



# Certified Workplace Language Instructor (CWLI)

Program Guidelines

## SpanishPRO is an innovative system for learning vocational Spanish—like a PRO!

Employees who can perform in both English and Spanish are in great demand. It's more critical now than ever that companies and organizations bridge the language barrier. SpanishPRO's flexible curriculum emphasizes a more meaningful approach to language acquisition that is both affordable and immediately applicable to the job.

The Institute for Workforce Education, a national leader in workforce development products and training, and Instituto Cervantes, the leading ambassador for Spanish language and culture, have teamed up to provide organizations the best of both worlds—vocational, on-the-job training expertise and the best Spanish language content.

The Certified Workplace Language Instructor (CWLI) is SpanishPRO's certification system that is specifically designed to give companies' internal instructors, educational institutions' instructors and/or freelance instructors the knowledge, skills, and abilities to deliver workplace language instruction using the SpanishPRO curriculum.

## What are the advantages of the CWLI certification?

A certified instructor will possess credentials, endorsed by the Institute of Workforce Education of St. Augustine College of Chicago (IWE-SAC), a leader in the field of workforce development, and by the Instituto Cervantes, a worldwide leader in the teaching and learning of the Spanish language, which will immediately enhance their profile as an educator.

Certified instructors will have access to all SpanishPRO classroom materials (instructor guides, Powerpoint presentations, audio recordings, and student guides) for use in their courses. Additionally, students who successfully complete the course earn a certificate endorsed by the Institute for Workforce Education of St. Augustine (IWE-SAC) College (IWE-SAC) and the Instituto Cervantes (IC).

Certified CWLI instructors' names and contact information will be published and made available to companies or other organizations interested in receiving SpanishPRO training in specific geographic areas of the country.

## How do I earn the CWLI certification?

Candidates who wish to earn the CWLI certification must first pass the SpanishPRO language proficiency test and then attend the “Certified Workplace Language Instructor” course. Candidates must attend this 32 hour face-to-face course and also successfully pass the final exam upon course completion. Successful certification is obtained when a candidate scores 85% or higher on the SpanishPRO language proficiency test and 75% on the CWLI course’s final written and practical exams. Candidates that do not possess teaching experience, must pass the CWLI course final exams with a score of 85% or higher.

### CERTIFICATION PREREQUISITES

Candidates for this program must meet one of the following requirements:

- 1** MA or BA in Spanish with one year of language training/teaching experience. Candidates must score 85% or higher on the SpanishPRO language proficiency test.
- 2** MA or BA in any subject with two years of language teaching experience. Candidates must score 85% or higher on the SpanishPRO language proficiency test.
- 3** MA or BA in Spanish with no teaching experience. Candidates must score 85% or higher on the SpanishPRO language proficiency test and also must score 85% or higher on the CWLI course final exams (written and practical).

### APPLICATION

In order to begin the process of registration for the SpanishPRO CWLI certification, candidates must submit the following items to IWE-SAC/IC:

- Resume/Curriculum Vitae
- Detailed description of training/teaching experience in the last 10 years and an estimate of participants/students taught
- Diploma, certificate or transcripts with proper evidence of degree
- \$50.00 nonrefundable application fee

### LANGUAGE PRE-TEST

All interested candidates must complete the SpanishPRO language proficiency test via the IWE online testing portal as well as a 15-20 minute in-person or phone interview (conducted in Spanish) in order to assess both language proficiency and candidate suitability for the program. Candidates must score 85% or higher on the language proficiency exam and 75% on the oral interview in order to be eligible for the program.

Candidates who successfully complete the language proficiency exam and the oral interview must register for the CWLI course within 6 months. Candidates who have not registered for the course in the allotted time will have their results voided and must restart the process.

Candidates who do not pass the language proficiency exam or the oral interview, cannot retest for a period of 3 months. After that, candidates can retest provided all application materials as well as a new application fee of \$50.00 are resubmitted.

## **ATTENDANCE**

**To successfully complete the course,** candidates must be present for 90% of the time of the 32-hour CWLI course as well as participate in all course activities.

## **COMPLETION REQUIREMENTS**

In addition to the attendance requirements, successful course completion is obtained when a candidate scores 75% or higher on both the course final written exam and the practical exam, unless a candidate does not possess teaching experience in which case they must score 85% or higher in both areas.

## **RE-TAKE POLICY**

CWLI candidates who do not pass the course's final written exam will have the option of re-taking it after a period of 5 days provided they submit the re-take fee of \$50.00.

CWLI candidates who did not pass the practical exam will have the option to re-take that portion during the testing period of the next scheduled CWLI course, provided they have submitted the re-take fee of \$50.00.

Candidates who do not pass a re-take exam, either the course's final written exam or the practical exam, must complete the entire course again.

## **Maintaining my certification**

Instructors seeking to maintain their CWLI certification must:

- Demonstrate that they have taught a minimum of 9 SpanishPRO courses during a 3 year period and used the instructor guide, student guides and all applicable pre and post assessments.
- Demonstrate that they are in compliance with IWE and IC quality control procedures.
- Complete a 20 hour on-line or face-to-face recertification course every three years.

## **RE-CERTIFICATION COURSE**

Every three years an online or face-to-face re-certification course will be offered with the purpose of learning new methodologies and best practices that have been shown to enhance the teaching of Spanish in the workplace as well as to increase training effectiveness.

## **QUALITY CONTROL**

IWE-SAC/IC requires all certified instructors to demonstrate sound administrative techniques and teaching practices for all courses they teach. All certified instructors must provide IWE-SAC/IC with pre and post assessments as well as evaluations for the 9 courses required to maintain CWLI certification. CWLI certified instructors must follow the teaching model outlined in the Certified Workplace Language Instructor's course.

The quality control process requires that instructors submit the following documentation:

- Needs Assessment (if necessary)
- Evaluation Forms
- Registration Forms/Roster
- Student Pre and Post Assessments

# Pricing

## CERTIFICATION FEES

**Instructor Application Fee** \$50

**CWLI In-Person Course Fee** (32 hours)

\$500 per participant

Fee includes: materials, exams, certificate and a SpanishPRO Level 1 Instructor Kit

Number of participants per course: 12–25 students

*Course requires student travel to Chicago and/or instructor travel to locations outside of Chicago*

**Online or Face-to-Face**

**Re-certification Course Fee** (20 hours)

\$250 per participant

Fee includes: materials (for face-to-face course), exams and certificate

Number of participants per course: 12–25 students

**Test Re-take Fee** \$50.00

## TEACHING MATERIALS

For students to use in their 40 hour courses. 10% discount will be given to Certified Instructors.

**Instructor Kit** \$199

Includes: Instructor guide, Powerpoint slides, audio recordings and other resources

**Student Guide** \$49

Includes: Pre and post assessments

**Student Placement Test** \$30

**Student Re-test** \$25

**Student Transcript** \$25

**Student Certification Replacement** \$25

## REFUND AND WITHDRAWAL POLICIES

Students registered in open-enrollment courses may cancel their registration and receive a tuition refund provided that a cancellation request is submitted at least 4 business days prior to the start of course. Students seeking to cancel their registration must speak a representative and obtain a cancellation number. No refunds will be granted if the cancellation request is not received in the specified time frame.

If for any reason IWE-SAC/IC must cancel or change the course dates, students will be notified at least 4 business days prior to the course start date at which point any transfers and/or corresponding refunds will be processed.

### The following fees are non-refundable:

- Instructor application fee
- Instructor test re-take fee
- Student placement test fee
- Student test re-take fee

Disclaimer: The above mentioned processes and procedures may change, without previous notice, in order to address program operation requirements.