

# TESL Trainer Accreditation

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## I. Introduction

The TESL Ontario TESL Trainer Certificate of Accreditation is designed for those wishing to teach TESL Theory, TESL Methodology, and/or Post-TESL Certificate Training (PTCT) courses. Also, this certificate is for individuals who would like to work as TESL Practicum Supervisors and/or TESL Academic Coordinators.

TESL trainer accreditation is an annual renewal and is automatically renewed when you renew your standard membership.

Please be aware that TESL training institutions' requirements for hiring TESL trainers may go beyond TESL Ontario's TESL trainer accreditation requirements.

## II. Required Qualifications

### • Theory Instructor

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, second language acquisition, or adult education (with a focus on TESL)
3. Proof of English language proficiency (ELP) - Please look at "III. Proof of English Language Proficiency (ELP) below for details .

### • Methodology Instructor

1. TESL Ontario standard membership in good standing
2. Required university degree and TESL-related training:
  - Option 1: A minimum three-year Bachelor's degree (or a Master's degree or PhD) in TESL/TESOL or a related field such as applied linguistics, second language acquisition, or adult education (with a focus on TESL)

- Option 2: a minimum three-year Bachelor's degree (or a Master's degree or PhD) in any field plus the TESL Ontario Language Instructor Certificate of Accreditation, or a TESL certificate from a TESL Ontario accredited training program, or documented TESL training which exceeds or equates to training included in a TESL Ontario accredited TESL training program.
3. Proof of English language proficiency (ELP) - Please look at pages 4-5 below for details on proof of ELP.
  4. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada

- **Practicum Supervisor**

1. TESL Ontario standard membership in good standing
2. Required university degree and TESL-related training:
  - Option 1: A minimum three-year Bachelor's degree (or a Master's degree or PhD) in TESL/TESOL or a related field such as applied linguistics, second language acquisition, or adult education (with a focus on TESL)
  - Option 2: a minimum three-year Bachelor's degree (or a Master's degree or PhD) in any field plus the TESL Ontario Language Instructor Certificate of Accreditation, or a TESL certificate from a TESL Ontario accredited training program, or documented TESL training which exceeds or equates to training included in a TESL Ontario accredited TESL training program.
2. Proof of English language proficiency (ELP) - Please look at pages 4-5 below for details on proof of ELP.
3. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada
4. A minimum of 120 hours of documented experience teaching Methodology and/or Theory in TESL training programs accredited by TESL Ontario

- **Academic Coordinator**

1. TESL Ontario standard membership in good standing  
Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, second language acquisition, or adult education (with a focus on TESL)
2. Proof of English language proficiency (ELP) - Please look at pages 4-5 for details on proof of ELP.
3. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada

4. A minimum of 120 hours of documented experience teaching Methodology and/or Theory in TESL training programs accredited by TESL Ontario

- **PTCT Instructor**

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL or a related field such as applied linguistics, second language acquisition, or adult education (with a focus on TESL)
3. Proof of English language proficiency (ELP) - Please look at pages 4-5 below for details on proof of ELP.
4. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada
5. A minimum of 100 hours of documented experience providing training or professional development to adults in a PTCT content area recognized by TESL Ontario:
  - Advanced Grammar
  - Assessment
  - Canadian Language Benchmarks
  - Curriculum/materials development
  - ESL Literacy
  - Higher Level Language Training
  - Intercultural communication
  - Language for the workplace
  - Pronunciation
  - Use of Technology in teaching and learning
6. Proven expertise in a PTCT content area recognized by TESL Ontario

### **III. Proof of English Language Proficiency (ELP)**

**If** you have completed a minimum three year on-site degree program with English as the language of instruction in one of the countries listed below, your degree/ official transcript or Canadian equivalency report is your proof of ELP:

Canada	Benin	Ghana	Republic of Ireland	Turks and Caicos Islands
Anguilla	Bermuda	Grenada	Saint Kitts-Nevis Seychelles	United Kingdom
Antigua and Barbuda	Botswana	Guyana	Sierra Leone	United States
Australia	British Virgin Islands	Jamaica	South Africa	Uganda
Bahamas	Cayman Islands	Montserrat	St. Lucia	US Virgin Islands
Barbados	Cameroon	Nigeria	St. Vincent	Zambia
Belize	Dominica	New Zealand	Trinidad and Tobago	Zimbabwe

**If** you have completed a minimum three year online/distance degree program with English as the language of instruction in one of the countries listed above, a combination of your degree/ official

transcript or Canadian equivalency report and an ELP test report indicating the scores required for listening and speaking skills, as shown in the table below, is your proof of ELP

**If** you have not completed a minimum three year degree program in one of the countries listed above, you should sit an ELP test and meet the required scores as specified in the table below. Please note that 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 have been met.

