









Practicum Packet

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01 Practicum Timeline



Study
requirements
& due dates



Complete
your hours



Submit
essay & form



Receive
your TEFL
certificate



01. When to start your practicum?

- You can start and complete it during or after your course
- Budget **2-3 months** from start to finish



02. How many hours do I need to teach?

- The total required practicum time is 20 hours:
 - You can teach/tutor for 20 hours
 - You can observe for up to 14 of the 20 hours
 - You **must teach/tutor** for at least 6 hours



03. Can I start & and complete my practicum completely online?

- Yes! You can do your entire **practicum online** if you want



04. When do I submit my Practicum Essay & Completion Form?

- ITA **prefers within 90 days** after your TEFL course
- Both must be received within 365 days after your TEFL course
- See your Practicum course in Moodle for submission details



05. When do I get my certificate?

- **7-21 days after** you submit your Essay & Completion Form and it is approved, you will receive a digital certificate

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02 Practicum Requirements

The Basic Requirements

Your total required practicum time is **20 hours**:

- To reach the 20 hours, you can **teach/tutor** and **observe**.
 - You can teach/tutor for 20 hours
 - You can observe for up to 14 of the 20 hours
 - You must teach/tutor for at least 6 hours
 - Observation is optional



Look out!

NO

YES

Can I complete my practicum hours in non ESL/EFL subjects like math, science, etc.?



In a group setting, do all students need to be ESL/EFL learners?



Does training, lesson planning, watching or creating videos, etc. count toward my hours?



Do I need to observe to complete my practicum hours?



Is there a minimum or maximum number of students I need to work with?



Can I tutor ESL/EFL to a friend or family member who is learning English?



Do I need ITA to approve my practicum beforehand?



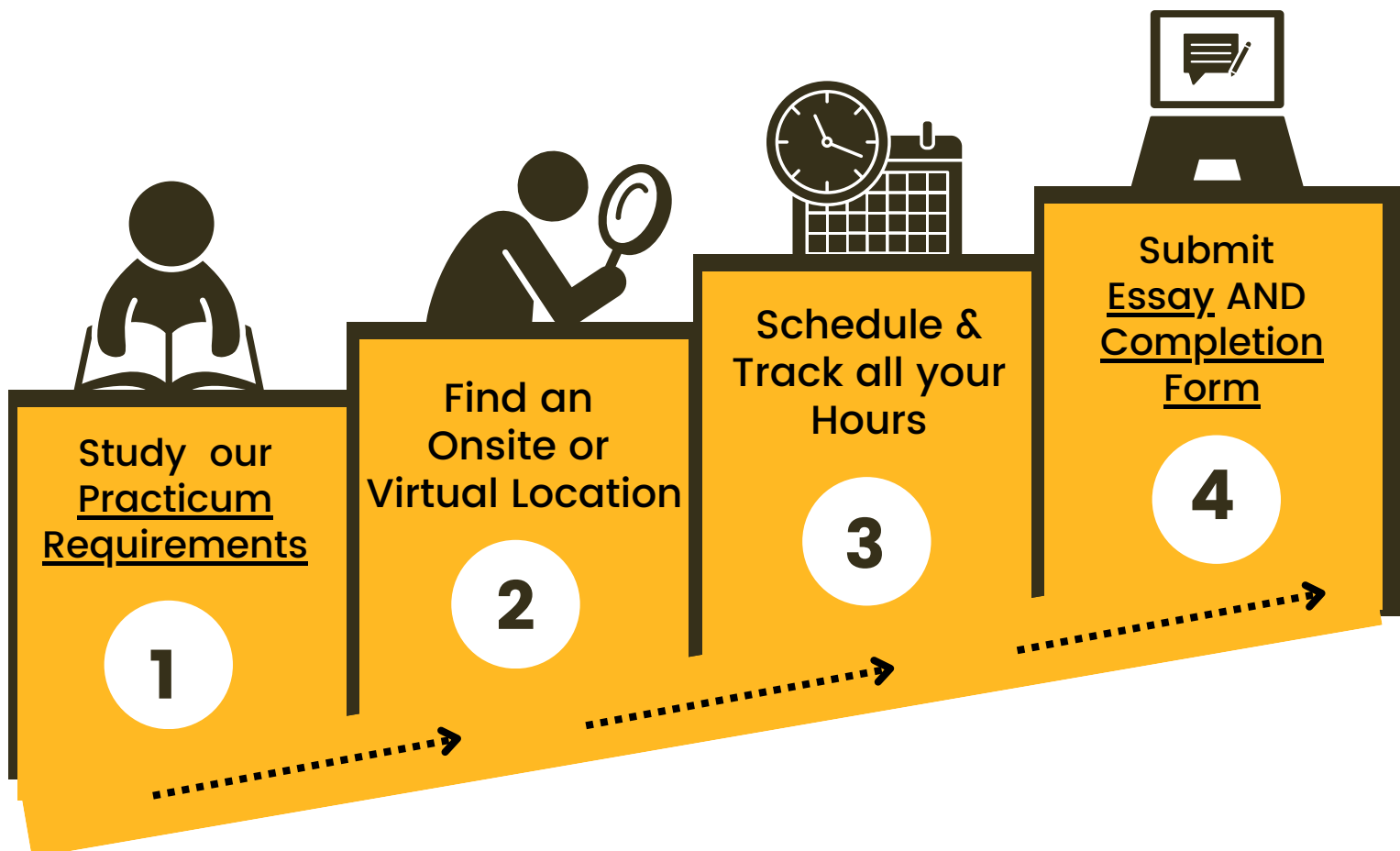
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03 Getting Started Resources

**CHECK
IT OUT**

MAIN SUPPORT RESOURCES

- [Practicum FAQs](#) [PDF]
- [ITA Practicum Guide](#) [ITA Website]
- [Practicum Section of Moodle](#) [Online Course Portal]
- [ITA Alumni Practicum Group](#) [Facebook]



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04 Finding a Practicum Location



Ideas for Locating **In-Person** Practicums

- Local libraries
- Community centers
- Places of worship
- Refugee support organizations
- Community College ESL Programs
- University EAP Programs



Preferred

- USA Locations
- International Locations



Ideas for Locating **Online** Practicums

You can complete your practicum via **volunteer or paid online teaching**. Here are some links to help you get started in locating online students:

Volunteer & Paid Tutoring:

- Paper Airplanes (volunteer)
- Cambly (paid Online Tutoring Platform)
- Preply (paid Online Tutoring Platform)

Additional Resources:

- ITA's Job Search Guidance Manual (start on page 431)
- Online Employer Comparison Chart (if you are looking to work with a school)

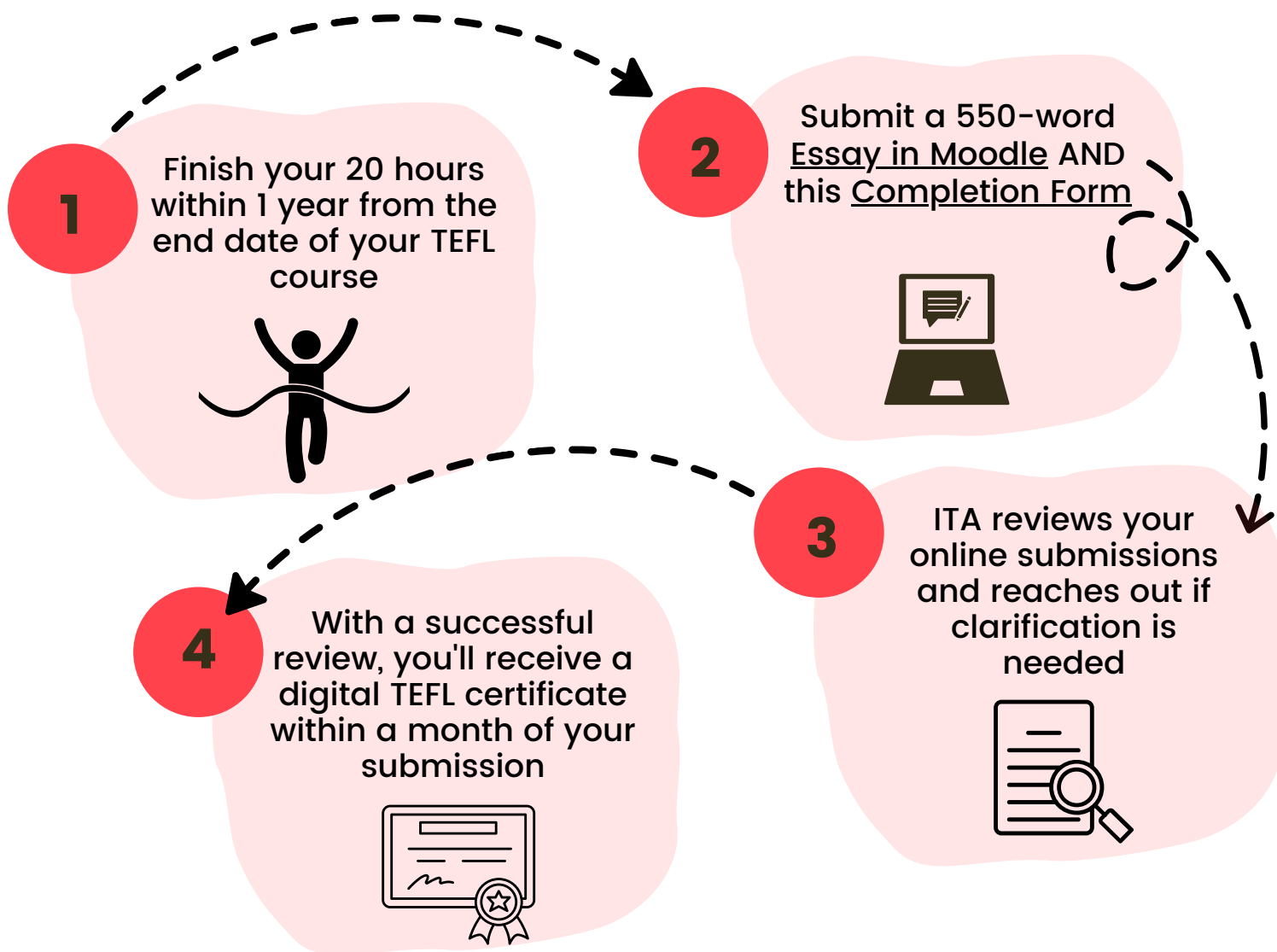


Preferred

- Online Locations



STEPS TO COMPLETION



A few notes



A **transcript** is on the second page of your digital certificate file.



ITA does **not mail out certificates**. Learn more about your digital TEFL certificate [here](#).



Still need assistance? Log into your course and watch [this video](#).



Start your Job Search

- If you want our help with job search guidance, reach out via email:

studentaffairs@internationalteflacademy.com

- You can also check out our extensive [Job Search Guidance Manual](#) [\[PDF\]](#).



Connect with ITA Alumni

- Connect with ITA Alumni
 - [ITA Alumni Association](#)
 - [ITA Alumni Meetups](#)
 - [ITA Alumni Guide](#)
 - [ITA Alumni Facebook Groups](#)

You did it!