



**ITTO**  
International Teacher  
Training Organization

## ITTO Partner Handbook

Online Tutor-Guided TEFL TESOL Certificate Programs:

**ADVANCED PROGRAM:**

140 hours of TEFL [course content](#)

**STANDARD PROGRAM:**

120 hours of TEFL [course content](#)

**BASIC PROGRAM:**

100 hours of TEFL [course content](#).



## Message To Our Partners:

Dear Partner,

Thank you for your efforts and extensive cooperation in maintaining and increasing enrollments.

We are certain that our active cooperation will continue to bring fruits to our organizations. In order to do so, we have included several new features to our already excellent program. By informing your valued prospects about these features, we are confident that their interest in our courses will increase and thus there probability of enrollment.

It is no secret that at present, due to global factors, there are several challenges that our industry faces; nevertheless, we are certain that through close communication, and active cooperation between us, we will be able to bypass these obstacles and obtain the best possible results from our strategic alliance.

Something that is very important for you to consider as a partner of ITTO, is that you can have the confidence when speaking to your prospects about sending them to one of the best TEFL providers in the world and at the same time feel at ease concerning their satisfaction.

Overall, we will continue with the same guidelines for enrollment as we have before as well instruments of payment for commissions that we have been successfully working with in the past.

Once more, thank you for your cooperation and valued support!

**International Teacher Training Organization**



We, ITTO, the **International Teacher Training Organization** are part of teacher training and language institutes dedicated to providing internationally recognized TEFL, TESOL, and TBE courses and feature different onsite locations worldwide: USA, Czech Republic, Mexico, Peru, Guatemala, Spain, Thailand, Argentina, Canada, Italy and Costa Rica! Our world class Onsite program was adapted by expert tutors to the current online version. The result is one of the best and most affordable Online TEFL/TESOL Certification programs available. ITTO's Online TEFL/TESOL Certificate Programs provide the teacher training and certification required by schools in order to get a professional and well-paid job. Due to the masterful content of our courses, all graduates receive the skills, confidence, and ability to embark on their teaching careers and work in a professional manner anywhere in the world. There are many TEFL schools out there; however, what sets ITTO above others is the actual content of the program, high concentration of input hours, greater quantity of observed teaching practices, plus guaranteed employment worldwide. Once students have completed their TEFL course, they will feel that their skills have been put to the test and that they have gained a wealth of resources and abilities to teach anywhere in the world. Our school is highly committed to education and one of our primary goals is to improve the quality of EFL teaching around the world through our top notch graduates. Putting our school into a few words we would definitely say that ITTO is committed and counts with the resources to put you in a classroom anywhere in the world and have you truly teach English as a Foreign Language.

ITTO - International Teacher Training Organization - is passionate about global education, and we believe that traveling, studying and working in foreign countries will provide an experience of a lifetime that every person in the world should be able to be part of. We have more than 40 years of teaching experience and teacher training understanding in the English Language teaching field. We are always involved in the TEFL world searching for new ideas to make teacher training the best experience possible. We are innovators in the industry, proved by developing one of the first Online TESOL Technology Courses, the only Combined Online course plus 5-Day Teaching Practice Program, and by being the first ever Institution in providing Guaranteed Job Placements to our graduates

ITTO has trained thousands of teachers from around the world in both online and onsite courses, always providing assistance before, during and after getting certified. We have placed teachers in more than 45 countries! Additionally, our organization aims to educate and motivate students. We want you to be in an interactive involved environment. Our graduates are often hired before others in the industry because of ITTO's impeccable reputation. We welcome feedback in this ever-changing field of work and we want our students to come out of this course with not only competence, but also the confidence they need to be successful.

We believe in making a better world through a global education in which teachers spread the love for learning. Contribute in the world of travelling, studying, working and living abroad at the same time you encourage your students to see the world; Join the TEFL community, join ITTO!

## Credentials and Memberships



**ACTFL:** The **American Council on the Teaching of Foreign Languages** has been providing support and guidance for the industry for over 25 years. As a member, ITTO has access to the latest in methodology and pedagogical research, support from internationally recognized leaders in the field, as well as network of colleagues around the world. This enables ITTO to provide you with the tools you need to prepare your students to participate successfully in today's multilingual world and global economy thus increasing your total value as a teacher.

