



TESL Training Center

TESL/TEFL* Teacher Certificate Program

*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 TESL/TEFL program at the TESL Training Center! This Information and Registration Package provides details of our TESL/TEFL 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:

Rowena Gamba

E-mail: rgamba@teslacademy.net

TESL/TEFL Mentor & Trainer:

Mylene Saludez

E-mail: msaludez@teslacademy.net

Finance & IT Officer:

Norman Lardizabal

E-mail: nlardizabal@teslacademy.ca

Office Details:

TESL Training Center

Unit 113, Minnesota Mansion

#267 Ermin Garcia St. Cubao,

Quezon City

Tel. (632) 439-5683

Cell. 09286685445

Website: www.teslacademy.net

Note:

All Information included in this package is subject to change.

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

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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.

OUR TWO MAIN POLICIES

1. English Only Policy

All students and staff of TESL Training Center are to speak ENGLISH ONLY at all times in our Manila office and/or in the utilized classroom of in Baguio City. Our staff is required to speak ENGLISH ONLY even if clients inquire in Filipino or other dialects/languages. Students, even during breaks, are required to speak ENGLISH ONLY when they are within the premises of the center.

2. 100% Attendance Policy

All registered, in-class students are required to attend ALL in-class sessions of the course. Any day(s) or hour(s) missed must be made up during the next batch's equivalent session(s).

PROGRAM LOCATIONS

Classes are offered in two locations: Manila and Baguio City. Classes outside of these locations are offered by request.

Smoking is not allowed within the premises of TESL Training Center. During class hours, you are to switch off or switch to "silent mode" your cell phone, beeper, blackberry, iPod, mp3 player or other gadgets that would distract the class. It is deemed inappropriate if you check your text messages during class time. You may use your cell phone, Blackberry, etc during break times.

You have the option to bring a packed lunch, order a delivery or eat outside during break times. If you choose to have your lunch in the classroom, please help us maintain cleanliness by making sure the table is cleared after eating.

The administration office of the TESL Training Center is available for clients and students from 10am to 2pm., Monday through Friday, and 10am to 12nn on alternate Saturdays.

The TESL Training Center is not responsible for any physical injury or death, damage or loss of property, of the students within the premises.

HOMESTAY AND ACCOMMODATION

To request a homestay, please contact our office by phone or by e-mail at least 4-6 weeks before your course start date. We have available transient homestay hosts in Manila and Baguio City. Homestay fees are to be paid a minimum of two weeks in advance to give the homestay hosts the time and funds to prepare for your arrival.

Cost:

Non-refundable, one-time Homestay Placement Fee: P 800

Accommodation fees: depends on your budget, with or without meals

PROGRAMS DESCRIPTION

Our programs are designed to closely mentor our teachers through three main ways: (1) interactive discussions (theory), (2) experiential teaching (practicum) and (3) emphasis on continuing teacher education and development (research, employment, further studies, and organization memberships).

TESL/TEFL BASIC

- 100 hours - theory and methodology
- 20 hours - practicum
- Full-time classes run Monday to Friday - 9:00AM to 5:00PM - 14 straight weekdays
- Part-time classes run 14 Saturdays 9:00AM to 5:00PM

TESL/TEFL ADVANCED

- 100 hours - theory and methodology
- 50 hours - practicum
- Full-time classes run Monday to Friday - 9:00AM to 5:00PM - 14 straight weekdays
- Part-time classes run 14 Saturdays 9:00AM to 5:00PM

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
- University or college graduate (minimum 4-year degree)
- 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.
- Valid entry to the Philippines and/or copy of passport for international students (U.S./ Canada/ASEAN citizens included)
- Copy of any government issued ID with photo for Filipino citizens

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

CERTIFICATION RECEIVED UPON GRADUATION

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

TESL/TEFL (BASIC AND ADVANCED)

THEORY

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

METHODOLOGY

- E.S.L. Methodologies - an overview of approaches and methods
- Lesson/unit planning
- Material analysis and development
- Teaching Styles and Learning Styles (review)
- Classroom Management Techniques
- Experiential Learning: Field and Life skill Trips
- Drama, Music, and ESL
- Job Search Skills
- Continuing Teacher Education/ Professional development

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

SCHEDULE OF COURSES

TESL/TEFL (BASIC AND ADVANCED) – IN-CLASS SESSIONS

Fulltime Schedule: Monday to Friday, 9:00AM to 4:00PM (14 days)

