

THE ULTIMATE WORKBOOK FOR TEACHING ENGLISH ABROAD

LAUNCH YOUR TEACH ABROAD ADVENTURE WITH A PLAN



ciee[®]
TEFL

A WORD FROM CIEE TEFL

How to use this workbook

This workbook was created to help you organize your thoughts and gain clarity on exactly what you want when embarking on your teach abroad journey. Taking the time to plan an experience that is catered to your personal and professional goals can make a valuable and lasting impact on your life, so we hope that you're up for the challenge!

Here are the activities you can find in this workbook:

Priorities

page 2

Get clear on what's important to you and find out where to start the research process

Compare Countries

page 5

An interactive exercise to see the pros and cons of the countries you'd like to visit

All About TEFL

page 7

Understand what TEFL is, how it can help you when you teach abroad, and what TEFL course is right for you.

Teach Abroad Checklist

page 9

A comprehensive list of all the items you'll need to complete in order to successfully teach English abroad



PRIORITIES ²

What's most important to you?



Choose your top 3 priorities for your teach abroad experience. You can find CIEE TEFL's recommendations based on your priorities on the next page.

- a. Length of teaching contract
- b. Ability to explore various countries and travel
- c. Support in moving abroad and finding a job teaching English
- d. Opportunity to save money
- e. Full-time teaching opportunity (higher salary, less free time)
- f. Part-time teaching opportunity (more free time, lower salary)
- g. Professional development / furthering your career
- h. Benefits like reimbursed airfare and housing

What's most important to you?

a. Length of teaching contract

Opportunities for teaching jobs abroad typically run for an entire academic year and departure/start dates for international jobs function around the time the school year starts (not all countries follow the same academic calendar). That said, here is an idea of some countries that offer contracts for various availabilities:

- Less than 6 months
 - [Spain](#)
- 6-12 months
 - [Thailand](#)
 - [Spain](#)
- 12+ months
 - [South Korea](#)
 - [Japan](#)

b. Ability to explore various countries and travel

Good news! Most countries will allow you the possibility to travel while you are teaching abroad. That said, if you are wanting to prioritize travel above all else, we highly recommend finding a part-time or [online teaching job](#) so that you can have more time to explore.

RECOMMENDED LOCATIONS: [Spain](#), [Thailand](#), and [Chile](#)

c. Support in moving abroad and finding a job teaching English

Depending on the level of assistance you would like, here are some options to help you on your way:

- For a fee, program providers like [CIEE Teach Abroad](#), can provide extensive support (i.e. visa assistance, in-country orientation, etc.) to help you to secure a job abroad.
- Quality TEFL providers, like CIEE TEFL, often offer [free job placement assistance](#) after you receive your TEFL certificate. This option offers less overall support but can be a good resource to help you find employment abroad.

d. Opportunity to save money

In order to save money while teaching abroad, you'll need to look into countries that pay English teachers a higher salary while also maintaining a reasonable cost of living. We've created a list of the [10 best countries to teach English and save money](#) to help you find a destination that will allow you to reach your financial goals.

PRIORITIES

What's most important to you?

e. Full-time teaching opportunity (higher salary, less free time)

We have found that the majority of teaching positions offered in [Asia](#) and the [Middle East](#) will offer full-time positions. It's important to note that although full-time positions offer a more competitive salary, it often means that you'll have less free time for traveling and other hobbies.

f. Part-time teaching opportunity (more free time, lower salary)

Positions in [Europe](#), particularly in [Spain](#), and in [Latin America](#) often have positions that are part-time or even tutoring gigs where you get to set your own schedule. For part-time positions, keep in mind that although you'll have a more flexible schedule, the teaching salaries are not as competitive.

g. Professional development / furthering your career

If professional development is important to you, then getting a TEFL certificate that is internationally recognized and valid for life will be an important step in your journey to teach abroad. CIEE TEFL offers a [150-Hour TEFL Certificate course](#) to help you advance your career at home and abroad.

But, what if the career you want doesn't involve teaching?

A TEFL certification is more than just a tool to help you teach English- it is a way to cultivate transferrable skills for any career you choose. Throughout your TEFL training you will learn to:

- Be flexible
- Be patient
- Create and maintain long-lasting relationships
- Effectively communicate across cultures
- Train and manage a team

Not only will a TEFL certification help you to build on these skills, but it will also give you real-world experience to construct a competitive resume for any position you choose. Read more about how TEFL can help you further your career on [our blog](#).

h. Benefits like reimbursed airfare and housing

If you are looking for assistance in paying for airfare and housing, teaching jobs in [Asia](#) are going to be your best bet. A lot of employers in places like [Thailand](#) and [South Korea](#) will reimburse you for these types of expenses.

COMPARE COUNTRIES

for teaching English abroad



	TYPE OF TEACHING POSITION	COMPENSATION	IS TEFL REQUIRED?	DEPARTURE
SPAIN (EXAMPLE)	PART TIME (16 HRS PER WEEK)	1000 EUROS/MO	NO, BUT RECOMMENDED	AUGUST / SEPTEMBER
COUNTRY 1				
COUNTRY 2				
COUNTRY 3				
COUNTRY 4				
COUNTRY 5				
COUNTRY 6				

NOTES

If you have any questions while filling out this worksheet, feel free to email us at tefl@ciee.org

TOP REGIONS AND COUNTRIES

Click to read more about each region or destination



ASIA

- [Vietnam](#)
- [South Korea](#)
- [Taiwan](#)
- [Thailand](#)
- [Japan](#)
- [China](#)



EUROPE

- [Spain](#)
- [Hungary](#)
- [France](#)
- [Turkey](#)
- [Italy](#)
- [Czech Republic](#)



MIDDLE EAST

- [United Arab Emirates](#)
- [Saudi Arabia](#)



LATIN AMERICA

- [Mexico](#)
- [Costa Rica](#)
- [Chile](#)

ALL ABOUT TEFL

Everything you need to know

What is TEFL?

TEFL stands for Teaching English as a Foreign Language. You can teach English abroad, or in your home country. It's sometimes referred to as TESOL (Teaching English to Speakers of Other Languages), but they're the same thing.

Who can get certified?

Anyone who is 18 years or older and has a native level of English. No prior teaching or work experience is required.

TEFL isn't required for the position I am looking into, should I still get certified?

It's up to you! If you are looking to get the most out of your experience, we highly recommend that you get TEFL certified before you teach abroad, even if it's not required. Here are some of the benefits of getting TEFL certified:

- Makes you more employable as an English teacher,
- Can help you earn a higher salary,
- Provides valuable resources and support throughout the move abroad process,
- Shapes you into a better teacher,
- And ultimately equips you with valuable professional skills that are useful for any career.

Want to learn more about the benefits of TEFL? Feel free to check out [our blog](#)!

There are so many different options for TEFL, how do I know what is best?

If you are planning to teach English abroad, most international employers are looking for applicants to have at least 120 hours of a TEFL certification. CIEE TEFL offers a [150-Hour TEFL Certificate course](#) that is internationally recognized and valid for life. You can learn more about CIEE TEFL courses on [our website](#).

Still got questions about what course is best for you? Schedule [a free consultation](#) with a CIEE TEFL expert.

TEFL CERTIFICATION FOR TEACHING ABROAD

Which course is right for me?

Is a TEFL certificate required for the job you're apply to?

Yes, it's required

No, it's not required

Do you have prior teaching experience?

Are you looking to expand your professional qualifications?

Yes, I have some experience

No, I've never taught before

Yes, absolutely!

Not a priority for me

See 60-Hour TEFL Certificate

Do you have an existing TEFL certificate already?

Are you interested in teaching a specific age group?

Yes, and I just need a review

Not officially certified yet

Not a priority for me

Yes, absolutely!

**60-Hour
TEFL
Certificate**

[APPLY NOW](#)

**150-Hour
TEFL
Certificate**

[APPLY NOW](#)

**180-Hour
TEFL
Certificate**

[APPLY NOW](#)

TO DO LIST

TEACH ABROAD CHECKLIST

- Clarify your priorities for the teach abroad experience
- Research desired teach abroad destinations
- Create a budget (pre, during and post teaching abroad)
- Get TEFL certified
- Make sure you have a valid passport
- Verify qualifications for job / program of interest
- Apply for teaching positions / programs to teach abroad
- Prepare predeparture documents (Visa, medical, etc.)
- Finalize travel plans (Flights, accommodations, etc.)



STAY IN TOUCH

TO SCHEDULE A FREE ADVISING SESSION WITH A TEFL EXPERT

tefl@ciee.org



Book a Call



Website



TEFL Blog



TO SEE WHAT GETTING TEFL CERTIFIED AND TEACHING ABROAD LOOKS LIKE



Learn online to teach around the world.

CIEE TEFL's mission is to humanize international relations and foster peace through international education and exchange programs that promote intercultural understanding.

We strive to increase global harmony and stability by helping individuals learn to embrace people different from themselves and ideas different from their own.

We prepare future leaders who will be able to communicate across cultures to tackle issues confronting our globally interconnected and multicultural world.

**Council on International
Educational Exchange**

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