

Instructions for Completing the Application for Group Registration



A. Confirmations Prior to Completing the Form

1. Please make all Japanese entries in clear, printed characters. Please make all English entries in capital block letters.
2. If necessary, it is possible to download the application and other documents from the J-Shine website and complete them using a word processor. Due to the possibility of completing documents multiple times and other factors, we encourage completion using a word processor.
3. Methods of sending documents are given at the end of these instructions; send completed documents using one of these methods.
4. There are two types of applications: the application for group registration (1 page) and the training contents questionnaire (5 pages).
5. The purpose of the application for group registration is to provide us with basic information regarding a group. Because of this, a single format is used for many types of groups, which may cause the form to have some contents that are irrelevant to you. However, because of the need to use a single format, please fill it in as completely as possible even if there are some places which you cannot fill in.
6. The training contents questionnaire is used to compare the courses of individual groups with the shared curriculum provided by J-Shine and evaluate the training provided by groups. This is an important document which is used by the certification committee to investigate the training provided by groups, so we ask that you fill it in as simply and accurately as possible.
7. If any noteworthy inaccuracies are found in the contents of the application for group registration or the training contents questionnaire, the certification of a group's registration can be rescinded. Groups whose certifications have been revoked cannot be registered again, so be careful.

B. Notes Regarding the Completion of the Application for Group Registration

1. English conversation schools and other private educational groups which are generally known by a name other than their official corporate name may enter both their official name and their commonly-used trademark as the applicant name. Please note that this name will be used for the introduction on our website after group registration.
2. The previous year's budget is to be entered; an estimated figure is acceptable. This figure is used to judge the scope of the group's activities, and is not for accounting purposes.
3. Please enter the name of one person in charge. All contacts will be made through this person. All email, telephone and other contacts should be for this person. If the group is registered, its information will be displayed on the J-Shine website, but as this contact information can be changed, be sure to enter the information for the person in charge at this stage.
4. Please enter at least the name of the representative in the "Major Officers of the Group" section. No more than 6 names can be entered; if there are more than 6 officers, some names can be omitted.
5. Please complete the "Major Activities" section so as to make it possible to understand the group's basic activities. A school which engages only in the management of the school may enter "no other particular activities".
6. Other contents will be used to enable J-Shine to obtain a better understanding of the group. Please complete them in a simple and accurate manner. Please note that illegible entries will make it difficult for us to carry out an accurate investigation.

C. Notes Regarding the Completion of the Training Contents Questionnaire

1. The training contents questionnaire is used to compare the courses of individual groups with the shared curriculum provided by J-Shine and evaluate the education provided by the group.
2. Look at the shared curriculum list provided by J-Shine, circle "Yes" in the "Identical Course?" line of the "Shared Curriculum Component" if your group offers a course identical to that listed, and enter the name, hours (confirm standard hours), notes regarding instruction and other information as specifically as possible.
If your group does not offer a course identical to what is indicated by J-Shine in the shared curriculum, circle "No" in the "Identical Course" line and enter a concrete plan for future implementation (details, hours, etc.)
3. The standard hours shown in the shared curriculum are a firm standard. The goal is to improve practical results. Please be careful not to consider hours only. However, at least 80% of hours must be included, with a good balance of fields 1 through 8.
4. Please enter the "Outline of Subject Matter" in a simple way that makes it possible to understand what instruction provided during the course.
5. It is desirable that the curriculum be structured so as to have as much student teaching as possible in each course. Thus, we ask that any student teaching done outside of courses be described separately, with number of hours, students, location, etc. included.
6. Please enter any courses which are not part of the shared curriculum provided by J-Shine in the final form, number 9. (Add copies for multiple courses) Please attach any materials that will assist J-Shine in understanding the contents of such courses. Please label any attachments so that it is possible to understand which course they are relevant to.

D. Method of Sending Applications

Once the documents are completed, send them to the address below, along with any attachments or educational materials. It is not necessary to include a large quantity of attachments and materials. Please consider which materials will appeal to J-Shine and attach as few materials as possible.

The Elementary English Instructors' Certification Committee, a Specified Non-Profit Corporation
Group Certification Director
Kyoshin Building Room 401, 3-11-14 Hacchoubori, Chuo-ku, Tokyo-to

Telephone : 03-3523 - 2158 Fax : 03 - 3551 - 3266