ENGLISH FOR LIVING INCORPORATED

Instructor's Guide

Version 1.1

EFL

Instructor's Guide

PO Box 52191, 311 – 16th Ave NE
Calgary, Alberta, Canada, T2E 8K9
www.englishforliving.com

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President's Welcome

I would like to extend a warm welcome to you as a new EFL Instructor. We are proud that you have chosen to work with us to progress your English teaching career.

English is now the language of choice in business, finance and a multitude of other activities. The number of students wanting to learn English is in the hundreds of millions, but finding qualified instructors to teach them is a challenge in many parts of the world. Our "Client – Instructor" program allows students all over the world to find the right instructor for them. English For Living is your online portal to travel and teaching. With EFL on your side, you have the opportunity to work anywhere in the world where there is an Internet connection.

As a registered EFL instructor, you receive your own website to customize. The information you provide on this website is very important as it is your primary marketing tool to attract potential students. I recommend that you spend some time and effort to deliver the right message to market yourself to potential students.

EFL has an ongoing program to develop quality English courses that cater to the needs of instructors. These courses provide step by step instructions so you do not have to create your own training materials. These courses are available to you as a registered EFL Instructor free of charge. At the completion of each course, your students are qualified to receive an official certificate of completion from EFL.

Your registration also includes an online accounting package to help you keep track of your revenue and expenses as you grow your business.

Again, welcome to English for Living. I fully recommend that you read this Instructor's Guide in it's entirety so as to get the most benefit from EFL services.

Yours truly,

Nick Trieu,
President,
English For Living Incorporated.

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Introduction

The purpose of this Guide is to ensure the effective use of EFL services. Further questions and inquiries can be directed to the General Manager in your local area or by email to info@englishforliving.com.

Instructor Assessment

After registration, the information you entered for your profile is verified by EFL. This information is also used to perform an instructor assessment. After completion of your assessment, you will be given the following:

- EFL Instructor Rating
- EFL Instructor Designation
  (see http://englishforliving.com/sites/englishforliving/files/PP/EFL-Designations.pdf)
- Certificate of Professional Designation* (see *Appendix B: Certificates* to view a sample certificate)
- Membership Identification Card* (a passport size photo must be sent to EFL headquarters)
- Instructor Identification Number

  * Applies to full membership only.

As a member of English For Living, you will be bound by the EFL Code of Ethics. See http://englishforliving.com/sites/englishforliving/files/PP/EFL-CodeofEthics.pdf.

Logon

When you registered with EFL as an instructor, you were asked to provide an alias and password. You must logon using this alias and password to use EFL services. This provides the security information needed to validate the instructor.

Warning: Do not give your password to others as they can modify your profile and request services that you will be responsible to pay.

To logon as an instructor:

1. From your web browser, go to http://www.englishforliving.com/. The English for Living website is displayed.

2. Click the "**Logon**" button. The logon page is displayed.

3. From the Instructor Logon, you can enter any one of your Alias, Instructor ID or Email, and your password.

4. Click the "**Submit**" button to logon. The Progress page is displayed when you successfully log on.

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Update Profile

It is important that you update your profile with current and accurate information. This information is used by potential students and employers to assess your qualifications for employment.

To update your profile:

1. Logon as an instructor. See *Logon* for instructions.

2. After Logon, click the "**Profile**" tab. The General page is displayed.

3. Update the information on the General page and click the "**Update**" button at the bottom of the page to update your information.
   Note: Fields with an Asterisk must be filled in.

4. Click the "**Education**" tab. The Education page is displayed.

5. Update this page with any formal education, certification and qualifications you have in the field of teaching English and click the "Update" button at the bottom of the page to update your information.

6. Click the "**Experience**" tab. The Experience page is displayed.

7. This page is divided into 4 sections; experience, teaching history, other languages you may speak, and tutoring and teaching methods that you have employed. Update this page and click the "**Update**" button at the bottom of the page to update your information.

8. Click the "**Programs**" tab. The Programs page is displayed.

9. The programs page is vital as it helps clients to see the programs you are qualified to teach. Please note that an assessment of your qualifications will be done to validate your qualifications. Update this page and click the "**Update**" button at the bottom of the page to update your information.

