



TESL Training Center

TESOL/ TESL/ TEFL* Correspondence Programs

*Teaching English to Speakers of Other Languages or
Teaching English as a Second or Foreign Language

Information & Registration Package



*TESL Training Center is affiliated with the Academy of Teaching and Training, Canada.

Welcome

Welcome to the Correspondence Program at the TESL Training Center! This Information and Registration Package provides details of our Correspondence Program and describes the procedures for successfully completing the courses. This is your key source of reference to our courses.

We encourage you to review the package, which includes TTC policies, application procedure, course descriptions, registration form, prices, etc. If you have any questions or concerns please contact us by phone or e-mail as indicated below.

Thank you!

Director:

Irene Lardizabal

E-mail: admin@teslacademy.ca

Administration & Promotions Coordinator:

Beth Garcia

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TESL Training Center

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Note:

All information included in this package is subject to change.

What's inside this package? (click title to go to corresponding page)

[Course Information](#)

[Application Procedure](#)

[Prices/Discounts](#)

[Refund Policy](#)

[TTC Staff](#)

[FAQ's](#)

[Registration Form](#)

COURSE INFORMATION

OUR MISSION STATEMENT

The TESL Training Center is committed to providing quality teacher education in the field of English as a Second Language. We are dedicated to delivering comprehensive teacher training programs that meet the needs of EFL/ESL employers both locally and internationally.

THE PURPOSE OF OUR PROGRAMS

The main purpose of our programs is to mentor potential and current teachers in teaching English as a second or foreign language (ESL/EFL) with a solid theoretical background, relevant methodologies and practical, communicative teaching skills to teach English in the Philippines and abroad.

PROGRAMS DESCRIPTION

There are many benefits in learning by correspondence. You can choose your own learning time if your lifestyle demands more flexibility than a traditional class permits. Self-discipline is very important to succeed in any correspondence course. You can work in your own preferred space, at your own unique pace, and at the times you desire.

Our Correspondence Programs are designed to closely mentor our teachers through three main ways: (1) e-mail or snailmail communication (theory), (2) experiential teaching (practicum) and (3) emphasis on continuing teacher education and development (research, employment, further studies, and organization memberships).

TESOL PROGRAMS

- **Foundation TESOL***
Equivalent to 35-hour in-class introductory teacher training course for potential teachers who plan to teach basic English as a second or foreign language locally or overseas.
Correspondence time frame: 12 weeks (includes 10 hrs practicum)
- **Advanced TESOL***
Equivalent to 65-hour in-class more comprehensive teacher training course for potential teachers who plan to teach advanced English as a second or foreign language locally or overseas. Correspondence time frame: 16 weeks (includes 20 hrs practicum). *Required: Foundation TESOL certificate or equivalent.*

**Teaching English to Speakers of Other Languages*

TESL/TEFL PROGRAMS

- **TESL/TEFL** Basic**

Equivalent to 100-hour in-class intensive post-graduate teacher training course for potential teachers who plan to teach English as a second or foreign language in multilevel, multi-age and multicultural settings, locally or overseas. Correspondence time frame: 24 weeks (includes 20 hrs practicum).

- **TESL/TEFL** Advanced**

Equivalent to 100-hour in-class intensive post-graduate teacher training course for potential teachers who plan to teach English as a second or foreign language in multilevel, multi-age and multicultural settings, locally or overseas. Correspondence time frame: 30 weeks (includes 50 hrs practicum).

*****Teaching English as a Second or Foreign Language***

ENTRANCE REQUIREMENTS

- An updated 2-page resume including 3 references (names and contact details only, not reference letters)
- A cover letter explaining why you are interested in teaching ESL/EFL
- Successful completion of minimum high school diploma for Foundation TESOL. Minimum university diploma for Advanced TESOL.
- Minimum university diploma for TESL/TEFL Basic or Advanced.
- A clear copy of photo identification showing your full name and date of birth, such as your driver's license or passport.
- Fluent in English. For students whose first language is not English, the recommended English level should be equivalent to the following scores:

English Language Proficiency Tests	Recommended Score
TOEFL	Computer-based 213/ Paper-based 550
and TWE or Writing Score on CBT	5 recommend 5.5
and TSE	55 recommend 60
or iBT	80 overall with a minimum score of 20 in each area
or IELTS	6.5 overall
or MELAB	85/ with a speaking test score 4
or Common European Framework	C1
or Canadian Language Benchmarks	CLB 9 in each area

Note: We do not require proof of scores. This is just a reference for you to gauge your English language level compared to the standard of our programs.

- In-house pre-course assessment test (online or in-person). To do the test online, please e-mail admin@teslacademy.ca your full name, e-mail address and city. Your login and password will be provided to you to enter the online test.
- Foundation TESOL Certificate or equivalent is required to apply for Advanced TESOL. (Please provide us a copy of your certificate).

APPLICATION PROCEDURE:

1. Submit registration form including other application documents (e.g. diploma copy, etc.) to TTC's business address.
2. Do the assessment test online (e-mail admin@teslacademy.ca) or in person (call our office for appointment).
3. Your application is reviewed. Allow 10 business days.
4. You are notified of your admission status by email or by phone.
5. If you are admitted into the program, you are to pay your full fees at any BPI bank. Contact our office for our business account details.
6. Upon receipt of your tuition, course materials are sent to you by mail, or you can pick it up from our office. You can begin!

Acceptance into the program does not guarantee a certificate. To pass the course, students must fulfill all the course objectives and meet the Correspondence mentor's standards.

CERTIFICATION RECEIVED UPON GRADUATION

FOUNDATION TESOL

Certificate in Teaching English to Speakers of Other Languages (Foundation TESOL)

ADVANCED TESOL (OR TESL/TEFL BASIC OR ADVANCED)

Certificate in Teaching English to Speakers of Other Languages (Advanced TESOL)

OR

Post-Graduate Certificate in Teaching English as a Second or Foreign Language (Basic or Advanced)

TESL/TEFL BASIC

Post-Graduate Certificate in Teaching English as a Second or Foreign Language (Basic)

TESL/TEFL ADVANCED

Post-Graduate Certificate in Teaching English as a Second or Foreign Language (Advanced)

PARTIAL OVERVIEW OF CURRICULUM

FOUNDATION TESOL

THEORY

- Theories of first and second language acquisition
- Student age and levels
- Learner variables
- Culture and society

METHODOLOGY

- TESOL, TESL, TEFL, ESP, EAP, IELTS, TOEFL
- ESL methodologies and approaches
- The communicative approach to teaching ESL
- Curriculum & materials development
- Preparing for interview
- Pre-departure planning, culture shock adaptation and travel guidelines

ADVANCED TESOL

THEORY

- Foundations of classroom practice
- History of language teaching
- Communicative language teaching
- Teaching by principles

METHODOLOGY

- Designing and implementing classroom lessons
- Techniques, textbooks and technology
- Lesson planning review
- Integrating the four skills: listening, speaking, reading, writing

TESL/TEFL (BASIC AND ADVANCED)

THEORY

- Theories of First and Second Language Acquisition:
- Historical perspective on second language teaching
- Learner Variables

METHODOLOGY

- E.S.L. Methodologies - an overview of approaches and methods
- Lesson/unit planning
- Material analysis and development
- Teaching Styles and Learning Styles (review)

Note: The complete curriculum is provided to registered/paid students only.

TIME FRAME

Our TESOL/TEFL Correspondence Program is offered on a continual basis with no set start dates. This means you can apply for admission as soon as you feel ready. However, once you are admitted to the program, it is recommended that you start right away because there are set deadlines to help you focus on your study time discipline.

- **Foundation TESOL** – 12 weeks (includes 10 hrs practicum)
- **Advanced TESOL** – 16 weeks (includes 20 hrs practicum)
Required: Foundation TESOL certificate or equivalent.
- **TESL/TEFL Basic** – 24 weeks (includes 20 hrs practicum)
- **TESL/TEFL Advanced** – 30 weeks (includes 50 hrs practicum).

If you wish, you can move through the program more quickly and submit earlier than the set deadline. We simply evaluate your work when it is received.

FEES, PAYMENT PLANS AND DISCOUNTS

FEES*:

- **FOUNDATION TESOL:** P 18,675.00
- **ADVANCED TESOL (Basic):** P 23,675.00
- **TESL/TEFL BASIC:** P 39,675.00
- **TESL/TEFL ADVANCED:** P 45,675.00

*Includes tuition and materials

*International students – additional administration fee of P 3,375.00 on top of the course fees. (P300 for Filipino citizens)

DISCOUNTS:

- *Early Bird Discount* – P 1,500 off from standard rate if full payment is received prior to starting the course
- *TTC Alumna Discount* – P1,500 off from standard rate
- *Referral Discount* – P1,000 off from standard rate if referred by a TTC alumna (proof of referral – an e-mail, a phone call, a letter, or a text message from the TTC alumna)
- *Group Rate* – P1,500 off from standard rate, each student per minimum of 4 students in one group (group must register at the same time)
- *Corporate Rate* – Minimum 10 students per group. To be arranged with TTC Administration Coordinator.

PAYMENT PLANS:

Foundation TESOL students: Pay within 8 weeks from course start date. Required first down payment prior to first course date: P 8,675.00.

Advanced TESOL students: Pay within 10 weeks from course start date. Required first down payment prior to first course date: P10,675.00.

TESL/TEFL Basic or Advanced: Pay within 16 weeks from course start date. Required first down payment prior to first course date: P10,675.00.

There will be 1% late fees charge per day on unpaid balances after the grace period.

HOW TO PAY:

TTC accepts only bank payments. For details, please contact our Administration Coordinator, Beth Garcia.

CANCELLATIONS, WITHDRAWALS AND REFUNDS

REFUND POLICY*:

- **FULL REFUND** if requested prior to the start of the course. Only written request for refund is recognized by the Administration Coordinator. (Hard copy, with signature of the student.)
- There are **NO REFUNDS** from the first course start date onwards (regardless of payment plan).
- A student may postpone the course for personal reasons such as illness, family events/death or work demands. **However, there are no refunds even for the abovementioned personal reasons.** Only written request for deferred course is recognized by the Administration Coordinator. (Hard copy, with signature of the student.)

*The Refund Policy applies only to written (hard copy) requests only.

CANCELLATION/ WITHDRAWALS:

Registration in our programs, whether correspondence or in-person, automatically results in a financial, legal commitment.

The following reasons are not acceptable for cancellations and withdrawals:

- delayed payment of fees
- absences and tardiness during the program
- non-submission of assignments

However, if you wish to cancel or withdraw, you must do so officially in writing addressed to the Academic Director (e-mail admin@teslacademy.ca). Failure to do so will result in liability for all associated fees.

*** For returned or NSF cheques, the Academy will charge the student additional P 1000.00 for administration fee.**

*** The TESL Training Center does not provide financial assistance to students.**

THE TTC STAFF

- **Irene J.I. Lardizabal**, Academic Director, B.A. ELT and M. Ed. TESL. Irene is the overall director of the teacher training programs of TESL Training Center, Philippines and Academy of Teaching and Training, Canada. E-mail: admin@teslacademy.ca
- **Beth Garcia**, Admin & Promotions Coordinator, BA Communication Arts. Beth is in charge of all admin-related tasks, and acts as a liaison person between students and the TTC staff. E-mail: mgarcia@teslacademy.net or registrar@teslacademy.net
- **Mylene Saludez**, TESL/TEFL/TESOL Instructor and Practicum Supervisor, TESL/TEFL Certificate. Mylene teaches the fulltime/part-time courses of TESOL/TEFL/TESL courses in Manila and oversees the practicum component. E-mail: msaludez@teslacademy.net.
- **Debbie Achawon**, TESOL Instructor and Practicum Supervisor, B.S Biology, Teacher Certificate, M.A. Biology (Candidate) and TESOL Certificate. Debbie teaches the fulltime/ part-time courses in Baguio City and oversees the practicum component. E-mail: dachawon@teslacademy.net.