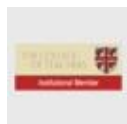


**AMCHAM:** The **American Chamber of Commerce / Mexico** was founded in 1917 and today groups more than 1,500 companies from the United States, Mexico and other countries, covering all sectors and sizes, as well as more than 10,000 high level executives. As a member, ITTO adheres to the highest standards of quality in student services providing you with the best experience available. Not to mention that it also allows us to have contact with some of the most important companies in Mexico when it comes to job

placement.



**SEP:** The Mexican Secretariat of Education (**Secretaria de Educacion Publica**) is the leading authority regarding academics in Mexico. The SEP is responsible for monitoring, accrediting, validating, and standardizing any form of education in the country. Recognized worldwide, the SEP gives credibility and international acceptance to our Certification.



**College of Teachers:** The **College of Teachers** has shaped the face of education in England since 1849. As a member, ITTO exercises the code of professional practice to guarantee the academic quality of our course at all times. Through this membership we are able to provide all our graduates with a very clear perspective of academic expectations in Europe as well as a presence in the old continent.



members worldwide.

**IATEFL:** The **International Association of Teachers of English as a Foreign Language** was founded in the UK in 1967, it now has over 3,500 members in 100 different countries throughout the world. As a member, ITTO is able to foster opportunities for international networking and professional development in the EFL field, continuously improve the quality of its course and publications, as well as offer a supportive and caring environment for all of its trainees thanks to the constant exposure and influx of ideas from other



technology applications for you to know and apply in your practice.

**IALLT:** The **International Association for Language Learning Technology** was established in 1965 and is a professional organization whose members provide leadership in the development, integration, evaluation and management of instructional technology for the teaching and learning of languages. As a member, ITTO has access to privileged resources for the next era of EFL classrooms. Your time at ITTO will not only show you how to become a successful EFL teacher but will also include a considerable contingent of



**WYSE Work Abroad:** WYSE Work Abroad is the world's leading association that represents trusted organizations specializing in work abroad. WYSE Work Abroad members are active in over 40 countries worldwide.

## ITTO's Online TEFL TESOL Courses Features

### Course Content:

ITTO Online is one of the few online TEFL programs to offer over 120 hours, which is the *minimum international requirement*. While other online TEFL/TESOL programs offer only 70 to 100 hours, ITTO Online provides in-depth teacher training for students of all levels and all ages. Moreover, our course follows the worldwide accepted communicative method and trainees will develop their skills through a combination of informative lecture materials and activities that encourage practical use of the newly acquired skills. Study units contain information about grammar, teaching skills, classroom management, and the four skills in language: learning, phonetics, pronunciation, and lesson planning. Throughout the course, students will read the course material from which you have to take quizzes, tests, write essays, participate in forums, have a task at the end of each unit, and a final project at the end of the course. The course is divided into the following main study units:



UNIT 1: The Teaching and Learning Process

UNIT 2: Vocabulary

UNIT 3: Grammar

UNIT 4: The Four Skills

UNIT 5: Classroom Management (only found in this program)

UNIT 6: Planning

UNIT 7: Games

UNIT 8: Grammar and Pronunciation (only found in this program)

See Details: <http://www.tefl-online.com/aboutitto/teflcoursecontent.php>

### The Standard course is divided into the following main study units:

Unit 1: The Teaching and Learning Process

Unit 2: Vocabulary

Unit 3: Grammar

Unit 4: The Four Skills in Language: *Learning, Phonetics, Pronunciation and Lesson Planning*

Unit 5: Games (Not found in Basic Program)

Unit 6: Lesson Planning

See details: <http://www.tefl-online.com/aboutitto/120teflcoursecontent.php>

### The Basic course is divided into the following main study units:

Unit 1: The Teaching And Learning Process

Unit 2: Vocabulary

Unit 3: Grammar

Unit 4: The Four Skills in Language: *Learning, Phonetics, Pronunciation and Lesson Planning*

Unit 5: Lesson Planning

See details: <http://www.tefl-online.com/aboutitto/100teflcoursecontent.php>



### International Recognition:

The Advanced and Standard programs not only meet but exceed the International TEFL Requirements:

1. 120 hours of training minimum
2. Discussion sessions covering grammar, teaching skills, etc.
3. Formal assessment
4. Personal tutors and
5. Information including theory and practice

Therefore, graduates earn a certificate of true international recognition, which is held in high regard by language schools around the world.

### Experienced Tutor Support:

ITTO assigns a personal tutor who will assist the student throughout the course. All of our ITTO Online tutors are required to have at least 4 years of teacher training experience, at least 10 years of experience teaching English, and to hold a current EFL classroom teaching position. Thus, they use their in-depth classroom experience to provide knowledgeable feedback and guidance in your TEFL learning.

To get to know our tutors, visit: <http://www.tefl-online.com/aboutitto/meettutors.php>

### Lifelong Job Guidance:

Upon graduation, one of the services that our graduates receive is ITTO's lifelong job guidance and direct employment contacts to almost any city in the world.



## Optional Specialty Certificate Courses

We have the following specialty courses which you can recommend. We do not offer a commission fee for these:

### 25 Hour Self-Guided Online Teaching Business English (TBE) Course: Regular course fee \$60 USD



The demand for Business English teachers has greatly increased in the past few years due to globalization and economical changes in the business world. This brings with it the necessity to hire effective teachers that can be part of this competitive world. Having a Teaching Business English Certificate not only is very appealing to employers, but it will help students improve their resume, enhance their TEFL career and portfolio, and make students earn more money by teaching either private classes to business people, group classes to a company's whole staff, or business English classes at language schools. In this online **Teaching Business English (TBE)** course, students will learn in 8 units the following skills in a systematic and interactive manner:

- 🔗 Gather, interpret, and use information to fulfil their students' work-related needs.
- 🔗 Customize courses by selecting and designing authentic materials in the field of business.
- 🔗 Find the most appropriate ways to assess students.
- 🔗 Make effective use of technology to support their courses.
- 🔗 Be able to work with groups, as well as in one-on-one situations.
- 🔗 Find ways to keep themselves actualized in your teaching career.
- 🔗 Find more at: <http://www.tefl-online.com/businessenglish-course/selftbe.php>

### Online 50 Hour Teaching Business English Course (Tutor Guided): \$195 USD

After having a [TEFL, TESOL, or TESL Certificate](#) of at least 100 hours (from ITTO or any other reputable TEFL provider), you can further your studies by taking our **Teaching Business English Course: Tutor-Guided (with tutor support)**. The benefits of taking the Tutor-Guided Online Teaching Business English Certificate should be obvious. You have someone to guide you through the course, answer your questions, and give sage advice. This can be of importance if you come to something you do not exactly understand or you are having trouble answering certain questions. Several parts of the Online TBE course are advanced enough that you might need some help or guidance, not to mention encouragement. With Tutor Support you have help at your fingertips via the Internet and email.

In this **Specialty Certificate Program** of 50 hours, you will learn in 8 units the following skills in a systematic and interactive manner:

1. Gather, interpret, and use information to fulfill your students' work-related needs.
2. Customize courses by selecting and designing authentic materials in the field of business.
3. Find the most appropriate ways to assess students.
4. Make effective use of technology to support your courses.
5. Be able to work with groups as well as in one-on-one situations.
6. Find ways to keep yourself actualized in your teaching career.

[See the course content!](#)

#### Included in the course fee:

- Internationally Recognized Certifications
- Personal Tutor Support
- 8 units of course material
- 5 practical tasks and personalized feedback from your Tutor
- Downloadable material for future reference
- 6 months maximum to finish the course (at own time and pace)
- A list of recommended websites in the area of teaching Business English

- Live chat administrative assistance
- Access to Grads' Corner upon completion
- Lifelong job guidance and contacts worldwide

### 25 Hour Self-Guided Online TESOL Technology Course: \$60 USD



As the TESOL Association has adapted and created standards which are specifically aimed at teaching English and the use of technologies, ITTO's brand new Online TESOL Technology Course introduces different kinds of tools that are user-friendly and that can be learned on a self-study basis. Our main goal is to provide ideas on how students can implement the tools to get the best of them! In this course, students will learn about the different technology tools that students can use in their EFL classroom to enhance learning by means of active engagement, group participation, periodic interaction, feedback among the participants, and contact with the real world. By using technology in the classroom, students can improve their writing skills, thinking skills, and be more creative. Also, students will acquire a foundation of knowledge and skills in technology for professional purposes, demonstrate knowledge and skills in basic technological concepts, explore emerging tools and participate in learning communities, integrate pedagogical knowledge, design activities supported by technology to meet specific learning goals, and learn to use technology to improve communication, collaboration and efficiency. In ITTO's Self-Guided Online TESOL Technology Course students will learn to:

- Acquire and maintain a foundation of knowledge and skills in technology for professional purposes.
- Demonstrate knowledge and skills in basic technological concept.
- Select the appropriate technology to meet specific purposes.
- Evaluate and implement relevant technologies to assess students.
- Use technology to improve communication, collaboration, and efficiency.
- Find out more at: <http://www.tefl-online.com/tesoltechnology/>

### 25 Hour Self-Guided Online TEYL Course: Teach English to Young Learners: \$60 USD



The International Teacher Training Organization also offers a 25 Hour Online Teaching English to Young Learners Certificate Course, also well known as TEYL Course.

ITTO's Online TEYL Certification was designed specifically to meet the ever-increasing demand for qualified English as a Foreign Language (EFL) teachers of young learners in non-English speaking countries around the world. The objective of this 25 Hour Self-Guided Certificate Course is to help you get familiar with the different aspects of teaching English to children, whether pre-school or primary school age, so that you can build a solid foundation and have confidence in teaching this age group. Once you have completed the course, the material will be a valuable resource for years to come! [Review the requirements.](#)



## Teaching English to Young Learners

The art of Teaching Young Learners is a specific skill which needs specific training to be performed effectively. The majority of Teaching English as a Foreign Language courses focus on teaching adults. These results in TEFL certificate holders who would like to teach children finding themselves without the necessary skills and ability to be able to teach Young Learners effectively. This specific program aims at providing recently graduated EFL teachers or practicing teachers with the necessary skills, confidence and ability to be able to teach Young Learners to maximum effect; this Self-Guided Course gives a strong foundation in the methodology behind teaching children. With an ever increasing demand for TEYL certificate holders around the world, completing the course will give you the additional skills and qualification to Teach English to Young Learners anywhere in the world. [See Course Content.](#)

### With ITTO's Teaching English to Young Learners Specialty Certificate Program you will:

- Know the main differences between teaching adults and young learners.
- Review different language learning theories.
- Learn about the important role that parents play in TEYL.
- Examine the different learning stages as well as the Multiple Intelligences Theory.
- Discover teaching resources, learn how to adapt textbooks, and create useful materials of your own.
- Discuss critical aspects of lesson planning for young students.
- Study important key tips to follow, along with common pitfalls to avoid.
- Become familiar with various dynamics and useful tips for successfully managing your classroom.
- Explore crucial socio-cultural factors.
- Determine useful assessment guidelines and techniques targeted for teaching children.
- Discover a wide variety of tried and tested examples of English teaching activities.
- Find effective ideas for teaching listening, speaking, reading, writing, vocabulary, and grammar.
- Become skilled at tracking progress, reducing anxiety, and setting your TEYL class up for success!

### Included in the course fee:

- Internationally Recognized Certificate.
- 25 hours of downloadable and printable course material.
- Tons of teaching resources.
- 6 months to work at your own pace.
- Live chat administrative assistance.
- Lifelong access to our Grads' Corner.
- and more!

## Selling ITTO's Online Courses

ITTO's Online TEFL TESOL Programs are offered at different prices throughout the year for marketing strategies. We will however, keep the price you offer at a set fee.

### In ANY program, students will obtain:

- 📖 Internationally Recognized Online TEFL TESOL Certification, which mentions total hours of content.
- 📖 Letter of recommendation upon successful completion of the course
- 📖 Personal tutor support and feedback
- 📖 Printable and downloadable course material
- 📖 1 year to complete the course
- 📖 Lifelong job guidance
- 📖 Lifelong employment contacts worldwide
- 📖 Free Resume building help
- 📖 Live chat administrative assistance
- 📖 Free mailing of hard copy of certificate & letter of recommendation
- 📖 Grammar Module (required by employers and sold separately by most TEFL providers)
- 📖 Qualification for furthering students' studies with our Teaching Practices
- 📖 No extra fees, nor hidden fees!
- 📖 No need to purchase extra materials!
- 📖 Free "Job Search and Interview Techniques for Today's TEFL Marketplace" e-Book
- 📖 And much more!

**Important:** The Job Offer Program is only for native English speakers with college/university degrees and holders of the 140 hour certification. See details: <http://www.tefl-online.com/tefl-jobs/>.