Recognized ELP Tests	Required Scores
COPE&TOP <a href="http://www.copetest.com">www.copetest.com</a>	Listening: 32 Reading:32 Writing: 46 TOP: 7
CanTEST <a href="http://www.cantest.uottawa.ca">www.cantest.uottawa.ca</a>	Listening: 5 Reading: 5 Writing: 5 Speaking: 5
CAEL <a href="http://www.cael.ca">www.cael.ca</a>	Listening: 70 Reading: 70 Writing: 70 Speaking: 80
TOEFL iBT <a href="http://www.toefl.org">www.toefl.org</a>	Listening: 24 Reading: 24 Writing: 28 Speaking: 27
TOEFL CBT <a href="http://www.toefl.org">www.toefl.org</a>	Total: 250 TWE: 5.5 TSE: 50
IELTS-Academic <a href="http://www.ielts.org">www.ielts.org</a>	Listening: 7 Reading: 7 Writing: 7 Speaking: 8
MELAB <a href="http://www.lsa.umich.edu/eli/testing/melab">http://www.lsa.umich.edu/eli/testing/melab</a>	Total: 85 Writing: 87 Speaking: 4

**If**, prior to doing your university education, you have completed grades 6-12 (each grade completed in one full school year) with English as the language of instruction in one of the countries listed above, your grade 6-12 report cards are your proof of ELP.

## IV. Getting Copies Authorized

The individuals listed below may authorize copies of your original documents:

a TESL Ontario staff member (when submitting your application to the TESL Ontario Office in person), notary public, a lawyer, a senior university/college officer or professor, a public school principal, signing officer of a bank, a medical doctor, a police officer

The authorization should include: full name, title, address, telephone number, signature, date, and a statement to this effect: "This is a true copy of the original."

## V. Required Documents

Please make sure to review the "Required Qualifications" section above before going through this section. Also, please note that TESL Ontario does not accept documents in any languages other than English.

This table indicates which of the documents listed below you should submit for approval for each TESL trainer role:

Documents Required for <b>Theory Instructor role</b>	Documents Required for <b>Methodology Instructor role</b>	Documents Required for <b>Practicum Supervisor role</b>	Documents Required for <b>Academic Coordinator role</b>	Documents Required for <b>PTCT Instructor role</b>
#1, 2, 3	#1, 2, 3,4, (8)	#1, 2, 3, 4, 5	#1, 2, 3, 4, 5	#1, 2, 3,4, 6,7

1. completed and signed Application Form A-5: TESL Trainer Accreditation (below)
2. original or authorized copy of university degree/official transcript indicating that the degree has been conferred **OR** Canadian equivalency report  
  
(Please note! If your degree is not from a university located in Canada, you are required to submit a Canadian degree equivalency report (basic/general/document-by-document). For information on how to apply for an equivalency report, you may contact World Educational Services: <http://www.wes.org/ca/>, ICAS: <http://www.icascanada.ca/>, or U of T Comparative Education Service: <http://learn.utoronto.ca/ces.htm>.)
3. original or authorized copy of proof of English language proficiency- Please look at "III. Proof of English Language Proficiency (ELP) " section above for details.
4. original or authorized copies of confirmation letters from employers attesting to a minimum of 2000 hours of successful experience teaching adults in English as a second language programs, including at least 1400 hours in Canada
5. original or authorized copies of confirmation letters from employers attesting to a minimum of 120 hours of successful experience teaching Methodology and/or Theory in TESL training programs accredited by TESL Ontario
6. original or authorized copies of confirmation letters from employers attesting to a minimum of 100 hours of successful experience providing training or professional development to adults in a PTCT content area recognized by TESL Ontario
7. original or authorized copies of letters from employers providing evidence of the applicant's expertise and experience providing training or professional development in a PTCT content area recognized by TESL Ontario **and/or** a certificate, diploma, or degree attesting to the completion of education or training specific to a PTCT content area recognized by TESL Ontario
8. original or authorized copy of a TESL certificate from a TESL Ontario accredited training program, or TESL certificates/transcripts attesting to the completion of TESL training which exceeds or equates to training included in a TESL Ontario accredited TESL training program.

## VI. Fees

### 1) Non-refundable application fee

- \$100 for the **first** application , or
- \$50 for a **subsequent** application (for approval for more TESL Trainer roles)

### 2) Annual Standard Membership fee of \$88

Not applicable to current members of TESL Ontario, non-refundable as of the accreditation approval date

You can pay the applicable fees by VISA or MasterCard, cheque, or cash (in person). If paying by cheque, please write separate cheques for the application fee and the annual standard membership fee (both payable to TESL Ontario).

## VII. Application Process Steps

1. Print and fill out the Application Form A-5: TESL Trainer Accreditation (below).
2. Mail or deliver the completed Application Form A-5, the required documents, and your payment to TESL Ontario (27 Carlton Street, Suite 405, Toronto, Ontario, M5B 1L2)  
If mailing your original documents, please send your application package by registered mail and include a self-addressed, self-stamped, registered-mail envelope for the return of your original documents. You may also pick up your originals from the TESL Ontario Office at any time.
3. In a maximum of six weeks from the date your application form, all required documents, and payment have been received, your file will be reviewed and you will be informed of the result by email.

Through this application process, you may be approved for one or more TESL Trainer roles depending on your documented qualifications at the time of application. To apply for approval for more TESL Trainer roles, you may submit a subsequent application (Application Form A-5), along with the additional required documents, whenever you are ready to do so. The fee for a subsequent application is \$50.

