



Continuing Education

YCDSB TESL PRACTICUM CERTIFICATE PROGRAM

INFORMATION / REGISTRATION PACKAGE



October 2022



Dear Applicant:

Thank you for your interest in the YCDSB TESL Practicum Certificate program. This program has been established by the York Catholic District School Board's Continuing Education Department to assist you in developing the knowledge and skills to become a certified ESL professional through practicum opportunities.

The YCDSB has extensive experience delivering day, evening and Saturday ESL programs to adults. Based on this experience, we have developed a practical and effective TESL Practicum program that will provide you with an opportunity to gain valuable teaching experience through a comprehensive teaching practicum in one of our YCDSB ESL classes and/or specialized language training programs. Our staff consists of qualified and experienced professionals.

Upon completion of the YCDSB TESL Practicum Certificate Program, you will be provided with a certificate of completion. The YCDSB TESL Practicum Program is approved and certified by TESL Ontario. You will need to submit the required documents to TESL Ontario for certification.

Enclosed you will find a complete package including an application form. If you have any questions, please do not hesitate to contact Veronika Edwards, veronika.edwards@ycdsb.ca

There are a limited number of spaces available. Applicants must be available for both in-person and online placements. Application forms can be emailed to: veronika.edwards@ycdsb.ca

Sincerely,

Tania Connell

Tania Connell
ESL Program Manager/TESL Practicum Supervisor
416-221-5051 ext. 13115



<p>PROGRAM DETAILS</p>	<p>A supervised observation and teaching practicum in a YCDSB ESL class will be arranged for each participant upon registration.</p> <p><u>Up to</u> 50 hours of Observation/Practicum</p> <ul style="list-style-type: none"> • 30 hours class observation • 20 hours practice teaching • Or as required <p>Students must complete all required hours within one YCDSB school term. School terms run as follows:</p> <ul style="list-style-type: none"> • September – December • January – June • July/August
<p>REGISTRATION REQUIREMENTS</p>	<p>Students must be enrolled in a TESL Training Program, or going through the PLAR (Prior Learning Assessment & Recognition) process, to be eligible to participate in this program.</p> <p>Students must submit a copy of the following certificates with their application:</p> <ul style="list-style-type: none"> • CLB Bootcamp • Introduction to PBLA For New Classroom Instructors
<p>PROGRAM HIGHLIGHTS</p>	<p>Preparation to be an ESL Instructor TESL ONTARIO APPROVED practicum certificate program Qualified & Certified TESL Mentor Instructors A wide variety of practicum opportunities online and throughout York Region</p>
<p>PROGRAM FEES</p> <ul style="list-style-type: none"> ❖ Credit Card 	<p>\$350.00 (inclusive)</p>

<p>REFUND POLICY</p>	
<p>Full payment will be refunded to students who withdraw before the practicum schedule has been issued. There will be no changes made to schedules once they have been set. Please ensure you have accurately indicated your availability on the application form.</p> <p>Students who are unable to attend the set schedule will be required to withdraw from the program. Exceptions may be made in emergency situations.</p>	



TESL Ontario Practicum Standards

- The practicum consists of 30 hours of observation and 20 hours of supervised teaching.
- TESL students must first observe classes that they will teach.
- Practicum hours should be completed in at least two of these settings **in Ontario**:
 - LINC/Adult ESL for newcomers to Canada**
 - ESL for international students at colleges and universities**
 - EAP** (English for Academic purposes)
 - ELT** (Enhanced Language Training)
 - ESP** (English for Specific Purposes)
 - OSLT** (Occupation Specific Language Training)
 - English Language Proficiency Test Preparation Courses**
- If the supervised teaching is done all in one setting, the observation hours must be done in two or more settings.
- Classes that are observed or taught by TESL students must have a minimum of 5 students. Students must be 18 years old and older.
- TESL students must have charge of the class during the supervised teaching hours.
- Mentoring instructors must either be TESL Ontario accredited or have training, as well as experience, that equates to or is superior to that required by TESL Ontario.

Online programs should also provide evidence that they meet the following practicum standards:

- Student instructors in a distance delivered practicum must find a qualified mentor to evaluate their teaching. Include the mentor approval form that students submit to the Practicum Supervisor, the required mentor qualifications, the date(s) the approval forms have to be submitted, and the instructions provided to the mentoring instructor.
- Provide general information that indicates how the practicum is supervised at a distance. Provide details on how the teaching portion of the practicum is supervised, indicating the relationship between the mentoring classroom ESL teacher and your program's practicum supervisor, including the number of hours the student instructors are supervised by the mentor. Explain how the students are assessed in this experience. Please enclose a copy of the evaluation form. The student instructor must submit thirty minutes of teaching on CD to the Practicum Supervisor for evaluation.



