

# TESL/TESOL Certification

Teaching English as a Second Language Certificate



inlingua Victoria TESL/TESOL Courses  
are recognized by TESL Canada

inlingua Victoria College of Languages and Careers  
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Victoria, BC, V8W 1X3 Canada

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## OVERVIEW OF INLINGUA

### INLINGUA INTERNATIONAL

Inlingua Victoria is proud to be a member of the inlingua International Schools of Languages, with more than 315 language schools around the world. The inlingua method of language training has been perfected with over 50 years of experience. Over half a million amazing students learn English and other languages with us every year.

It is the mission of inlingua Victoria to provide its students with the most personalized, dynamic, and memorable language learning experience through trusted methods and collaborative educator support in our inclusive boutique school community. With a long, proud history of innovation and excellence, inlingua Victoria strives for the highest standards in teaching.

### ACCREDITATIONS

inlingua Victoria is accredited by TESL Canada, Languages Canada, Private Training Institutions Branch, and the Education Quality Assurance of BC



“ I would definitely recommend inlingua to my friends, and I think for anyone who's interested in teaching domestically or abroad, it just provides you with all the necessary tools to go out and do that right away! ”

- Philip, Canada





# TESL/TESOL Certification

## ADMISSIONS

### HOW TO APPLY

- 1** Check the Admission Policy to ensure you meet one of the TESL/TESOL Certification Requirements.
- 2** Submit an ONLINE APPLICATION form:  
[www.inlinguavictoria.com/application](http://www.inlinguavictoria.com/application)
- 3** Pay the Registration Fee. Payment options can be found here: [www.inlinguavictoria.com/payments](http://www.inlinguavictoria.com/payments)
- 4** Wait for an email from us indicating your acceptance into the program, and your invoice.



### ADMISSION POLICY

Students applying for the TESL/TESOL Certification Course must prove that they meet one of the following requirements. Both international and domestic students may apply for this course. There are two certification options: with TESL Canada Certification, and without TESL Canada Certification (inlingua Certification only).

#### Option A: English as a First Language Student

- 1. With TESL Canada Certification:**  
University Degree in any field
- 2. Without TESL Canada Certification (inlingua Certification only):**  
High School Diploma from a High School where the main language of administration was English

#### Option B: English as a Second Language Student

- 1. With TESL Canada Certification:**  
Proof of one of the following Language Proficiency Tests:
  - IELTS Academic
    - Overall 7 with a minimum of 7 in each skill area
  - TOEFL iBT
    - Overall 101 with a minimum of 23 in Listening, 24 in Reading, 27 in Speaking, and 27 in Writing
  - Completion of an undergraduate degree
    - Completion of an undergraduate degree from an English-speaking university in one of the following countries: 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, St. Lucia, St. Vincent, Seychelles, Sierra Leone, South Africa, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, United States, Uganda, US Virgin Islands, Zambia, Zimbabwe.
- 2. Without TESL Canada Certification (inlingua Certification only):**
  - Completion of inlingua Victoria General English Level 6
  - Or successful score on an inlingua Victoria in-house exam which consists of a grammar, writing, and speaking component.



TESL Canada Certified students are certified to teach at private language institutions in Canada. This course provides the certification requirement for TESL Canada's Professional Standard 1.

# TESL/TESOL Certification

## COURSE OUTLINE

### DESCRIPTION

inlingua Victoria's 120 hour TESL/TESOL Certificate program is an intensive program consisting of a balanced curriculum of both theoretical and practical components of teaching English. There is a supervised teaching practicum that offers a hands on learning opportunity to complete your training. This course is for anyone who would like to pursue a career in Teaching English as a Second Language to non-native English speakers.

This program is recognized by TESL Canada. Students who successfully complete this program and have a degree may apply for TESL Canada's Professional Standard Level One certification.

The TESL/ TESOL Certification Course includes 100 hours of intensive and comprehensive instruction in ESL methodologies, lesson planning, resources and job search skills. Student teachers also complete a 10-hour classroom observation and a 10-hour teaching practicum with ESL students from around the world who are attending our English Language Courses in Victoria. The practicum component is for eligible students only, and takes place after the 110 hours have been completed.