10. Click the "**Web content**" tab. The Web content page is displayed.

11. This page allows you to post a personal picture of yourself and one of your favorite pictures on your personal website. The pictures must be in JPG or BMP format and must be under 50KB for personal and 100 KB for favorite.
    Warning: Any pictures with sexual content or derogatory comments or offensive materials will be removed, and your EFL membership may be revoked.

12. Enter the time of your availability for instruction and click the "**Update**" button at the bottom of the page to update your information.

13. Click the "**Resume**" tab. The Resume page is displayed.

14. Copy and paste your resume in text format in the Resume field.

15. Edit the pasted resume and ensure the formatting is proper for viewing.

16. Update the Instructor news field at the bottom of the page. The information in this field is displayed on the News page of your personal website which is the first page a potential client will see. Use this field to market yourself to potential clients.

17. Click the "**Update**" button at the bottom of the page to update your information.

18. Click the "**Website**" tab. The Website page is displayed.

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19. Choose one of the three views for your personal website. You can view your personal website at https://www.englishforliving.com/[your alias].

20. Click the "**Update**" button at the bottom of the page to update your information.

21. Click the "**Back**" button to finish editing your Instructor profile and return to the progress page.

Download Instructor Training Materials

As a registered EFL Instructor, you have the right to print and use EFL's Instructor Training Manuals free of charge. These manuals provide step-by-step instruction to teach various levels of English.

The manuals are in PDF format and you can download them from EFL's website. You need Adobe Acrobat Reader to read the PDF files and Acrobat Reader is free. Instructions to install Acrobat Reader are available from the EFL website.

Note: The training manuals are for the use of EFL instructors only and are not to be used a textbook for Clients.

To download Instructors Training Materials:

1. Logon as an instructor. See *Logon* for instructions. The Progress page is displayed.

2. Click the "**Programs**" tab. The Programs page is displayed. Follow the instructions on this page to download training materials.

Note: Please contact the program office if you have course updates or recommendations at **instructorSVS@englishforliving.com**.

Accept Client – Instructor Match

When a student or school requests your services, an email is sent to your email address notifying you of the request. You will then have 48 hours to accept or reject their request for instruction, otherwise the request is cancelled.

Once you have accepted the Clients request for instruction, you are then authorized to view the Client's registration information. Use the Client's registration information to contact them directly and negotiate a "Letter of Agreement", see *Letter of Agreement* for instructions. The Letter of Agreement serves as a legal contract for English instruction. We highly recommend that you have a signed Letter of Agreement before starting any program.

To Accept a Client – Instructor match:

1. Logon as an instructor. See *Logon* for instructions. The Progress page is displayed. This page is where you will manage the Client – Instructor matching requests.

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2. When a Client request your services, a new request is displayed in the "New Requests from Clients" table. For example,

1045909203816	Efl level1	Joe3 Client	403-274-5624	eflseven@hotmail.com	47 hours 59 minutes	Pending	Accept Deny

Click "**Accept**" to accept the request or "**Deny**" to reject the request.

3. After you click "Accept", the status changes to "Approved" and a "Start" button appears. Click the Client Name link to view the Client's registration information.

4. Use the Client's registration information to contact the Client directly and negotiate a "Letter of Agreement", see *Letter of Agreement* for instructions. The Letter of Agreement servers as a legal contract for English instruction.

5. After the Letter of Agreement has been signed. Click the "**Start**" button. The client information is now displayed in the "Summary of Clients" table. For example,

Summary of Clients

Client ID	Status	Certificate	EFL Program	Date Started	Client Name	Phone #	Email
1045909203816	Active, 0% complete Update		Efl level1	April 16, 2003	Joe3 Client	403-274-5624	eflseven@hotmail.com

6. Click the "**Update**" button to update the progress of the course.

7. When the progress is at a 100%, the Status changes to Trained and an "Order Certificate" button appears. Ask the Client if they would like an official Certificate of Completion from EFL and explain the cost involved. If the client agrees, click the "**Order Certificate**" button to order the Certificate for the student. The Request for Certificate page appears.