APPLICATION FORM

(PG. 1 OF 2)

THERE WILL BE NO CHANGES MADE TO SCHEDULES. PLEASE CLEARLY INDICATE YOUR AVAILABILITY AND ANY DATES IN WHICH YOU ARE UNAVAILABLE.

PREFERRED START DATE: _____

SELECT SCHOOL TERM: (X)

<input type="checkbox"/>	SEPTEMBER – DECEMBER
<input type="checkbox"/>	JANUARY – JUNE
<input type="checkbox"/>	JULY & AUGUST

NUMBER OF HOURS REQUIRED:

<input type="checkbox"/>	Observation
<input type="checkbox"/>	Practice Teaching

PLEASE INDICATE AREA OF PREFERENCE : APPLICANTS **MUST** BE AVAILABLE FOR IN PERSON PLACEMENTS.

AREA REQUESTS WILL BE ACCOMMODATED WHERE POSSIBLE BUT CANNOT BE GUARANTEED.

(1-MOST PREFERRED, 4-LEAST PREFERRED)

<input type="checkbox"/>	Markham
<input type="checkbox"/>	Aurora/Newmarket

<input type="checkbox"/>	Richmond Hill
<input type="checkbox"/>	Maple/Vaughan/Woodbridge

PLEASE INDICATE YOUR AVAILABILITY: (X)

Please indicate any SPECIFIC dates you are unavailable within the availability indicated.

<input type="checkbox"/>	<p>Daytime Monday – Friday Classes may be held between 8:30 am – 3:30 pm</p> <p>Please circle days available: M / Tu / W / Th / F</p>
<input type="checkbox"/>	<p>Evening Monday – Friday Classes may be held between 5:00 pm – 9:00 pm</p> <p>Please circle days available: M / Tu / W / Th / F</p>
<input type="checkbox"/>	<p>Saturday Classes may be held between 9:00 am – 7:00 pm</p>

ADDITIONAL NOTES/REQUESTS:



APPLICATION FORM

(PG. 2 OF 2)

Surname: _____ First Name: _____

Preferred Pronoun: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Home #: _____ Cell #: _____ Email: _____

Country/City of Birth: _____ Language(s) Spoken: _____

Highest level of education completed: _____ Year of Completion: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

Provider name of the TESL Training Program you are enrolled in: _____

Application Fee – Payment Options

Total - \$350.00

Credit Card

Card Number: _____

Expiry Date: M _____ Y _____ CVV: _____

Name on Card: _____ Signature: _____

Applications can be submitted by email to:

veronika.edwards@ycdsb.ca

I certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application. I understand that completion of this Application Form does not guarantee complete TESL Ontario certification. I recognize that this is the practicum component only of a TESL Ontario certification program.

Signature of Applicant

Date



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.





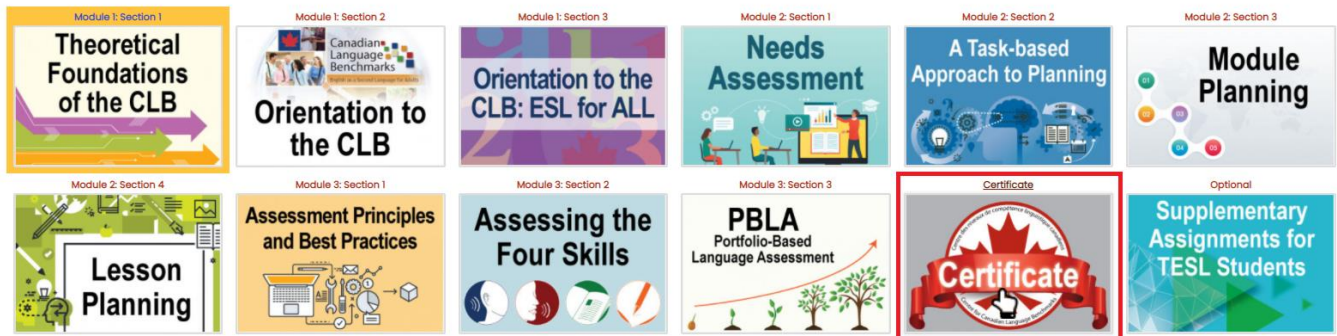
Free Courses!

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.

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](#)

Please use enrollment key: XXXXXXXX

Copy this enrollment key.

This will open-up an **Enrolment Key** that you will need

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

to include when self-enrolling into the self-led Introduction to PBLA for new Classroom Instructors course.

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](#).

Enrolment options

[Introduction to PBLA for new Classroom Instructors Self-directed course](#)

Self-Enrol after completing CLB Bootcamp

Enrollment key: XXXXXXXX

Enrol me

Paste it here.

The PBLA Bootcamp course is automatically made available after the successful completion of the CLB Bootcamp Course.

This self-directed course includes a basic theoretical introduction to the principles of Portfolio-Based Language Assessment (PBLA).

Self-Enrol for TESL Educators

Enrollment key:

Enrol me