### Commission:

The programs to sell are the following; either sale with grant you a profit of 15% of the total sale:

Program	Description	Regular Price	Your 15% Commission	ITTO's 85%
Advanced	140 Hour TEFL alone	\$325,00	\$48.75	\$276.25
Standard	120 Hour TEFL alone	\$275,00	\$41.25	\$233.75
Basic	100 Hour TEFL alone	\$250,00	\$37.5	\$212.50

### Providing a 10% Discount:

You are authorized by ITTO to offer an additional **10% discount** while modifying your total commission of 15% for *temporary promotional means ONLY*.

Program	Description	10% Discount	Your 15% Commission	ITTO's 85%
Advanced	140 Hour TEFL alone	\$292,00	\$43.80	\$248.20
Standard	120 Hour TEFL alone	\$247,00	\$37.05	\$209.95
Basic	100 Hour TEFL alone	\$225,00	\$38.25	\$186.75

## Submitting The Online Application

Your students must apply at the following application, in which your company shall be mentioned under “*Special Request*” on **STEP 2**: [https://www.tefl-online.com/teflonline\\_application\\_step2/](https://www.tefl-online.com/teflonline_application_step2/)

### STEP 2 – Student’s personal information and mentioning of your company

Step 2 Application for TE

Es seguro | [https://www.tefl-online.com/teflonline\\_application\\_step2/](https://www.tefl-online.com/teflonline_application_step2/)

Aplicaciones | pedagogical - Spanish | Permiso de trabajo e | Preguntas frecuentes | ITTO - Google Drive | Intranet Imac | How Do Americans G | ITTO Training Proto | The Graduate Guide

**EDUCATION AND WORK EXPERIENCE**

Your Education  University  High School  
 College Graduate  University Graduate

Current Profession

Is English your first language?  YES  NO

If not, your first language is:

What is your motivation for taking this course?

How did you find out about us?

Special Request:

By submitting this form, I accept ITTO terms and conditions.

- ✓ Live chat administrative assistance
- ✓ Access to Grads' Corner
- ✓ Resume building assistance
- ✓ 1 year maximum for completion
- ✓ Option to add Specialty Courses
- ✓ Interactive Videos

Welcome  
VISA  
MasterCard  
American Express  
PayPal

Click here if you see a blank screen after sending your information:

TEFL

### STEP 3 – Payment Options: Credit/Debit Card, Paypal, Bank Transfer.

Step 2 Application for TE

Es seguro | [https://www.tefl-online.com/teflonline\\_application\\_step2/](https://www.tefl-online.com/teflonline_application_step2/)

Aplicaciones | pedagogical - Spanish | Permiso de trabajo e | Preguntas frecuentes | ITTO - Google Drive | Intranet Imac | How Do Americans G | ITTO Training Proto | The Graduate Guide

**Online Application**

STEP 1 SELECT COURSE | STEP 2 SUBMIT DETAILS | **STEP 3 PAYMENT** | STEP 4 CONFIRMATION

**STEP 3: Payment details**

SECURED BY RapidSSL 2048-bit root

Do you go through a moment of reluctance every time you shop online with your credit card? Do you worry about whether you will become a victim of identity theft or credit card fraud?

ITTO is very concerned with your security in credit card transactions. Besides the traditional SSL (Socket Security Layer) that the great majority of sites use. Please notice our ultra armored security certificates by Network Solutions.

**PERSONAL DATA**

The International Teacher Training Organization will meet all credit card transaction costs.  
Please select your payment option and wait a few seconds for the information to appear:

Credit/Debit Card  
 Paypal  
 Bank Transfer

By submitting this form, I accept ITTO terms and conditions.

Welcome  
VISA  
MasterCard  
American Express  
PayPal

TEFL

#### STEP 4 – Confirmation Emails

Your students will receive 2 confirmation emails, one as confirmation of the payment and the second one including his/her tutor's information as well as the access to the course. You will be copied only in the first email for the student's security.



## Contact us!

Feel free to contact us with any questions you may have. We look forward to helping you get started on your new teaching career!

ITTO

**International Teacher Training Organization**

Web site: <http://www.tefl-online.com>

Email/Skype: [info@tefl-online.com](mailto:info@tefl-online.com)

Tel: +(52)-33-3614-4886

Fax: +(52)-33-3614-3800

Monday - Friday: 9:00 a.m. - 5:30 p.m.

Saturday: 9:00 a.m. - 2:00 p.m.

Central Time

- Toll free numbers from -

USA: 1-866-514 7479

New Zealand: 0-800-441 330

Canada: 1-877-442 0843

Australia: 01-800-603 827

United Kingdom: 0-800-404 9800

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