8. Complete the information on the Request for Certificate page and click the "**Order**" button on the bottom of the page to proceed.

9. After completing the steps required to Order the Certificate, a Certificate is mailed to the Client. See *Appendix B: Certificates* to view a sample certificate. **The Client is responsible for the cost of the certificate.**

Negotiate a Letter of Agreement

Before any instruction takes place, you must have a signed and witnessed Letter of Agreement. This letter must specify:

- where and when instruction is to take place,
- your rate of pay and,
- when you are to be paid.

Everything agreed upon must be in writing to protect yourself and your Client. This should also include any limitations discussed.

We advise you to review the sample Letter of Agreement in Appendix A as it provides the necessary information in a standard agreement. For legal purposes, you must make one copy of the Letter of Agreement for your records and one copy for your Client as this will protect yourself and your Client in case of misunderstanding.

Track Revenue and Expenses

EFL has an on-line bookkeeping system to help you track your Revenue and Expenses. This allows you to print statements of income for a particular period of time. You can use this feature for tax purposes to report business income.

Notes:

- Transactions in black represent revenue and red represent expenses.
- You must retain all receipts for tax purposes.

To add a transaction:

1. Logon as an instructor. See *Logon* for instructions. The Progress page is displayed.

2. Click the "**Tracking**" tab. The Tracking page is displayed.

3. Click the "**Add transaction**" button. The Add transaction page is displayed.

4. Select whether the transaction is Revenue or an Expanse.

5. Select the transaction type by clicking the down arrow of the "**Transaction type**" drop box to display a list of transaction types, and click the selected transaction type.

6. Complete the details of the transaction by filling in the rest of the information.

7. Click the "**Submit**" button to save the transaction. You are then returned to the Tracking page and your new transaction is displayed in the transaction table.

To print a financial report:

1. Logon as an instructor. See *Logon* for instructions. The Progress page is displayed.

2. Click the "**Tracking**" tab. The Tracking page is displayed.

3. Use the drop down tabs to select the begin and end dates for the report.

4. Click the "**Update**" button to display the report.

5. Click "**File**" then "**Print**" from your browser menu to print the report.

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View EFL Account

You can view your EFL account online. Your account tracks your EFL transactions and displays your balance.

To view your EFL account:

1. Logon as an instructor. See *Logon* for instructions. The Progress page is displayed.

2. Click the "**Account**" tab. The EFL Online Account page is displayed. Ensure your account is accurate and up-to-date. Please inform EFL of any errors.

Verify Student Certificates

A business or school can verify your student's completion of a course by performing a certificate search from the EFL website.

To verify a completion certificate:

1. Click the "**Advanced**" button from the EFL homepage. The advance Website search page is displayed.

2. Click the "**Verify certificate**" tab. The EFL Issued Certificate Search page is displayed.

3. Follow the instructions on the EFL Issued Certificate Search page to verify the validity of a student's certificate.

Appendix A: Letter of Agreement

LETTER OF AGREEMENT

This Agreement made between **(Client's Full Name),** located at

Address,
City,
State/Prov
County

And **(Instructor's Full Name),**

Address,
City,
State/Prov
County

The Instructor agrees that he will perform the duties assigned to him to the best of his ability, to maintain a current and complete account of his work and expenses, to remit promptly to the client any monies paid to him or coming.

In consideration of the foregoing, Client agrees to pay to Instructor the amount of **(amount or $ /per period of time)** plus reasonable travel expenses incurred for the purpose of instruction.

The English instruction is to take place at **(place of instruction)** from **(time and duration of instruction)**.

This contract shall become effective on **(date)** and remain in effect until it is terminated by either party. Either party may terminate this agreement by providing the other party with **(number)** day's written notice of his or their intention. Should this agreement be terminated by either party, the payment in full to the date of termination shall fully satisfy all claims against the Client under this agreement.

In witness whereof, the parties have executed this agreement at **(place of execution)**, on **(date).**

_____   _____

Client's Signature   Witness

_____   _____

Instructor's Signature   Witness

Appendix B: Certificates

Sample Designation Certificate:

Sample Certificate of Completion: