours of qualifying work experience |
| | Option 4: Interview | N/A (interviewers will submit results) |

* Letters from employers are used to determine whether you meet associated competency requirements. It is not necessary to substantiate experience that is more than five years old, nor is it necessary to substantiate experience that exceeds competency requirements. Each letter must:

- Be on letterhead
- Include the date it was written
- Include the name and address of the employer
- State the timeframe, quantity and nature of your experience to show you meet competency requirements
- Include the name, job title and signature of the letter writer
- Be written in English or be accompanied by a certified translation

Stage II: Meeting Competency Requirements continued

11 Complete the PLAR Competency Demonstration form

The PLAR Competency Demonstration form (Form A-2.2) is available at <https://applications.teslontario.org> under the "Apply" section.

If you opt to use experience to meet competency requirements, fill in the associated Summary of Qualifying Experience section(s) of the form. You only need to document experience that shows you meet competency requirements. The experience noted on your form must correspond to the employer letters you are submitting.

12 Submit your PLAR Competency Demonstration form and documentation

Submit your PLAR Competency Demonstration form and documentation online at <https://applications.teslontario.org>. Please note that you may be requested to submit the original documents or their authorized photocopies to TESL Ontario by mail or in person at a later date.

We strongly encourage online submissions. If you are unable to submit your documents online, please contact TESL Ontario at accreditation@teslontario.org for alternate submission arrangements.

Timelines

You must complete the PLAR process within one year of your application date. An extension will be granted if you choose to take courses to meet competency requirements. Extensions for other reasons will be considered on a case-by-case basis. You must request an extension by contacting TESL Ontario at accreditation@teslontario.org before the one-year deadline has passed.

Contact Information

TESL Ontario is available to answer your questions and provide support throughout the PLAR process. You can email accreditation@teslontario.org or call: 416-593-4243, extension 205.

Definitions

TESL Ontario uses the following definitions in its PLAR process:

- **Adult English language teaching:** Face-to-face, online or blended instruction to students 18 years and older where the goal of instruction is to improve participants' English reading, writing, listening and/or speaking skills. Duties as tutor, self-employed teacher, conversation circle facilitator, teacher-assistant, assessor, exam proctor and administrator are not eligible.
- **Certified translation:** A document that has been translated by a certified translator. Certified translations include a statement affirming the completeness and accuracy of the document, identify the translated document and original language and include the translator's name, qualifications, signature and date.
- **English as a foreign language (EFL):** English language instruction to adults in non-English speaking countries.

Definitions continued on next page »

Definitions continued

- **English as a second language (ESL):** English language instruction to adults in English-speaking countries.
- **ICTEAL:** Internationally Certified Teacher of English as an Additional Language- ICTEAL recognizes that a certificate holder has the knowledge and skills required for teaching English to adult learners in international settings.
- **OCELT:** Ontario Certified English Language Teacher- OCELT recognizes that a certificate holder has the knowledge and skills required for teaching English to adult learners in all publicly funded and private programs in Ontario, other Canadian provinces and territories, and abroad.
- **Qualifying work experience:** Experience that shows that you meet the associated requirements
- **TESL-related diploma or degree:** A university bachelor's, master's or doctoral degree, two-year college diploma or a Cambridge DELTA (Diploma in Teaching English to Speakers of Other Languages) or Trinity College DipTESOL (Diploma in Teaching English to Speakers of Other Languages) professional diploma. The degree or diploma must include at least a major in teaching English as a second/foreign language or applied linguistics

Frequently Asked Questions (FAQs)

Do I have to reside in Canada to apply for PLAR?

No. The PLAR process is open to individuals regardless of where they live.

When can I apply?

You may apply at any time. TESL Ontario processes applications as they are received.

How long does the PLAR process take?

PLAR candidates have one year to complete the process. The time to meet competency requirements depends on the option(s) you select. Be aware that incomplete forms and missing documentation cause delays in processing time.

What happens if I don't complete the process by the one-year deadline?

You must request an extension by contacting TESL Ontario at accreditation@teslontario.org before the one-year deadline has passed. An extension will be granted if you choose to take courses to meet competency requirements. Extensions for other reasons will be considered on a case-by-case basis.

How much will it cost for me to go through the PLAR process?

All candidates must pay the TESL Ontario standard membership fee and PLAR application fee. Additional costs vary depending on the candidate and how competency requirements are met. Additional costs may include:

- Education equivalency report(s)
- English language proficiency testing
- Practicum or courses offered through a TESL Ontario accredited training provider
- Structured interview (s) to meet competency requirements

Should I submit a CV or resume?

