

### 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.

### What can you gain through SpanishPRO?

**A student of SpanishPRO will stand to:**

**CONNECT** with a growing demographic

**GAIN** more on-the-job engagement

**STAY** competitive

Students who successfully complete a SpanishPRO course will earn a certificate of completion backed by St. Augustine College of Chicago (IWE-SAC) and the Instituto Cervantes (IC).

### How does SpanishPRO work?

There are 3 levels of SpanishPRO each composed of 40 hours of class time. SpanishPRO is an immersion program that focuses on the conversational aspect of the language. It is designed using adult learning theory principles and, as such, it is very interactive and hands-on, paying particular attention to the situations and terminology relevant to the workplace. Students who successfully complete the entire course of study gain a high intermediate/low advanced level of proficiency in the Spanish language.

All SpanishPRO courses are conducted in a classroom setting. Students must attend class and pass a final exam per level in order to earn a certificate of completion.

## PREREQUISITES

### Level 1

There are no prerequisites for students who wish to enroll in this level.

### Level 2

Student must either have successfully completed level 1 or pass an online placement test.

### Level 3

Student must either have successfully completed level 2 or pass an online placement test.

## REGISTRATION

Interested students may contact a SpanishPRO representative either via phone, email or an online inquiry form. The representative will direct potential students to the online registration system to enroll in SpanishPRO if all prerequisites are met.

If a placement test is needed prior to registering, the representative will direct the student to the online system to pay the placement test fee (\$30) and provide them with access credentials. Students will automatically receive their test results, which will be forwarded to a representative so they can advise students as to the level of SpanishPRO they are eligible to register for. Students will then be able to complete registration via the online registration system.

Upon registering, students will automatically receive a confirmation that will contain all the course details as well as information on the cancellation policy.

## ATTENDANCE

**To successfully complete the course**, students must attend at least 75% of the 40 class hours and participate in the activities.

Attendance will be monitored by a representative who will stay in contact with students in order to help them with any issues that may arise and to encourage attendance. Any student wishing to drop out of a class must communicate it in writing to a representative and complete an exit form/exit interview.

## COMPLETION REQUIREMENTS

In order to successfully complete the SpanishPRO course students must fulfill the attendance requirement and pass a final test with a grade of  $\geq 75\%$ .

If a student doesn't pass the final test, he or she will have the opportunity to re-take it within 5 days of course end date by paying the re-test fee of \$25. Upon payment confirmation, access credentials will be provided. If a student is not able to pass the test on this occasion, he or she will have the opportunity to re-take the course.

Students who pass the final test will be presented with a Certificate of Completion. All other students, with the exception of those that drop out, will earn a Certificate of Participation.

# Pricing

## ENROLLMENT FEES

**SpanishPRO Course Fee** \$648.00 per student per course

Course options: Levels 1, 2, 3 (40 hours each)

Registration fee includes: materials, testing and certificate

Number of participants per course: 12–25 students

**Placement Test Fee** \$30.00

**Final Test Re-take Fee** \$25.00

**Transcript Fee** \$25.00

**Certificate Replacement Fee** \$15.00

## REFUND AND WITHDRAWAL POLICIES

Enrolled students may request a cancellation of registration and a reimbursement of course fees by communicating with a Customer Service Representative at least 4 business days prior to course start date. If approved, student will receive a cancellation number. No requests received fewer than 4 business days in advance of the course will be honored.

If the IWE/IC need to cancel a course or modify course dates, all enrolled students will be notified at least 4 business days in advance of course start date. Students will have the option to request a full refund or to transfer to the next available course.

### **The following fees are non-refundable:**

- Placement test fee
- Final test re-take fee
- Transcript fee
- Certificate replacement fee

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