To contact any of our staff by phone, please use our office number 439-5683. We do not provide cell number or home number of any of our staff without their permission.

FREQUENTLY ASKED QUESTIONS

- *My undergraduate degree is in an unrelated discipline. Will this affect my eligibility for the program?*

No. Most TESOL students, even instructors, come from different backgrounds (science, computing, literature). However, experience working with ESL/EFL students is a plus.

- *Can I teach in the elementary or high school levels with a TESL/TEFL certificate?*

In order to teach in the Philippine school system, one must have valid teaching credentials. The TESOL certificate is not a substitute for a mainstream teaching certificate. However, if the school has ESL departments or classes, then you can teach ESL using your TESOL certificate.

- *Does TESL Training Center guarantee me a job afterwards?*

The TESL Training Center is a teacher training company, not a recruiting agency. Unlike others who make such misleading guarantees, the TTC is not in the business of making money off its students twice (recruiters also pay training organizations for “job placement fees”). Because of the vast global need for ESL teachers, some employers hire unqualified, uncertified English-speaking instructors. However, majority of employers are educated to hire teachers trained and certified by institutions such as the TTC to ensure language communication success.

What the TTC absolutely guarantees is to teach, to equip and to mentor you to teach English effectively, wherever you plan to go. Part of the benefits of being a graduate of the TTC is an exclusive, regular access to our job database and a free lifelong consultation with our teaching staff.

- *I already teach English (or tutor students in English) in the Philippines. How will I benefit from being certified by the TTC?*

Teaching English as a second or foreign language is different from traditional English teaching. Throughout our course curriculum, the TTC promotes Communicative Language Teaching techniques, multilevel teaching tips, multicultural awareness and teacher education/development. In fact, in North America, there is a growing demand for all public school teachers of all subjects to have a basic training on ESL teaching because of the increasing population of immigrants whose first language is not English.

- *Will my certificate expire?*

Your TESOL certificate has no expiration date and you are not required to renew it either. However, the TTC may revoke an issued certificate if:

- submitted documents (e.g. passport, university diploma, birth certificate, etc) are found to be fraudulent
- submitted assignments and lesson plans are a result of plagiarism or copying
- a graduate misuses or misrepresents in the TTC in any situation that would jeopardize the TTC's reputation

- *Is there another way of proving that I am indeed a graduate of the Academy of Teaching and Training?*

Your name will be added to our official list of graduates which is posted on our website at <http://www.teslacademy.ca/attgraduates.pdf>.

- *What happens if I lose my certificate?*

You can request a duplicate certificate for a fee of Cdn 28 (or P 1,260.00). Simply e-mail admin@teslacademy.ca and your duplicate certificate will be mailed to your postal address (or you can pick it up from our office). Allow 1-2 weeks delivery. Special/express delivery cost is separate, if requested by the student.

- *Can I switch from correspondence to in-class program prior or in the middle of the program?*

Yes, you can. Simply inform the Administration Coordinator, Beth Garcia, and e-mail the Director of the Academy of Teaching and Training, Canada, Ms. Irene Lardizabal. There is no difference in costs between in-class and correspondence; therefore, there are no price adjustments (except for part-time classes). Same requirements for both in-class and correspondence.

- *What materials will I receive after I pay the tuition?*

Upon acceptance into the course and receipt of your tuition fee, your course materials package is sent to you by mail (or you can pick them up from the office). Materials include: your textbook, a binder of study guide and supplementary handouts, and pre-labelled envelopes for mailing your work to us. When you receive your learning pack, you'll also find the student contract to complete and return. The contract allows you to confirm receipt of all your course materials. As part of our green policy, all assignment and exam questions will be e-mailed to you. Note that whether you complete our correspondence course or not, all materials are non-refundable.

- *What happens after I submit all the course requirements?*

After you have submitted all course requirements and passed all the exams, your grade will be e-mailed to you by our Registrar, and your certificate will be mailed to your preferred postal address (or you can pick it up from our office). Allow 10 business days from the day you submitted your last requirement.

- *Who evaluates my work?*

A team of TTC instructors who are experts in English language teaching will ensure that your learning experience is practical and rewarding. They are enthusiastic, skilled and caring mentors, with rich teaching experience.

- *What happens if I'm stuck with a question?*

Call, email, text or chat online with your mentor(s). If your mentor happens to be teaching an in-class session when you contact him/her, simply leave a voice message or an e-mail and your mentor will call you back as soon as he/she can.

- *How do I do my practicum portion?*

You are to submit a DVD disc of a recording of your teaching session. This is further discussed in your handbook.



TESL Training Center
 Unit 113, Minnesota Mansion
 # 267 Ermin Garcia St., Cubao, QC
 Tel. 439-5683
 registrar@teslacademy.net
 www.teslacademy.net

REGISTRATION FORM

Correspondence Program

Please print clearly. Thank you.

First Name	
Last Name	
Complete Address with Postal/Zip Code	
Telephone Number(s)	(Home) (Cell)
E-mail address(es)	
Check (✓) preferred course	<input type="checkbox"/> Foundation TESOL - P18,675 <input type="checkbox"/> Advanced TESOL - P23,675 <input type="checkbox"/> TESL/TEFL Basic – P39,675 <input type="checkbox"/> TESL/TEFL Advanced – P45,675
Preferred Course Start Date	Month Day Year
Check (✓) how you heard about the Academy	<input type="checkbox"/> Flyer <input type="checkbox"/> Internet search <input type="checkbox"/> Google <input type="checkbox"/> Family/Friend <input type="checkbox"/> Poster <input type="checkbox"/> Other (pls specify)
Preferred communication	<input type="checkbox"/> By phone, best time to call me <input type="checkbox"/> By e-mail <input type="checkbox"/> By snail mail
Complete checklist before mailing out this form	<input type="checkbox"/> Letter of application <input type="checkbox"/> 2-page resume with 3 references: <input type="checkbox"/> P3,375 admin fee for international, non-Filipino students or P300 application fee for Filipino students <input type="checkbox"/> Copy of most recent diploma <input type="checkbox"/> Copy of government issued ID with photo for Filipino citizens <input type="checkbox"/> Copy of passport for US or international students <input type="checkbox"/> Passed English assessment test (please call for appointment or e-mail admin@teslacademy.ca for online version)

Calculate your total amount to pay TTC (see prices in info package)	Course fees _____ Non-refundable Application fee P300 for local students (P3,375 for international students) _____ Discount _____ <p style="text-align: right;">TOTAL _____</p> Check all that apply: <input type="checkbox"/> Payment Plan <input type="checkbox"/> Requesting for homestay near TTC
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Check your preferred payment option	<p>Recommended: Pay your tuition and application fees at any BPI bank. Present your proof of payment at TESL Training Center. (Please contact TESL Training Center for our business account details before going to the bank.)</p> <p>Other option: Credit Card – e-mail paypal@teslacademy.ca for PayPal instructions. You will receive an e-mail with payment instructions. You will pay online. (Major credit cards only, US or Canadian dollars)</p> <p>Note: TTC does NOT accept cash. Please review our refund policy before issuing payment.</p>
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Mail, drop off or scan/e-mail this registration form to contact details below. Thank you.

TESL Training Center
Unit 113, Minnesota Mansion, #267 Ermin Garcia St. Cubao, Quezon City
 Phone: **Office: (632) 4395683; Cell: 09286685445**
Office timings for new clients: Mon-Fri – 10am to 3pm
E-mail: registrar@teslacademy.net

Before you visit, please call or e-mail first for appointment for quality attention from our staff.

OFFICE USE ONLY		
Date received	Staff Name & Signature	Comments

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