

Hello,

Thank you for your interest in having your institution become a Training Center for the World Learning SIT TESOL Certificate. Please complete and return the following questionnaire. I will respond to your inquiry after I have read your questionnaire and understand a bit more about your specific situation.

Thank you!

**Part I. Institutional Information**

- Your institution's name, address, telephone/fax, email and website:

- Your name, title, and role within your institution:

- Are you the person who will ultimately decide whether to proceed in working with World Learning SIT?

- If the above answer is NO, please list the name and contact information of the person who will be responsible for the final decision:

- Please describe your institution, for example is it a language school, a university, or something else?

- How long has your institution been in business?

- Who is your main client base?

- Do you do direct delivery of courses at your institution?  
If so, what kinds of courses do you deliver?  
Who enrolls in your courses?  
How many teachers and students are there?

- Do you currently do any teacher training? If so, please describe what you do.

- How is your institution governed? Please describe the hierarchy of decision-makers that would be part of the decision to become a World Learning SIT TESOL Certificate Training Center.

## Part II. Planning

### Scheduling:

- How many 4-week SIT TESOL Certificate courses would you offer annually?

- Would you offer courses year round? If not, what months would be best for the course?

- Would you offer the course intensively or extensively (over several months or a full semester) or both?

### Start up/Trainers:

- Who will teach the SIT TESOL Certificate at your institution? (Requirements for trainers include an MA in TESOL, or equivalent; a minimum of three years of teaching experience; and some teacher training experience.)

- Would you be willing to hire trainers as additions to your permanent staff?

- Would you prefer to contract with freelance trainers on a course-by-course basis?

- Would you prefer to develop your own staff of trainers?

\*If you plan to work with us to develop your own staff of trainers they would need to go through a process involving their participation in a series of courses before being fully licensed to run the course independently.

**Important note: All trainers are licensed through World Learning SIT and the training of trainers (TOT) follows a specific, multi-step process.**

**Start Up/Costs:**

- How much do you plan to charge for the course? (the answer to this question might be a range, i.e. from \$xxxx to \$xxxx) In general, Training Centers should plan on covering all direct expenses during the start-up phase. Depending on the site and the type of start up training, these can include salaries for SIT trainers-of-trainers, salaries of local trainees-in-training, airfare and room and board for SIT trainers, classroom supplies, materials and copying for the pilot courses held at the site. These start-up costs can be offset by tuitions charged for the course.

Please forward this completed questionnaire to:

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Thank you!