

TEACHING QUALIFICATIONS SUMMARY – ENGLISH PROGRAMS

**LANGUAGES CANADA**

### CONFIDENTIAL

**Please complete:**

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| **Institution:** |  |
| **Date:** |  |
| **Completed by:** |  |
| **E-mail address:** |  |
| **Telephone:** |  |

**Instructions:**

* Email the completed form to **YOUR AUDITOR**
* No other template than this one will be accepted for review, Note: please *do not change the form to another format, size or software application*. Do not delete any columns.
* Ensure that you have completed all fields **with all details, as requested. *If the information is incomplete, it will be returned***
* All teachers for ***all*** *language programs* should be listed, including full time, part time, contract, seasonal, etc.
* The teacher qualifications reported are verified by the evaluator during the site visit. **That means that verified copies of the TESL and Degree documents must be available for the auditor to review**.
* **Evaluators may request to review additional information on the qualifications, as identified by the Accreditation Services Team**.

If the teacher has received their ***degree outside of Canada***, an assessment should have been done to ensure equivalency to a Canadian credential. Ontario uses WES and CES; IQAS covers Saskatchewan, Alberta and the Yukon; British Columbia uses ICES; Manitoba's is WES and CEFAHQ ( Centre d’expertise sur les formations acquises hors du Quebec) does these for Quebec. ***Ensure they are available for the auditor to review*.**

* In the “employ date” column, please indicate “original date of hire” and not just the period covered by this report
* Ensure that the **Undergraduate Degree** information includes subject areas, **name of institution, location of the institution and date of degree.** . For example: BA, Eng/Fr, ABC University, Toronto, Ontario, 1996.
* Ensure that the TESL qualifications are explained in detail. For example: TESL program, ABC University, 1998

***\* \*Please DO NOT complete the “EVALUATOR comments” and “Verified” column as these are for the Accreditation Services.***

***\* Also note that if this report is not complete or completed as requested, it will be returned to the program.***

| TEACHER | FULL (F) orPART **(P)** | EMPLOYDATES(date of hiring) | DOES THIS TEACHER ONLY TEACH JUNIORS? | UNDERGRADUATE**DEGREE(S)**  **\* Include:****a) institution****b) location****c) date degree issued** **d) subject areas**  | TYPE ofTESL CERT &/or course numbers | FOR TESL CERT Please indicate clearly:INSTITUTIONPROVINCE DATE ISSUED | ESL TEACHINGExperience**(# of years)** | OTHER QUALIFICATIONS / ADVANCED DEGREES | EVALUATOR COMMENTS(For completion by Evaluator ONLY) | VERIFIED \* Site visit(For completion by Evaluator or Accreditation Services only) |
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| **Academic Leader(s):**  |  |  |  |  |  |  |  |  |  |  |
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| **Teachers:** |  |  |  | a)b)c)d) |  | a)b)c) |  |  |  |  |
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