**Please Note!** For operational reasons, TESL Ontario reserves the right to extend the application processing time, as necessary. TESL Ontario may request additional documentation beyond the requirements described above. All submitted documentation and information will be kept confidential. We strongly recommend that you keep photocopies of all submitted forms and documents for your own records. The requirements of the TESL Ontario Language Instructor Accreditation reinstatement may change without notice.

**Questions?** Please contact Reza Mazloom-Farzaghy, Accreditation Services Manager, by email at [reza.mazloom@teslontario.org](mailto:reza.mazloom@teslontario.org) or by phone at 416-593-4243, x. 205.

## Application Form A-5 TESL Trainer Accreditation

**I. Contact Information-** Please print clearly.

Mr.  Ms.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Email Address (required)

\_\_\_\_\_  
Work Phone Number (if applicable)

\_\_\_\_\_  
Name of School or Employer (if applicable)

**II. Are you a member of TESL Ontario currently?**  No  Yes, my membership number is \_\_\_\_\_.

**III. Are you currently teaching?**  No  Yes, I am currently teaching at the sector/s checked below:

Elementary

LINC

College/University

Secondary

Adult Credit

Private School

ELT

Continuing Education

Other-Please specify:

**IV. Please check ONE TESL Ontario Affiliate you would like to be a member of** (For more information on TESL Ontario Affiliates and their services, please visit [www.teslontario.org](http://www.teslontario.org) and click on "Affiliates"):

Durham

North York/York Region

Waterloo-Wellington

Hamilton/Wentworth

Northern Region

Windsor

Kingston

Ottawa

Not Affiliated

London

Peel/Halton/ Etobicoke

Niagara

Toronto

**Please review the "Required Documents", "Proof of English Language Proficiency (ELP)" and "Fees" Sections (above) before completing the remaining sections of this application form.**

**V. Have you previously been approved for any of the TESL Trainer roles?**

No.

Yes. I have previously been approved for

Theory Instructor

Methodology Instructor

PTCT Instructor

Practicum Supervisor

Academic Coordinator

**VI. (Please check all applicable roles.) I am submitting the documents required for accreditation as**

Theory Instructor

Methodology Instructor

PTCT Instructor

Practicum Supervisor

Academic Coordinator

Please be advised that when you submit an application for TESL Trainer accreditation, you may be approved for one or more TESL trainer roles depending on your documented qualifications at the time of application.

***Please continue on the second page of the application form!***

**VII. Documents I am submitting with this application/ have submitted with previous applications**

**Original or authorized copies of**

- university degree/official transcript indicating that the degree has been conferred, or Canadian equivalency report for degrees obtained from universities located outside Canada
- proof of English language proficiency
- proof of adult ESL teaching experience
- proof of TESL teaching experience
- proof of experience providing training or professional development to adults in a PTCT content area recognized by TESL Ontario
- proof of expertise in a PTCT content area recognized by TESL Ontario
- proof of the completion of the required TESL training

**VIII. Do all your documents carry the same name?**

- Yes  No. I am submitting proof of name change.

**IX. Required Fees payable by VISA or MasterCard, cash (in person), or two separate cheques made out to TESL Ontario**

- non-refundable application fee: \$100 for a first-time application **OR** \$50 for a subsequent application
- Standard Membership fee of \$88 (not applicable to current members of TESL Ontario, non-refundable upon application approval)

Credit Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**X. Statement of Consent:** I understand, once my application is approved, my full name, location (city, town, or region), and accreditation expiry date will be posted on the online Registry of TESL Ontario Accredited TESL Trainers, which can be accessed by the public. I also understand that I have the option to opt out of the Registry or opt back into the Registry at any time.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**XI.** I certify that all information and documents I have submitted to TESL Ontario are true, correct, and complete to the best of my knowledge. I understand that my application will not be processed until TESL Ontario receives all required documents, forms, and fees. I also understand that additional documentation or information may be required. I authorize TESL Ontario to contact the educational institutions I have attended and my previous and present employers to verify any and all information that relate to my TESL Ontario TESL Trainer Accreditation application. I understand only applicants who meet all TESL Ontario requirements and pay all applicable fees will be granted accreditation. I am aware that the TESL Ontario accreditation procedures, standards, requirements, and fees are subject to change without notice.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

**Method of Payment:**  Cheque  VISA  MC  Cash

**Application Fee :**  \$100 (first-time application) or  \$50 (subsequent application)

Received  Initials..... Date ..... Charged  Initials..... Date .....

**Standard Membership Fee: \$88**

Received  Initials..... Date ..... Charged  Initials..... Date .....

**Please submit your application package to the TESL Ontario Office by mail or in person:**

TESL Ontario, 27 Carlton Street, Suite 405, Toronto ON M5B 1L2

If mailing your original documents, please send your application package by registered mail and include a self-addressed, self-stamped, registered-mail envelope for the return of your original documents. You may also pick up your originals from the TESL Ontario Office at any time.

**Questions? Please contact TESL Ontario by email at [reza.mazloom@teslontario.org](mailto:reza.mazloom@teslontario.org) or by phone at at 416-593-4243, ext. 205.**