

Dear Partner,

The *TOEFL ITP*® Program is thrilled to announce a new professional development workshop designed for teachers whose students will take the *TOEFL ITP* test and need to improve their language skills. The workshop materials were created by ETS staff and piloted with several groups of teachers over the last few years. Some parts of the workshop materials, with ETS approval, can be used to familiarize teachers and potential new customers with the *TOEFL ITP* test.

To support a wide distribution of the *TOEFL ITP* Teacher Workshop, ETS has adopted a train-the-trainer model. ETS staff will conduct a four-day train-the-trainer workshop at the ETS campus in Princeton, New Jersey. The Workshop will provide participants with the knowledge, tools, and confidence to facilitate local workshops for teachers whose students take the *TOEFL ITP* test. Teachers from all over the world are invited to apply to attend this training. Successful attendees will be approved to facilitate *TOEFL ITP* Teacher Workshops.

The first Train-the-Trainer Workshop for the *TOEFL ITP* test will take place in Princeton, NJ, August 20-23, 2017. You should select qualified applicants you are familiar with who are able to commit to facilitating local workshops for at least two years. (Participants who cannot commit to facilitating Workshops for two years should not apply.)

Interested teachers need to send a job application and resume to ebrewington@ets.org and fbaldwin@ets.org by April 30, 2017. Applicants will be notified if they are invited to the phone interview step of the application process by **May 19, 2017**. Phone interviews will be scheduled **May 23-June 5**. Applicants must be available during that time for a phone interview. Successful applicants will be notified of acceptance on **June 19**. Applicants invited to attend the August workshop will be sent a substantial pre-workshop assignment. The pre-assignment must be received by ETS by **July 28, 2017**.

The Workshop will begin the evening of **Sunday, August 20, 2017, and will end on Wednesday, August 23, 2017**. Partial attendance is not allowed. At the end of the training, all participants will receive a certificate of completion. Successful participants will be notified that they are approved to facilitate local/regional teacher workshops by the end of September.

Here is a summary of the key dates for the Train the Trainer Workshop, for your reference:

April 30	All applications submitted to ETS.
May 19	Applicants are notified whether they continue to next step of applications process. Phone interviews scheduled.
May 23-June 5	Phone interviews take place.
June 19	Applicants are notified of acceptance and receive pre-workshop assignment.
July 28	Pre-workshop assignment is due to ETS. Applicants who do not submit this assignment will not be able to attend the workshop.