It is not necessary to submit a CV or resume. If you are applying under Stream B, or opting to use experience to meet competency requirements, you will need to complete the associated Summary of Qualifying Experience and submit letters from employers to substantiate the experience. You only need to provide evidence that shows you meet requirements.

Do I have to include letters from all my employers?

No. Employer letters serve to verify that candidates meet eligibility or competency requirements. Include letters from employers that show you meet the associated eligibility or competency requirements.

Can I use volunteer experience to meet teaching experience requirements?

Up to 250 hours of volunteer experience may be counted towards teaching hours, as long as the volunteer experience was obtained in Canada and meets the definition of adult English language teaching. Duties as tutor, self-employed teacher, conversation circle facilitator, teacher-assistant, assessor, exam proctor and administrator are not eligible.

FAQs continued on next page »

FAQs continued**Can I submit documents written in a language other than English?**

All documentation must be submitted in English. The only exception are letters from employers to substantiate your qualifying work experience. These should be submitted in their original language along with a certified translation.

I already hold the CESTOL designation. Can I use PLAR to upgrade to OCELT and ICTEAL Certificates and Professional Designations?

There are two ways to upgrade your CTESOL to OCELT & ICTEAL. You may meet the PLAR eligibility requirements for Stream B if you have adult English language teaching experience. Alternatively, you can complete Part 2 training through a TESL Ontario-accredited provider and apply for OCELT and ICTEAL Certificates and Professional Designations as a graduate of a TESL Ontario-accredited training program through Path 1.

I hold the CELTA (Certificate in Teaching English to Speakers of Other Languages). Am I eligible for PLAR?

If you have adult English language teaching experience, you may meet the eligibility requirements for Stream B. CELTA does not make you eligible for Stream A.

Alternatively, you can complete Part 2 training through a TESL Ontario-accredited provider and apply for OCELT and ICTEAL Certificates and Professional Designations as a graduate of a TESL Ontario-accredited training program through Path 1.

I have my TESL Canada Standard 1 certification. Am I eligible for PLAR?

If you have adult English language teaching experience, you may meet the eligibility requirements for Stream B. TESL Canada Standard 1 training or certification does not make you eligible for Stream A.

Alternatively, you can complete Part 2 training through a TESL Ontario-accredited provider and apply for OCELT and ICTEAL Certificates and Professional Designations as a graduate of a TESL Ontario-accredited training program through Path 1.

How will my application be assessed?

Assessors, who are experienced ESL professionals with a sound understanding of TESL Ontario's Competency Framework, evaluate each application according to standardized protocols and criteria.

How will I find out the results of my application?

TESL Ontario will provide results by email.

What can I do if I am not eligible for PLAR?

PLAR is one of two paths to TESL Ontario's certification and professional designations. If you meet the degree and English language proficiency requirements but are not eligible for PLAR, you may wish to consider completing a TESL Ontario-accredited training program and apply for OCELT & ICTEAL Certificates and Professional Designations through Path 1. For a complete list of accredited TESL training programs, click here.

What can I do if I am unsatisfied with the results of the assessment?

If you are unsatisfied with the results of the assessment you may file an appeal. Appeals must be submitted within three months of the decision date. To appeal, you will need to:

1. Complete the Appeals Form to provide the reason for the appeal and a rationale for why you believe the appeal should be granted.
2. Pay the appeal fee.
3. Submit a PDF scan of the completed and signed Appeals form to administration@teslontario.org. The Appeals Committee will investigate and respond within eight weeks.

Who can I contact with specific questions?

You can email questions to accreditation@teslontario.org or call 416-593-4243, extension 205.



HOW TO SELF-ENROLL IN CLB BOOTCAMP AND THE INTRODUCTION TO PBLA FOR NEW CLASSROOM INSTRUCTORS (self-directed course)

Step 1: Get to the CCLB Learning Platform

Open your web browser and go to <http://learning.language.ca>

Locate this panel on this page.

Access to the platform

Username

Username

Password

Password

Log in

Forgotten your username or password?

New account

Step 2: Log into your account

If you already have an account at this site, enter your username (or email address) and password, click the **Log in** button.

If you do not have an account at the site, click **“New account”** and follow instructions to create an account. Confirm your account by following the steps outlined in the system message sent from *CCLB Administrator* to your email address (*if the email does not arrive in your inbox, check your Junk or Spam folders*). If you still cannot find the email, please send an email to support@language.ca (and explain the issue).

Please avoid creating multiple accounts on our course site as any course work you do on either accounts will not be linked to the other and of course can create confusion for you, the user.

