School for International Training TESOL Certificate Course
Kipling Road, Box 676, Brattleboro, VT 05302-0676
Phone: 802-258-3310 Fax: 802-258-3316 Email: tesolcert@sit.edu

Dear Potential Host Site,

Thank you for your interest in becoming a host site for the SIT TESOL Certificate Course. Please read the attached documents carefully, then complete and return the following questionnaire.

Part I. Institutional Information

- Name:
- Address:
- Telephone/fax:
- Email:
- Any other contact information:
- Name and title of the contact person who would be setting up the site:

- What type of institution are you, for example a language school, a university, or something else?
- How long you have been in business?
- Who is your main client base? Who takes courses at your institution?
- 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 SIT TESOL Certificate host site.

Part II. Planning

Scheduling:

- How many 4-week 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 Course 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?

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*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 SIT and the training of trainers (TOT) follows a specific, multi-stepped 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, host sites 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:
Brian Long, Director
SIT TESOL Certificate Course
School for International Training
Kipling Road, Brattleboro VT 05301
brian.long@sit.edu