



# Instructor Registration Process Map

Process	Registration Online	Payment	Education Experience Tab	Program Selection	Web Content & Resume	Rating Summary	Post Registration	Client matching process	Online Resources
Responsibility	Instructors	Instructors/EFL	Instructors	Instructors	Instructors	Instructors/EFL	Instructors/EFL	Instructors	EFL
<b>Actions</b>  <b>Red – Critical Activity</b> <b>Green – Webpages</b> <b>Purple – Legal and/or regulatory requirement</b>  <b>QUALITY OBJECTIVES</b>  <b>To meet our deadlines and have 0 errors upon Marketing Review</b>	<ol style="list-style-type: none"> <li>1 On homepage click on Register/Logon. This will take you to the Online registration.</li> <li>2 By default the page will go to a disclaimer pop-up, click "I Agree" to Continue to register as an instructor with English For Living.</li> <li>The first page to appear will be the General Tab. Enter in information on the General Tab. Note that certain fields are mandatory such as name, alias, password, address and phone numbers.</li> <li>4 All the information you enter will be important as it will better assist in matching you with potential clients.</li> <li>5 Once information is completed, continue by clicking "Next" at the bottom of the menus. Note that all general information is saved should you have to go back and change any of your information.</li> </ol>	<ol style="list-style-type: none"> <li>1 To become a registered instructor with EFL and to use our courses and certification system, a registration payment in the amount of \$300 USD is required. (see benefits of registration)</li> <li>2 The system will automatically take you to the E-Commerce page where you make payment by means of Credit Card (Visa).</li> <li>3 Verification will be done on available funds and for fraud. The secured online verification will return with an approval or declined status. An Email notification will be sent to your email account as a receipt of payment. The processes for payment are:               <ol style="list-style-type: none"> <li>1. Invoice</li> <li>2. Credit Info.</li> <li>3. Verification</li> <li>4. Approva/Decline</li> <li>5. Receipt</li> <li>6. Welcome to English for Living page will appear.</li> </ol> </li> <li>4 Once information is completed, application process will continue by taking you to the education tab at the top of the menus. Note that all information in each section is saved by selecting "Next" or the education tab. You can go back anytime to update any of your information.</li> </ol>	<ol style="list-style-type: none"> <li>1 Enter in information about your highest level of education completed. If you have other education please specify in the available space.</li> <li>2 Select certifications that you have in the instruction of English. If it is other than the listed boxes, please specify in the available space.</li> <li>3 Select on what Experience or Qualifications you have in professional English courses. If it is other than the listed boxes, please specify in available space</li> <li>4 Select on what areas of experience you have in instruction of English. If it is other than the listed boxes, please specify in available space</li> <li>5 Continue by selecting "Next" or the experience tab at the top of the menus. Note that all information is save should you have to go back and update any of your information.</li> <li>6 Continue to fill in the information as stated in the questions.</li> <li>7 Continue by selecting "Next" or the program tab at the top of the menus.</li> </ol>	<ol style="list-style-type: none"> <li>1 Fill in information as stated in the questions.</li> <li>2 Select the programs that you believed that you are qualified or would like to instruct.</li> <li>3 Note that a verification and confirmation of your credentials and an assessment of your skills may be required by English For Living administration before you can qualify to instruct certain courses.</li> <li>4 Continue by selecting "Next" or the Web content tab at the top of the menus. Note that all information is saved should you have to go back and update any of your information.</li> </ol>	<ol style="list-style-type: none"> <li>1 English For Living allows you to personalize your online website by selecting one of three custom templates. Also, please fill in all information and post any pictures that you would like to appear.</li> <li>2 The picture should be less than 50 kilobytes and will be reviewed by English for Living. EFL can deny permission to publish your custom website pages until your content is changed to be acceptable by a general audience.</li> <li>3 Fill in your times of availability to instruct English and continue with the stated questions.</li> <li>4 Continue by selecting "Next" or the Resume tab at the top of the menus. Note that all information is saved should you have to go back and update any of your information.</li> <li>5 English for Living requires that you post your resume online. This is for EFL personnel to review and to later qualify you for our courses.</li> </ol>	<ol style="list-style-type: none"> <li>1 A calculated instructor rating will appear based on default scores from your input to this point. The rating is out of 300 points. Your rating determines which EFL courses you can instruct. Ratings 3 and above will be reviewed in greater detail by EFL. The instructor will be notified if you will require an EFL assessment of your education and experience.</li> <li>2 Note that you can challenge your rating with EFL.</li> </ol>	<ol style="list-style-type: none"> <li>1 Depending on the rating. A request for verification will be asked of you. This may be completed online through questionnaire and deliver of papers verifying training and/or phone interview will be asked of you.</li> <li>2 Your personalized business cards and a starter package will be sent to your business address.</li> </ol>	<ol style="list-style-type: none"> <li>1 Notification of client matches will be sent to your email and also posted in your Instructor Management area. You can either accept or decline the request for instruction by clients all over the world. [note remote instruction with audio and visual equipment is becoming popular – contact EFL to be assisted in setting up this type of service]</li> <li>2 If you choose to accept a client request, you may use the EFL standard contract form. This form is available online as a PDF for download and printing..</li> <li>3 EFL courses will be available online and can be downloaded for instruction. Your downloads will be monitored. This information is for EFL instructors and clients only.</li> <li>4 EFL Certification is recognized by IACET (The International Association for Continuing Education and Training) and is able for your clients that finished their courses. Use the Teaching Progress page to update your client's progression of English and to determine the number of IACET CEU to grant for each program. [note each program is automated to grant CEU for successfully completed programs.]</li> </ol>	<ol style="list-style-type: none"> <li>1 English for Living is available 24/7 to help you with any problems you have as an instructor.</li> <li>2 You have access to an Instructor Management which includes program and curriculum access, online account management, Teaching progress and teaching summary pages. This is all in an effort to help you run your business as an instructor using EFL online services. The online system will free up much of your time from managing your business to improving your teaching methodologies and time for your personal pursuits.</li> <li>3 You can request certifications for your clients, training materials, and instructor evaluations and courses available for your upgrading.</li> <li>4 We hope you enjoy and continue to use English for Living online teaching management services.</li> </ol>