

This application is to be completed by the person wishing to be licensed as an instructor

Request for Licensing as an Elementary English Instructor

The Elementary English Instructors' Certification Committee, a Specified Non-Profit Corporation

Applicant Name	Roman Characters		Gender	Age	Attach Photograph. Write name on back. Attach using glue. 30mm x 40mm or 35mm x 45mm	
	Chinese Characters		Male / Female	Years		
Date of Birth	Western Calendar: _____, _____	Date of Application	_____, 20__			
Group Making Recommendation						
Home Address	Zip code - _____ Prefecture _____					
Email Address			Telephone Number	() - _____		
Home Closest Station	Line: _____ Station: _____		Locations of Possible Assignments			
	_____ Min. by Foot _____ Min. Ride					
Personal History (Enter appropriate number into 'Response' column, leave 'Notes' column blank)					Response	Notes
Highest Level of Education Achieved	High School: 1 Teaching or English Vocational School: 2 Some University: 3 University (Including Junior College): 4 Graduate School (Masters): 5 Graduate School (PhD): 6 Other: 0					
License	Elementary Teacher's License: 1 Junior or Senior High School English Teacher's License: 2 (Multiple Selections Permitted) Other Teacher's License: 3 Counselor License: 4 Health/ Welfare-Related License: 5 None: 0					
Preferred Methods of Instruction	Rhythm Instruction(Songs and Chants): 1 Game Instruction: 2 TPR: 3 Picture Book Instruction: 4 Word Instruction: 5 Conversational Instruction: 6 Letter Instruction: 7 Teaching in English: 8 (Multiple Selections Permitted)					
Research/ Training History	Scholarly Society Membership: 1 Research Society Membership: 2 Regular Attendance of Training: 3 Article Authorship: 4 Presentation for Scholarly/ Research Society: 5					
Interview (Please provide simple answers in itemized form, with no more than three items)					Notes	
Please provide a simple description of your past work experience.						
Have you studied or lived abroad?						
Do you have confidence in your skills as an elementary English instructor?						
What do you believe is the most important aspect of elementary English education?						
What do you believe is most important to teachers of children?						
What are your English abilities? If you have taken any English examinations such as the STEP test, the United Nations Association Test of English, TOEIC, TOEFL, Cambridge, SST, you may make use of them. (Example: My abilities are on par with the pre-first grade STEP exam.)						

Instructor Self-Description

Please describe the type and location of your past instruction.	(1) Who have you taught? (check all that apply) Infants () Early Grade Elementary () Late Grade Elementary () Junior High () High School () College/ Junior College () Adult ()	(1)
	(2) How long have you taught? (Check most appropriate) Less than 6 Months () Less than 1 Year () 1-2 Years () 2-3 Years () More than 3 Years () No Experience ()	(2)
	(3) Where have you taught? (check all that apply) Home () Private Cram Schools () English Conversation Schools () Private Schools () Public Schools () University () Other ()	(3)
	(4) What size are the classes you have taught? (Check all that apply) Individual Instruction () 3-5 Students () Approximately 10 Students () Approximately 20 Students () Approximately 30 Students () 40 or More Students ()	(4)
	(5) Do you have any experience teaching English in elementary schools? (Describe any experience below)	(5)

Please describe your goals as an elementary English instructor.	Please note that this essay will be posted on our website as your self- introduction if you are licensed.	
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Date Application Received	_____	Processed By:	_____	Result
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This recommendation form is to be completed by a registered group.

Recommendation for Licensing

To: The Elementary English Instructors' Certification Committee

We are submitting the attached Request for Licensing as an Elementary English Instructor.

This group has certified that _____ has the abilities and skills needed by an elementary English instructor, and we recommend that the license be conferred upon them.

Group Name: _____ Representative Name: _____ Seal

Group Recommendation

Name of Registered Group				Name of Representative of Registered Group				
Date of Recommendation	_____, 20__	Name of Person in Charge				Registered Group Code Number		
Email Address				Telephone Number	() -			
Evaluation of recommendee (Enter appropriate number into 'Response' column, leave 'Notes' column blank)							Response	Notes
Evaluation of Record as Instructor	Superb: E Excellent: A Good: B Fair: C Poor: F							
Evaluation of Suitability of Personality for Instruction of Children	Superb: E Excellent: A Good: B Fair: C Poor: F							
Evaluation of Teaching Skills	Superb: E Excellent: A Good: B Fair: C Poor: F							
Evaluation of Knowledge relating to English Instruction	Superb: E Excellent: A Good: B Fair: C Poor: F							
Overall Evaluation of Attitude During Study	Superb: E Excellent: A Good: B Fair: C Poor: F							
Evaluation of Understanding of Elementary English Activities	Superb: E Excellent: A Good: B Fair: C Poor: F							
Please evaluate the English abilities of the recommendee.								
Overall English Ability	Superb: E Excellent: A Good: B Fair: C Poor: F							
Please describe the recommendee's English abilities. Evaluation in terms of English examinations such as the STEP test, the United Nations Association Test of English, TOEIC, TOEFL, Cambridge, or SST is permissible.	(Example: Recommendee's abilities are on par with the pre-first grade STEP exam.)							