Part-time Schedule: Sat 9:00AM to 5:00 PM (14 weeks)

| SCHOOL YEAR 2010 | |
|---------------------------------------|--------------------------------------|
| TESL/TEFL FULLTIME - Monday to Friday | TESL/TEFL PART-TIME - Saturdays Only |
| January 10-28 | January 18 – April 16 |
| February 7-28 | May 14 – August 20 |
| March 7-25 | September 3 – December 10 |
| April 4-26 | |
| May 9-27 | |
| June 6-24 | |
| July 4-22 | |
| August 8-26 | |
| September 12-30 | |
| October 3-21 | |
| November 7-25 | |
| December 5-23 | |

* Course dates on website are subject to change without prior notice

Note: In case of any weather emergency, please call, text or e-mail TESL Training Center to check if it would affect your class dates.

FEES, PAYMENT PLANS AND DISCOUNTS

FEES*:

- **TESL/TEFL BASIC:** **Fulltime:** P 39,675.00
Part-time: P 42,675.00
- **TESL/TEFL ADVANCED:** **Fulltime:** P 45,675.00
Part-time: P 48,675.00

*Includes tuition and materials

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

*Premium rate for one student – additional P 5,000.00 on top of the course fees

DISCOUNTS:

- *Early Bird Discount* – P 1,500 off from standard rate if payment is received within 10 days prior to course start date (applies to full payment only)
- *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:

Additional P1000 on top of total fees.

Pay within 20 business days 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, Rowena Gamba.

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.)
- Because our TESL/TEFL program is a short course, there are **NO REFUNDS** from the first in-class session onwards (regardless of payment plan).
- A student may postpone course attendance for personal reasons such as illness, family events/death or work demands. He or she is most welcome to join the next available course dates. **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
- **Rowena Gamba**, Registrar, B Ed English. Rowena is in charge of all admin-related tasks, and acts as a liaison person between students and the TTC staff. E-mail: rgamba@teslacademy.net or registrar@teslacademy.net
- **Mylene Saludez**, TESL/TEFL/ESL/TEFL Instructor and Practicum Supervisor, TESL/TEFL Certificate. Mylene teaches the fulltime/part-time courses of TESL/TEFL/ESL/TEFL courses in Manila and oversees the practicum component. E-mail: msaludez@teslacademy.net.
- **Debbie Achawon**, TESL/TEFL Instructor and Practicum Supervisor, B.S Biology, Teacher Certificate, M.A. Biology (Candidate) and TESL/TEFL 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

- *When is the deadline for registration?*

Ideally, a potential student must register minimum 10 business days before course start date to collect study materials after payment. This would give the student ample time to do advanced independent reading to prepare for the in-class sessions.

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

No. Most TESL/TEFL 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 TESL/TEFL 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 TESL/TEFL 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 TESL/TEFL 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 in-class to correspondence prior or in the middle of the program?*

Yes, you can. Simply inform the Administration Coordinator, Rowena Gamba, 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. Same requirements for both in-class and correspondence.



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

REGISTRATION FORM

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"/> TESL/TEFL Basic (Fulltime) – Mon-Fri, 9am to 4pm (14 days) – P39,675 <input type="checkbox"/> TESL/TEFL Basic (Part-time) – 14 Saturdays 9am to 4pm - P 42,675 <input type="checkbox"/> TESL/TEFL Advanced (Fulltime) – M-F, 9am to 4pm (14 days) – P45,675 <input type="checkbox"/> TESL/TEFL Advanced (Part-time) – 14 Saturdays 9am to 4pm - P 48,675 |
| 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) |

| | |
|--|---|
| <p>Calculate your total amount to pay TTC (see prices in info package)</p> | <p>Course fees _____</p> <p>Non-refundable Application fee P300 for local students (P3,375 for international students) _____</p> <p>Discount _____</p> <p style="text-align: right;">TOTAL _____</p> <p>Check all that apply:</p> <p><input type="checkbox"/> In-class Program <input type="checkbox"/> Correspondence Program</p> <p><input type="checkbox"/> Payment Plan <input type="checkbox"/> Requesting for homestay near TTC</p> |
|--|---|

| | |
|--|--|
| <p>Check your preferred payment option</p> | <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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