The ACE-TESOL Certificate at Renison University College
APPLICATION FORM 2018

Course dates:
In class hours: Monday, April 24 – Friday, May 18, 2018
Practicum: June or July or August 2018
Final day to register: Monday April 7, 2018
Deposit: Due on registration ($250.00)
Final payment: Due Monday, April 16, 2018 ($1,850.00)

Applicant Information: (Please print)

*Full name: ________________________________________________________
*Address: ___________________________________________________________
*City: _____________________________________________________________
*Postal Code: _________________________________________________________
*E-Mail: _____________________________________________________________
*Telephone (home): ____________________ Telephone (work):______________
Telephone (cell):________________________

*Required information

Do you have a University of Waterloo ID card (WAT Card)? Yes_____ No_____
**Education**

Do you already have an undergraduate degree? Yes____ (complete Box A)
Do you already have a graduate degree? Yes____ (complete Box A)

No____ (complete Box B)

**Box A**

If yes, what was your degree? _______________________________________
What university is your undergraduate degree from? __________________
When did you graduate? _____________________________
Do you have a graduate degree?_____________________
What university is (are) your graduate degree(s) from? _________________
When did you graduate from your graduate degree(s)? ___________________

* Please note that you require an undergraduate degree (in any major) and an ACE-TESOL Certificate to be eligible for TESL Canada Certification and for TESL Ontario certification.

**Box B**

If no, are you currently studying for an undergraduate degree? Yes___ No ____
At which university are you currently studying? ____________________________
Once completed, what degree will you hold? ____________________________
What is your expected date of graduation? **______________________________

* Please note that if you do not have an undergraduate degree, you will not be eligible for TESL Canada Certification. You will be eligible for TESL Canada Certification when you have completed your undergraduate degree and hold an ACE-TESOL Certificate.

**Please note: we recommend that you not apply for the program unless you are in your last year of undergraduate studies or have only one semester of your undergraduate degree to complete.

**Attachments to the application:**

1. Please provide a copy of your degree and/or official transcripts.

2. Please provide a current resume with three references and contact information for them.
3. Please note that if you do not possess an undergraduate degree from a recognized Canadian university, you will not be eligible to apply for TESL Canada Professional Certification until you have a document-by-document Canadian degree equivalency report for degrees obtained from universities located outside Canada. The equivalency report must indicate that the evaluated international degree is equivalent to a minimum three-year Bachelor’s degree, or a graduate degree from a university in Canada. TESL Canada’s website explains this: [http://www.tesl.ca/certification/certification-standards-descriptors/](http://www.tesl.ca/certification/certification-standards-descriptors/)

4. Are you a native English speaker? ___ Yes ___ No
   If no, provide your score on a standardized proficiency test.

   Test name: _______________   Score: _______________

   **Please attach your official test results to the application.** Please see the link below for English Language Requirements for the Faculty of Arts. [http://www.findoutmore.uwaterloo.ca/admissions/elr.php](http://www.findoutmore.uwaterloo.ca/admissions/elr.php)

   **Please Note:** In order to complete the teaching practicum in Renison University College’s undergraduate/graduate classes and all EAP courses, candidates need to demonstrate a higher language proficiency level than the students they will be teaching. Typically, this requires that candidates have an IELTS 8 or equivalent. Candidates with language proficiency levels below an IELTS 8 will be accommodated in other practicum placements, possibly, at other locations, or can find practicum placements of their choosing.

**Cost of the Program:**

- The total cost of the course is $2200.00 (tuition $1850 and deposit $250.00) plus the cost of a textbook (approximately $50.00).
- To apply for ACE-TESOL, please submit a non-refundable deposit of $250.00 when you submit your application form.
- If accepted into the program, $1850.00 is due on Monday, April 16, 2018, a week before the start date of the course. Participating in the course on April 23rd is contingent upon full payment of all tuition due.

**Cancellation Policy:**

- The administration fee is non-refundable unless the course is cancelled.
- If the course is cancelled, the administration fee and tuition will be refunded to you in full.
- You can withdraw up until the registration deadline and receive a full tuition refund.
- After the course begins, you can withdraw in writing up until the last day of the second week. Tuition will be refunded on a per diem basis. After this date, refunds will not be issued. Please note: Renison will issue refunds after May 18th and not before.

**Sign here that you agree with the Cancellation Policy:** ______________________________
Sending in the Application and Method of Payment (you have three options):

1) By Fax or Scan: Credit Card only

Send Fax to Maggie Heeney, ACE-TESOL at Renison University College, 519-884-5135

Card Type and Number: _____________________________ Expiry Date: _____________
Cardholder Name: ________________________________
Signature (must be included): ____________________________

2) By Mail:

Bank Draft _____ OR Credit Card ______(please fill in the box above with credit card information.)

Please note: Cheques are not accepted

Please mail to ACE-TESOL Certificate Program c/o Maggie Heeney, Renison University College, University of Waterloo, 240 Westmount Road North, Waterloo, Ontario, Canada, N2L 3G4

3) In person:

Credit Card ____ (please fill in the box above with credit card information.)

Bank Draft OR Cash___________(please pay office administrator)

Please note: Cheques are not accepted

Please visit the Main Reception Office on the main level of Renison University College, University of Waterloo, 240 Westmount Road North, Waterloo, Ontario, Canada, N2L 3G4. (Come down the stairs from the main parking lot, and the Main Reception is to the right).

Scheduling an Interview

Acceptance into the ACE-TESOL Certificate program is contingent upon submission of a

- complete application form with all required attachments
- satisfactory writing sample (see the last page of this application)
- deposit when this application is submitted and full payment before the course begins
- a satisfactory score on a grammar and writing test
- a 20-minute interview with the program coordinator(s)
Interviews will be scheduled sometime from February to the end of March.

Please indicate the days and times that are most convenient for you by placing a check (✓) in the appropriate box. Please give us some options! You will be contacted with plenty of notice for your interview.

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<thead>
<tr>
<th></th>
<th>Morning</th>
<th>Afternoon</th>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
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<td>Friday</td>
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Is there any week in that time frame of February to end of March that you are not available? If yes, please indicate ________________________________

**Information about the Course**

**Course hours:** This is an example of a schedule of a typical week in the ACE-TESOL Certificate program.

<table>
<thead>
<tr>
<th></th>
<th>Monday, April 24</th>
<th>Tuesday, April 25</th>
<th>Wednesday, April 26</th>
<th>Thursday, April 27</th>
<th>Friday, April 28</th>
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<tbody>
<tr>
<td>8:30-10:00</td>
<td>Teaching: Planning 1</td>
<td>Language: Vocabulary 1</td>
<td>Language: Grammar 3</td>
<td>Language: Vocabulary 2</td>
<td>Language: Grammar 5</td>
</tr>
<tr>
<td>10:15-11:45</td>
<td>Language: Grammar 1</td>
<td>Language: Grammar 2</td>
<td>Learning: Speaking 2</td>
<td>Language: Grammar 4</td>
<td>Teaching: Methods 2</td>
</tr>
<tr>
<td>12:30-2:00</td>
<td>Learning: Speaking 1</td>
<td>Learning: Writing 1</td>
<td>Observation</td>
<td>Learning: Writing 2</td>
<td>Observation</td>
</tr>
<tr>
<td>2:15-3:45</td>
<td>Teaching: Planning 2</td>
<td></td>
<td>Learning: Learning 3</td>
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The ACE TESOL program is a minimum of 100 hours of classroom time plus Observation hours and assignments. Certification is contingent upon attending a minimum of 90% of the classes. Trainers will require that you make up for any classes missed through additional reading and/or assignments.

**Please sign to indicate you understand the intensive nature of the course and can commit to these hours:**

Applicant’s signature: ____________________________________
Practicum hours: Please place a check mark in the box on the right (below) that corresponds to the practicum option you would like to be considered for.

10-hour practicum

| I would like to complete the 10-hour practicum. I am aware this practicum option is not eligible for TESL Canada Recognition. | Place your check mark here for the 10-hour practicum: |

20-hour practicum

| I would like to be considered for the 20-hour practicum. I am aware that admittance into the 20-hour practicum portion of the course is contingent upon satisfactory performance during the preceding coursework. I am aware that successfully completing the practicum option allows me to apply for TESL Canada Standard 1 Recognition. | Place your check mark here for the 20-hour practicum: |

Practicum timing:

The more flexible you can be about when you complete your practicum (either the 10- or 20-hour practicum), the more applicants we can accept into the program as it will allow us to spread out the practicum hours over the summer months. Please be as flexible as possible.

Please indicate the month in which you would prefer to complete your practicum component. For your first choice, write “first,” for your second choice, write “second,” etc. If there is a month in which you absolutely cannot complete the practicum, please write “X.”

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<tr>
<th>Preferred Month to Complete Practicum</th>
<th>Preference: First, Second, Third, or X</th>
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<tr>
<td>June</td>
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<td>July</td>
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<td>August</td>
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NOTE: If you plan to continue studying in the ACE TESOL Diploma Program, then you need to complete your practicum for the ACE TESOL Certificate in June.

Please indicate here if you plan to continue onto the ACE TESOL Diploma Program at the end of June, which will give you TESL Ontario Certification: __________

This information, which is collected by Advanced Consulting for Education, INC or one of its partners, will be protected by the provisions of the provincial Freedom of Information and
Protection of Privacy Act relevant to the place of delivery of the ACE-TESOL Certificate course and by the Privacy Policy for Advance Consulting for Education, INC. For inquiries about the collection and use of this information, contact Advance Consulting for Education, INC at 416-513-9730 or info@aceducation.ca. To view the Privacy Policy for Advance Consulting for Education, INC, please see www.aceducation.ca/privacypolicy.

For more information about TESL Canada call 1-800-393-9199 or email admin@tesl.ca or search www.tesl.ca.

**Application Checklist:**

___ I read, understood and signed the cancellation policy on page 3.

___ I signed on page 5 regarding the course intensity.

___ I indicated a preference for the practicum component on page 6.

___ I attached my transcript(s) for my degree(s) or a copy of each degree.

___ I attached a current resume.

___ I attached my English language proficiency score (for non-native speakers of English only).

___ I paid the $250.00 non-refundable deposit.

___ I completed the writing task.

**ACE TESOL Writing Task:**
Please write 250-350 words about what has inspired you to want to take this training to be an ESL teacher. What career goals do you have?

(Please note that this task must be completed and submitted with this application in order to be considered for the program).
Writing task continued: