



## FREQUENTLY ASKED QUESTIONS

### New York City, USA

#### The Course in New York City

##### 1. What do the fees for the program include?

Total fees: **\$2,290**

Comprised of:

**\$ 500 Non-refundable deposit**  
**\$1,790 TEFL course fee**

The fees include tuition, course materials, certification, and moderation fees. Airfares, accommodation, and food are not included.

##### 2. How do I pay for the course?

The balance of the course fee becomes due to the New York school four weeks before the course starts with the last payment date being five business days before the first day of the course. You will receive an invoice. By this stage, you should have already paid the \$500 deposit either online, by credit card or via bank transfer. The course balance fee is payable in US dollars at the current exchange rate. The rate is determined online based on the "Average Interbank Exchange Rate" at: <http://www.x-rates.com>. The payment can be made by wire transfer, by credit card, or cash. Cash payments can be made at the school office between 9:00 am – 5:00 pm EST Monday through Friday. Payments made later than five business days before the first course date will result in an additional charge of \$35.

##### 3. What is an average program day like?

During the first week, classes heavily concentrate on learning about EFL teaching principles and methods. Classes start at 9:00 am and finish at 5:30 pm with an hour lunch from 1:00 to 2:00 pm and several short breaks throughout the day. Trainees learn classroom management, grammar, phonology, culture, and other practical aspects of the course.

Students start teaching practice at the beginning of the second week. The lessons are given to the New York ESL students at TEFL/TESOL Training Institute. These lessons are followed by feedback from the instructors. We aim to provide 8 to 10 hours of observed teaching practice over the four weeks. The teaching practice may require that we have to split up and work in shifts—either from 9:00 am – 5:30 pm or from 11:00 am – 7:30 pm to cover all the ESL classes.

On Friday, trainees are free after 1:00 pm, and the weekend is theirs. They are, however, encouraged to take their books with them wherever they go, so they can study. In addition to those hours, there is also time that must be spent preparing materials and completing various assignments.



During the course you will learn a little of another language using the same techniques as you will use to teach English. This is so that trainees can see the problems that students will face from their perspective.

#### **4. How many students on average are in the program each month?**

On average, we have about seven trainees enrolled in each course – although some months we have more, some months the numbers might be lower. The participants are from all over the countries, such as France, Turkey, and South Korea. We do accept non-native speakers of English with a high proficiency in the language.

#### **5. What are the teaching practice students and classes like?**

We use local immigrant students for the trainees' teaching practice. These students are very keen and enthusiastic, and because we don't charge them to attend, all students come to classes purely because they want to!

#### **6. What are the accommodations like? Where are they located?**

Course attendees have three options in terms of housing:

##### *New York City Hostels*

For all those who love to be on Times Square or in the immediate vicinity, we suggest hostel accommodation. Good choices are the Times Square West Hostel, the Times Square Dream Hostel, the Swiss Hostel, Columbus Suites. People in hostels are international. Beds in a multi-bed dorm start at US \$30/night (depending on availability). We suggest to use hostels that are below 110<sup>th</sup> Street in Manhattan. You'll find hostel reviews under [www.hostels.com](http://www.hostels.com).

##### *Home Stays in New York City*

For all those who prefer a room with a family to the atmosphere in a hostel, you may have just that. Trainees stay with families and share the bathroom. A private room may start at around \$125-150/week. They can be arranged for by the school or by a rental agency. See your deposit acknowledgement for more details on home stays.

##### *Hotel Rooms in New York City*

They are available in all star ratings and price categories.

Please note that, as with all prices, they may be subject to change. There is a service charge of \$150 for housing arrangement. Please send your request to [Gisela@getteflcertified.com](mailto:Gisela@getteflcertified.com) as early as possible.

Can I arrive earlier? Yes, you can. You have to pay the extra nights at your accommodation. You will have to go sightseeing and wait until your course starts. The center will be available to you on the first course day. In that case, we welcome your visit to say "hello" to us.

#### **7. Can I have things shipped or mailed to me at the school?**

Yes! In fact, we suggest you have things sent to you at school, rather than your apartment. This is our address:

TEFL International  
c/o TEFL/TESOL Training Institute  
36 West 44<sup>th</sup> Street, Suite 1203  
New York, NY 10036 USA  
Phone: 646-861-2260

#### **8. Can I bring my laptop?**



Please do so. We even use it in class. The training center has excellent high-speed Internet connections, including wireless. There are a number of Internet cafes nearby, and should you require a computer for TEFL coursework and lesson planning at the school, we have a computer available.

