

## How do I become an inlingua independent contractor instructor?

**inlingua Language Centers** is one of the premier language training organizations in the world, with over 300 centers located on five continents. Our international headquarters are located in Bern, Switzerland, and our Florida Head Office is located in Coral Gables, Florida. Within **Florida**, we encompass ten centers, with eight locations in our **South Florida** region (**Aventura, Boca Raton, Brickell-Downtown Miami, Coral Gables, Doral, Fort Lauderdale, Key Biscayne, and Weston**) and two centers in our **Central Florida** region (**Orlando and Tampa**). Our mission is to provide top quality language training programs in any language to students who need to improve their language skills or learn a new language for general, social, business or academic purposes, as well as to provide customized test preparation and fast and accurate translation and interpreting services. We are committed to excellence and innovation at every step of the language training, test preparation and translation and interpreting process.



The **inlingua Department of Professional Development** is responsible for screening new language and test preparation instructors. In order to become an **inlingua** independent contractor instructor, you must meet certain prerequisite qualifications and requirements in addition to following a number of predefined steps in our **Professional Development Program new instructor screening process**. Please understand that, because we insist on the highest quality standards from our instructors, becoming an **inlingua** independent contractor instructor is a competitive process. As a result, not all applicants are invited to participate in all steps of the screening process.

Please refer to the flow chart below for an outline and description of this process. If you have any questions, please feel free to contact the **inlingua Department of Professional Development** via e-mail at [ccope@inlingua-if.com](mailto:ccope@inlingua-if.com) (please do not contact our individual centers with inquiries regarding available teaching positions). Thank you for your interest in teaching with **inlingua**.

## Step 1: Meet All Prerequisite Qualifications and Requirements

In order to apply to become an **inlingua** Independent Contractor Language Instructor, you must meet **all of the following minimum requirements**:

1. Have excellent (native or near-native) proficiency in the language(s) you wish to teach. **Complete grammatical and lexical command as well as literacy skills equivalent to those of an educated native speaker of the language are required for approval to teach** with inlingua.
2. Hold a **bachelor's degree or higher** in a field related to language education (e.g., (applied) linguistics, ESL/TESOL/TEFL, language education, foreign languages). Applicants with a degree outside the field will be evaluated on a case-by-case basis. **We will not, under any circumstances, consider an applicant who lacks an awarded bachelor's degree from a fully accredited institution of higher education.**
3. Have experience relevant to teaching English or foreign languages to students in supervised settings.

4. For instructors of languages other than English, have at least intermediate proficiency in written and spoken English.
5. Have legal authorization to work in the United States **at the time you apply**.
6. Reside near one or more of our Florida language centers **at the time you apply**.
  - a. Due to the volume of applications we receive and the nature of our new instructor screening process, we cannot accept applications from candidates who reside beyond the regions we serve. If you plan on moving to Florida, please wait until *after* your relocation to the area has been completed before you apply.

## Step 2: Submit Your Resume and Cover Letter

If you meet all of the qualifications and requirements from step 1 above, then we invite you to submit your resume and a cover letter to our **Department of Professional Development** for consideration. Please be sure to indicate in your resume or cover letter the language(s) or test(s) you wish to teach. We search for new applicants from a number of sources (colleges and universities, direct referrals, classified advertisements, career fairs, etc.). However, regardless of how you found out about **inlingua**, you must directly submit your resume to us. Please send your resume via e-mail to [ccope@inlingua-if.com](mailto:ccope@inlingua-if.com). **Please do not contact our individual language centers with inquiries regarding available teaching positions, as our new instructor screening process is centralized through our Department of Professional Development, which is a part of the inlingua Florida Head Office.**

We carefully review and consider all submitted resumes. However, not all applicants are invited to participate in all steps of the screening process. Selection of independent contractor instructor candidates depends not only on their experience and qualifications but also on client demand and our current capacity to provide instruction.

## Step 3: Complete the Initial Screening Process

After reviewing all submitted resumes, we will give the most qualified candidates (based on our criteria as well as current and future needs) preliminary approval. Candidates who receive preliminary approval will be contacted (usually via electronic mail) in order to further assess their skills, education, and qualifications. This part of the screening process is also designed to familiarize applicants with our company. After you complete the initial screening, you may be invited to attend our New Instructor Screening and Orientation.

## Step 4: Attend and Complete a New Instructor Screening and Orientation

The final step in becoming an **inlingua** Independent Contractor Language Instructor is to attend our New Instructor Screening and Orientation. During this two day process, instructor candidates meet in small groups with experienced **inlingua** PDP presenters to review our contractor standards and become familiar with the resources available through **inlingua**. Please keep in mind that during your participation in the screening process, your professionalism, skills, and suitability for teaching with **inlingua** will be evaluated. Instructor candidates who successfully complete the screening and orientation process will have their information incorporated into our contractor database and are eligible to begin accepting class assignments immediately.

While the majority of applicants who are invited to attend the new instructor screening and orientation successfully complete it, the completion rate is somewhat less than 100%. You will be informed of your status soon after you complete the two-day program.