### CURRICULUM OUTLINE

<b>Module 1</b>	Theories and Methods - Overview of TESL
<b>Module 2</b>	Teaching Listening and Speaking
<b>Module 3</b>	Teaching Reading
<b>Module 4</b>	Communicating Creatively - Teaching Writing
<b>Module 5</b>	Teaching Grammar
<b>Module 6</b>	Designing ESL Curriculum
<b>Module 7</b>	Testing in ESL
<b>Module 8</b>	Class Dynamics
<b>Module 9</b>	Finding Your First ESL Job
<b>Module 10</b>	Tutoring in ESL

### TEXTBOOKS AND MATERIALS

- **Teaching English As A Second Or Foreign Language (4th Edition)**  
by Marianne Celce-Murcia, Donna M. Brinton, & Marguerite Ann Snow  
ISBN-13: 978-8131533246
- **TESL/TESOL Course Pack**
- **Daily Handouts and Materials**



# TESL/TESOL Certification

## PROGRAM SCHEDULE

\*Schedule is subject to change due to class size and students' needs.

### FULL-TIME

Monday to Friday from 9:00am to 4:00pm (certain days may end at 3:30pm).

**WEEK  
1**

TESL Overview, Linguistics, and Metalanguage  
Previous Theories and Methods, CLT Approach  
Learning Styles and Strategies, Lesson Planning  
Essential Concepts of Grammar  
Instructional Strategies of Grammar and Grammar Lesson Planning

**WEEK  
2**

Peer Teaching Grammar Lesson, Afternoon Observations  
Morning Observations, Essential Concepts of Listening  
Instructional Strategies of Listening, Afternoon Observations  
Morning Observations, Essential Concepts of Speaking  
Midterm Exam, Instructional Strategies of Speaking, Listening/ Speaking Lesson Planning

**WEEK  
3**

Peer Teaching Speaking or Listening Lesson  
Essential Concepts and Instructional Strategies of Vocabulary  
Essential Concepts and Instructional Strategies of Reading  
Essential Concepts of Writing  
Instructional Strategies of Writing, Reading/Writing Lesson Planning

**WEEK  
4**

Peer Teaching Reading or Writing Lesson  
Curriculum Design and Games  
Testing in ESL  
Classroom Dynamics  
Final Exam, Professional Development, Practicum Preparation

### PART-TIME

Tuesdays and Thursdays from 6:00pm to 9:00pm; Saturdays from 9:00am to 1:00pm.

**WEEK  
1**

TESL Overview, Linguistics, Metalanguage  
Previous Theories and Methods, CLT Approach

**WEEK  
2**

Learning Styles and Strategies, Lesson Planning  
Essential Concepts of Grammar

**WEEK  
3**

Instructional Strategies of Grammar and Grammar Lesson Planning  
Peer Teaching Grammar Lesson

**WEEK  
4**

Essential Concepts of Listening  
Instructional Strategies of Listening, Afternoon Observations

**WEEK  
5**

Essential Concepts of Speaking  
Midterm Exam, Instructional Strategies of Speaking, Listening/ Speaking Lesson Planning

**WEEK  
6**

Peer Teaching Speaking or Listening Lesson  
Essential Concepts and Instructional Strategies of Vocabulary

**WEEK  
7**

Essential Concepts and Instructional Strategies of Reading  
Essential Concepts of Writing

**WEEK  
8**

Instructional Strategies of Writing, Reading/Writing Lesson Planning  
Peer Teaching Reading or Writing Lesson

**WEEK  
9**

Curriculum Design and Games  
Testing in ESL

**WEEK  
10**

Classroom Dynamics  
Final Exam, Professional Development, Practicum Preparation

### PRACTICUM

- ▶ The Practicum Component consists of 10 hours of observed solo teaching
- ▶ Practicum classes are scheduled depending on available classes
- ▶ The Practicum Component takes place after the course has been completed
- ▶ The practicum is for eligible students only. Please see the Course Requirements section.



# TESL/TESOL Certification

## PROGRAM EVALUATION

Evaluation is based on participation, homework, attitude, attendance, peer teachings, lesson plans, written examinations, a final essay, and the practicum.