If ever you forget your username or password, simply click on the button on the login page that reads: **“Forgotten your username or password?”**. You will receive system email with instructions on how to reset your password.

NOTE: if your email changes, you can edit your own profile once you are logged. You can find more information on this from our help page: <https://learning.language.ca/mod/page/view.php?id=9295>. This avoids the duplication of accounts. The change of email does not affect your ability to log into the course site.





Step 3: Self-enroll in CLB Bootcamp

Once you logged into, you will see a hyperlink to **CLB Bootcamp** under Free Courses. Click on the link to start the course.

Free Courses!

CCLB currently has four courses available free of charge and entirely self-directed. You can enroll yourself in these courses by clicking the titles below and going through each course at your own pace as general interest or for professional development. Each course will provide you with a certificate of completion (see each course for completion requirements and details). Note that all of our online courses are intended for instructors, assessors, administrators or any other individual working in the ESL sector in Canada, these are not online language courses.



Step 4: Get your CLB Bootcamp Certificate of Completion

Once you view each presentation entirely, complete each quiz with a minimum score of 70%, and spend a minimum 420 minutes in the course, the hyperlink to your certificate will be unblocked under **CERTIFICATE** section:





Certificate

The hyperlink to get your certificate will be available after you:

- view each presentation entirely
 - complete each quiz with a minimum score of 70%
 - spend a minimum 420 minutes in the course
- C5001 Certificate

Click here to download your CLB Bootcamp Certificate of completion.

Restricted Not available unless:

- The activity **Theoretical Foundations of the CLB** is marked complete
- The activity **Quiz 1: Communicative Competence** is marked complete
- The activity **Quiz 2: CLB Basics** is marked complete
- The activity **Orientation to the CLB** is marked complete
- The activity **Quiz 3: Competency Areas** is marked complete
- The activity **Quiz 4: The CLB Document** is marked complete
- The activity **Orientation to CLB: ESL for ALL** is marked complete
- The activity **Quiz 5: CLB: ESL for ALL document** is marked complete
- The activity **Quiz 6: Literacy Continuum Strands for Reading** is marked complete
- The activity **Quiz 7: Literacy Continuum Strands for Writing** is marked complete
- The activity **Needs Assessment** is marked complete
- The activity **Quiz 8: Needs Assessment** is marked complete
- The activity **A Task-based Approach to Planning** is marked complete
- The activity **Quiz 9: Skill Building Activity or Real World Task** is marked complete
- The activity **Module Planning** is marked complete
- The activity **Quiz 10: Module Planning** is marked complete
- The activity **Lesson Planning** is marked complete
- The activity **Quiz 11: Lesson Planning** is marked complete
- The activity **Assessment Principles and Best Practices** is marked complete
- The activity **Quiz 12: Feedback and Self-Assessment** is marked complete
- The activity **Quiz 13: Principles and Best Practices** is marked complete
- The activity **Assessing the Four Skills** is marked complete
- The activity **Quiz 14: Assessing the Four Skills** is marked complete
- The activity **Portfolio-Based Language Assessment** is marked complete
- The activity **Quiz 15: Orientation to PBLA** is marked complete

Click here if you wish to access and self-enroll in the Introduction to PBLA for new Classroom Instructors (self-directed) course.

To access and self-enroll in the Introduction to PBLA for new Classroom Instructors course.

Step 5: Optionally access and self-enroll in the Introduction to PBLA for new Classroom Instructors

The Introduction to PBLA (self-directed) is available once the CLB Bootcamp is completed. The option to continue to the Introduction to PBLA needs to be selected upon successful completion of CLB Bootcamp (please see above).

CLB Bootcamp

Home My courses CLB Bootcamp Certificate To access and self-enroll in the Introduction to PBLA for new Classroom Instructors course.

[Click here to enroll in the Self-directed Introduction to PBLA for new Classroom Instructors](#)

[Click here to enroll in the Self-directed Introduction to PBLA for new Classroom Instructors](#)

Please use enrollment key: XXXXXXXX

Copy this enrollment key.

This will open-up an **Enrolment Key** that you will need to include when self-enrolling into the self-led Introduction to PBLA for new Classroom Instructors course.

Enrolment options

Introduction to PBLA for new Classroom Instructors Self-directed course

Self-Enrol after completing CLB Bootcamp

Enrolment key: XXXXXXXX

Paste it here.

Enrol me

Self-Enrol for TESL Educators

Enrolment key:

Enrol me

Once you click on the "Enrol me" button under the "Self-Enrol after completing CLB Bootcamp" option, your self-registration will be complete, and you'll get access to the course.

If you are still experiencing enrollment issues after following the steps above, please watch this [video](#).





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