## 9. What clothes will I need?

Bear in mind that we enjoy four seasons in the U.S. – spring, summer, fall, and winter. Between November and the end of February, the temperature may fall below the freezing point. A thick winter coat, a hat, a scarf, and mittens/gloves will keep you warm. In March, temperatures rise. New Yorkers start wearing t-shirts, shorts, and sandals. Always bring something warm to wear in case of a few additional cold days. It's warm or very often hot between the end of May and the beginning of September. There is also a high probability of short, heavy showers. In September and October, it's cool. The temperature is around 55 ° F.

### a. Input Sessions and Lesson Planning:

Attire is casual and relaxed. During the warm season, we have air conditioning available. You can dress comfortably with shorts, t-shirts, tank tops, and sandals. In the winter months, you can wear pants and sweaters.

### b. Practice Teaching Sessions at the training center:

Attire is smart and conservative. Your shoulders must be covered, and any skirt or trousers must cover your knees when you are sitting down. Women are advised to be careful that your shirts are not too low cut or show your stomach as you may need to lean over to help a student sitting at a desk. Jeans, shorts and flip-flops are not acceptable during teaching practice. Shoes or sandals should be conservative.

The rooms at the school are centrally air-conditioned. We cannot make any adjustment to the room temperature and suggest you have a sweater or cardigan available

### c. Teaching at the center:

Attire is conservative and professional. Once hired, most schools will provide you with a dress code of their own. However, when you dress for an interview – as with any job – remember that you try to make an impression. For men, collared shirts, a tie, slacks, and dress shoes are appropriate and expected. For women, knee-length skirts and dress shoes are expected. Dresses with straps can be covered with a smart sweater or a little jacket.

If you are still unsure of what to bring, you may want to wait until you arrive to buy suitable clothes. There are plenty of inexpensive clothing stores that will have lots of options.

Please also bear in mind that tattoos must be covered when teaching and any facial piercing removed.

## The Job Market and Teaching in the U.S.: Paperwork and Documentation

### 1. What is the TEFL job market in the U.S. like? Will I have trouble getting a job?

If you've ever thought about changing professions to become a TEFL/ESL teacher, now is the time. Increasing demand for TEFL teachers has created a multitude of TEFL job opportunities in the U.S. There are two principle types of TEFL jobs that are in demand; positions which require bilingual teachers (Spanish and English) to teach bilingual classes, and TEFL positions for English only classes for speakers who have a limited ability in English (LEP - limited English proficiency).

Here are some statistics that point to the great need:



- According to the National Center for Education Statistics, "In school year 2006, 27 percent of all schools with bilingual/ESL teaching vacancies found them very difficult or impossible to fill, more than for many other teaching fields." Since this report, the number of ESL job vacancies has grown rapidly.
- From the same report: "As the number of children with difficulty speaking English has increased (from 1.25 million in 1979 to 2.44 million in 1995), so has the burden on school systems to recruit teachers with the skills necessary to teach these classes. The difficulty schools have in filling such positions is one indication of whether the supply of bilingual and ESL teachers is adequate to meet the demand."
- The number of LEP speakers grew 104.7%, from 2,154,781 in 1989 to 4,416,580 in 2000 according to a survey performed by the National Clearinghouse for English Language Acquisition.

Now for the good news, as a means of meeting the TEFL/ESL job demand a number of special programs have been implemented around the United States for non-certified teachers. These programs provide an excellent means for teachers who have not yet taught in the State education system to take advantage of these opportunities. Some of these even provide a financial bonus (for example a bonus of up to \$20,000 in Massachusetts).

## **2. When do I need to start looking for work? Where do I start?**

We suggest you begin setting up interviews and sending resumes in the second or third week of the course after we have covered job-related matters during input sessions. There are dozens of TEFL employers in New York City alone, and hundreds elsewhere in the U.S. Of course, you're certainly not limited to working in U.S. – where to teach is up to you!

## **3. What will TEFL International do to help me secure employment?**

We can give you a list of available jobs throughout the world, and provide schools lists for most countries. We will also help you with resume and interview preparation. We guarantee job-placement assistance. This job-placement assistance is an integral part of the course and is available for the duration of your teaching career.

## **4. What is the average salary like?**

The average hourly TEFL salary in the US is between \$20 and \$25 in a private school. Public schools pay considerably more. Your yearly compensation may start at \$32,000 for full-time work. Our job-placement counsellor will provide you with information about other countries.

## **5. Do most schools provide accommodations for their teachers?**

Some employers provide accommodation as part of an employment package. Those that do not will offer assistance in finding suitable accommodation. Accommodation is generally easy to find.

## **6. How many of the TEFL graduates actually find work?**

Most of our course graduates who have wanted to work have been able to secure teaching positions throughout the world. The demand for TEFL teachers is constantly rising.

## **7. Do all schools provide health insurance?**

No. Although a lot of them do for full-time positions. If you take up employment with the US State education system, you'll receive health insurance.

## **8. Do schools provide work permits?**

Depending on where you want to work your employer should help you secure a work permit and visa. This point is adhered to very closely. Some local government require employers to provide work permits for their employees.

## **9. What is a typical teaching position like?**



Teaching positions vary greatly and a big choice is available. There are teaching positions available in schools, language centres, businesses, hotels, and resorts – just to name a few.

#### **10. Can I return to my own country and teach with my certificate?**

Yes, though the requirements for working in ESL or TEFL in many western countries are different and sometimes require graduate education in ESL or TEFL.

### **Questions about Living in the U.S.**

#### **1. What are the average housing and living expenses in the U.S.?**

Most likely you will rent a room in an apartment or house with other teachers or with local people. Of course, depending on where you choose to live, a pleasant, small 2 to 3-bedroom house in the U.S. runs about \$1500 per month. Apartments are available for much less. If you share an apartment, you might pay \$350 for a room monthly. Food is relatively inexpensive in the U.S. You'll spend approximately \$100 a week if you eat a restaurant meal daily. It's fair to say that TEFL teachers who obtain a full-time position are well paid, which means they can afford a comfortable standard of living, not only in the U.S. but also elsewhere.

#### **2. How do I find housing in the U.S. subsequent to the program?**

We are happy to help our trainees locate housing subsequent to the program, and we have a number of contacts locally. You can already get an idea of the kind of accommodation available at [www.craigslist.org](http://www.craigslist.org) or [www.rent.com](http://www.rent.com).

#### **3. What do I do if I get sick in New York City?**

If you need medical attention, New York has a number of very good hospitals and clinics with professional medical personnel. Please contact our office staff for assistance.

#### **4. Do I need any immunizations?**

The U.S. is a highly developed country and is free of most diseases. To attend the course in New York City, most people don't need any vaccinations in addition to the ones they already have. Please check with your local medical centre or the nearest U.S. embassy/consulate for detailed information relating to required immunisations prior to entering the United States.

#### **5. What's the public transportation system like?**

There are inexpensive local buses and trains that run to New York City. Metered taxis are available, along with private little vans, which will take you wherever you want!

### **What to do before departing for the U.S.?**

#### **1. How do I get to Manhattan?**

In order to be picked up from J. F. Kennedy, La Guardia, Newark Airport, or the train station, please let us know the date and time of arrival, and the flight number – if you travel by air – no later than one week before the start of the course. This is to allow sufficient time to make arrangements to meet you and take you to your accommodation. If we receive your arrival details after that time, we can't be sure that we'll be able to pick you up. You will have to use public transportation.

Airport collections (between 8:00 am and 8:00 pm only) are available from Wednesday to the Saturday prior to the course starting date. Those arriving on the Sunday will need to make their way to their accommodation by airport taxi.

From J. F. Kennedy/La Guardia: \$120

From Newark: \$120

Pickup from Penn Station/Grand Central/Port Authority: \$35



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The limousine company requires upfront payment.

Another way to get downtown is to use New York Airport Service. They feature large air-conditioned buses, bus stops outside the terminal and a minimal fee \$15.00 to take you to Grand Central Station. From there it's a 10-minute walk to get to the institute.

Read more at <http://www.nyairportservice.com/>

## **2. What documents do I need to bring?**

You'll need your passport! Please check with your local U.S. embassy/consulate whether you require a visa. When you secure work, you will be asked to provide your original college degree if you have one. So if you plan to work immediately after the course, you'll need to bring it with you or make arrangements for it to be sent at a later date. Have an official English translation available. You might also consider obtaining an international driving permit, should driving abroad become necessary for you.

**Our professional staff will be happy to address additional questions and concerns.**

**Thank you for choosing TEFL International.**