Students need to score 75% or higher in both the course evaluation criteria and the practicum to qualify for the inlingua TESL/TESOL Certificate and be eligible for the TESL Canada Certificate.

EVALUATION CRITERIA	DISTRIBUTION OF MARKS	
	A1 & B1 Students	A2 & B2 Students*
Peer Teaching (2)	30%	45%*
Tests (2)	20%	20%*
Final Assignment (1)	10%	15%*
Practicum	25%	N/A*
Participation, Homework, Attitude, and Attendance	15%	20%*

\*Indicates values for Students not conducting a teaching practicum and not eligible for TESL Canada certification.

### PROCEDURE FOR GRADE APPEAL

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Academic Manager.
3. The Academic Manager will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the test. .
4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. If the student achieves a lower grade on re-assessment, the original grade will be retained.
5. The grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 school days of inlingua's receipt of the written appeal.

### GRADING CODE

A+	95-100
A	90-94
A-	85-89
B+	80-84
B	75-79
B-	70-74
C+	65-69
C	60-64



*“Even after years of teaching experience, I found the inlingua course to be really beneficial; it gives you a great background on the theory and methods of TESL, and a great framework for creating effective lessons.”*

- Chris, Canada



# TESL/TESOL Certification

## PROGRAM EVALUATION

### FEES

Please visit our website for current TESL/TESOL Certification Course prices:

[www.inlinguavictoria.com/tesl-tesol-teacher-training](http://www.inlinguavictoria.com/tesl-tesol-teacher-training)

### PAYMENT OPTIONS

Payments can be made by Flywire, International Money Order, Bank Draft, Wire Transfer of Funds, Cash, Visa, or MasterCard in Canadian Funds payable to Coastal International Language Institute Inc. Licensed and doing business as inlingua Victoria.

### PAYING BY FLYWIRE

inlingua Victoria utilizes Flywire for payments made outside of Canada to simplify the process for international students. This service provides students a cost-effective and convenient method of making payments to inlingua Victoria in foreign currencies.

### REFUND POLICY

1. If inlingua Victoria receives tuition from the student, or a person on behalf of the student, inlingua Victoria will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) inlingua Victoria receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and inlingua Victoria receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and inlingua Victoria does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. Inlingua Victoria will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, inlingua Victoria may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if inlingua Victoria receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, inlingua Victoria may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, inlingua Victoria may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if inlingua Victoria provides a notice of dismissal to a student and the date inlingua Victoria delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
6. If inlingua Victoria provides the program solely through distance education and inlingua Victoria receives a student's notice of withdrawal or inlingua Victoria delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
7. Inlingua Victoria will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to inlingua Victoria or inlingua Victoria provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date inlingua Victoria receives a student's notice of withdrawal,
  - (b) of the date inlingua Victoria provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to inlingua Victoria that inlingua Victoria is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to inlingua Victoria, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

# TESL/TESOL Certification

## OVERSEAS JOB PLACEMENTS

### GUARANTEED OVERSEAS JOB PLACEMENTS

Complete our TESL/TESOL Certification Course and teach overseas with guaranteed\* job placements!

As a partner of the Saxoncourt Group, inlingua Victoria guarantees TESL students a job placement upon completion of the 120-hour course for students who meet the requirements.

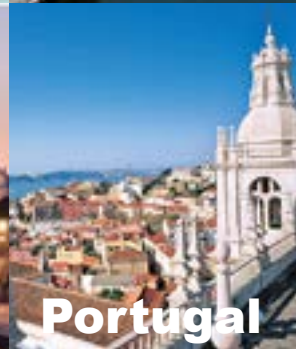
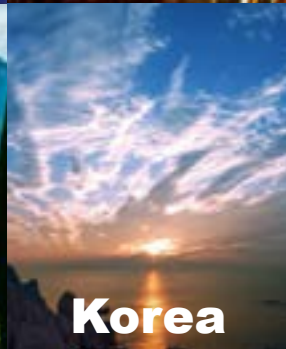
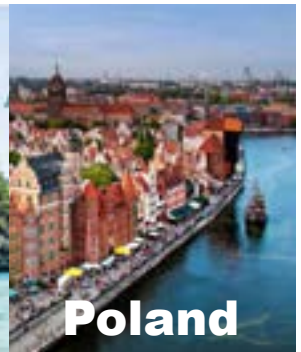
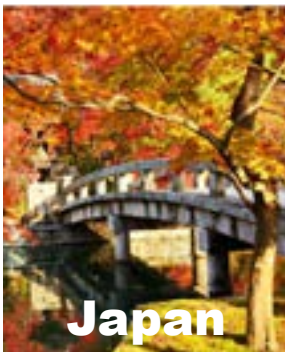
Every course, a representative from the Saxoncourt Group hosts a webinar for our eligible students who are interested in teaching abroad after obtaining their certification. This webinar takes place during the last week of the course.



### Candidates will need to meet the following criteria:

- TESL/TESOL Certificate from inlingua Victoria
- Native English Speaker
- University Degree from a recognized university
- Complete an interview
- Provide 2 references

### Employment is offered in one of the following locations:



For more information about teaching jobs, please visit: <https://www.saxoncourt.com/jobs-abroad/all-teaching-jobs/>



# TESL/TESOL Certification

## FREQUENTLY ASKED QUESTIONS

### 1. Where can I find the start dates for the TESL Certification Course?

Start dates can be found on our website.

For the most up-to-date information, please go to:

[www.inlinguavictoria.com/tesl-tesol-teacher-training/](http://www.inlinguavictoria.com/tesl-tesol-teacher-training/)

### 2. Where is the TESL Certification Course held? Are there Online options?

The TESL Certification Course is held at our downtown campus located at:

101-910 Government Street, Victoria, BC, Canada, V8W 1X3.

### 2. If I am a non-native English speaker, can I still take the course?

Yes, please follow the Entrance Requirements found on page 4 of this package.

### 4. If I have not completed a degree yet, can I still take the course?

Yes, you can. To become TESL-Canada certified, you will need to complete your degree prior to submitting your documents to TESL Canada.

### 5. How do I become TESL-Canada certified?

Upon successfully completing the course and fulfilling the TESL Canada requirements, you must submit your documents to TESL Canada. Please refer to the TESL Canada website for information on certification applications:

<https://www.tesl.ca/certification/tesl-canada-professional-certification/>

### 6. Who qualifies for the guaranteed overseas job placements?

If English is your first language and you have completed a Bachelor's Degree in addition to successfully completing the TESL Certification, you qualify for the overseas job placement. Each session will have an online webinar with a Saxoncourt Group Representative for more information about available jobs. Applicants must still apply to the Saxoncourt Group for specific teaching jobs.

### 7. Does this course focus on teaching children or adults?

This course covers both, however there is more of an emphasis on teaching adults, especially since the practicum is teaching adult students.

### 8. Is the teacher observation and practicum done with inlingua classes?

The observation is done during regular hours of inlingua classes between 9:00am to 2:45pm.

The practicum component is done after the 4 weeks, and is scheduled between the hours of 9:00am to 5:00pm according to schedule availability. Students will receive their practicum schedule information during the course.

### 9. What are the class sizes like?

The average class size is 8 students.

### 10. Is there additional study to do outside of regular class time, and if so, how much could I expect?

Yes, there is approximately 1-2 hours of additional work each day that will consist primarily of text readings as well as preparations for in-class work such as presentations.

### 11. What happens if I miss a class? Are there make-up assignments?

To fulfill the attendance requirement, students are now allowed to miss more than 10% of the 100 course hours (no more than 10 hours). For Full-time, this corresponds to 2 days, and for Part-Time, this corresponds to approximately 3 days .

Make-up assignments are taken case-by-case.

### 12. I've been looking into Level 1 and Level 2 TESL Canada certification. Why might someone want a Level 2 certification? Do you offer an upgrade course or only the 120 hours course?

The TESL Certification Course offered by inlingua Victoria is the Professional Standard Level 1 for TESL Canada. We do not offer Level 2 Certification, but it is for teachers who wish to have a higher level certification once they have reached the minimum number of teaching hours. More information about the different levels can be found here:

<https://tesl.ca/certification/tesl-canada-professional-certification/2015-08-09-23-46-45>






# inlingua Victoria

COLLEGE OF LANGUAGES AND CAREERS



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