



## ***Propell™* WORKSHOP FOR TOEFL® IBT**

**The only official teacher training workshop from ETS – the TOEFL® test developer**

Do you prepare students to take the TOEFL test? Do you want to do it right?

Become an accredited TOEFL® iBT tutor by participating in an intensive *Propell™* Workshop for TOEFL® iBT. This eight-hour training will not only help you get a better insight into how the TOEFL iBT test is designed and scored, but it will also provide you with many practical hints on how to manage your TOEFL preparation courses and develop your teaching skills.

### **GENERAL INFORMATION:**

1. Who is the training for?

The training is intended for English language professionals working in higher education establishments or language schools, and for freelance tutors who already prepare students to take the TOEFL test or would like to do it.

2. Why would I want to become a Propell-trained TOEFL® iBT tutor?

The participants who complete the training will get an official Certificate issued by ETS Princeton, USA. In addition their names will be included in the database of recommended TOEFL® tutors per country. The accredited tutors' names will be published on [www.toefl.eu](http://www.toefl.eu) and [www.etsglobal.org](http://www.etsglobal.org) webpages, which are visited by students seeking the TOEFL test information in their native language, as well as test preparation possibilities.

3. When and where will the Workshop take place?

The Workshop will take place on **29 March 2012** between 10:00 am. and 6:00 pm at a hotel conference center located in the center of Budapest. The exact address is:

Hotel Erzsébet City Center, Sissy Room,  
H-1053 Budapest, Károlyi Mihály u. 11-15.

It is also possible to organize a private tailor-made workshop on demand for any interested institution in Hungary (the minimum number of participants is 8). If you are interested in a private workshop please contact Joanna Wrzesińska at [jwrzesinska@etsglobal.org](mailto:jwrzesinska@etsglobal.org).

4. How long is the workshop? How big are the groups?

The training lasts 8 hours. The workshop has an interactive form and takes place in a group no larger than 20 participants.

5. How much does the workshop cost? What is included?

The cost of the workshop varies from 50 to 60 euros (please see the fees section). Included are: the official Propell™ Workshop teaching kit; conference materials, refreshments and lunch.



6. What is the language of the Workshop?

The language of the workshop is English.

7. Is there any final exam? What do I have to do to complete the training?

There is no final exam, however, the participants are required to take active part in discussion and group work. Participants who leave the workshop before it finishes may not be granted the certificate.

### **FEES:**

Early registration (until 5<sup>th</sup> March) 50 EUR per person

Late registration (until 22<sup>nd</sup> March) 60 EUR per person

### Special offer:

The first 8 registered participants (the date of payment applies) will receive a special gift: *An Official Guide to the TOEFL iBT, Second Edition* book.

### **REGISTRATION:**

The registration deadline is 22<sup>nd</sup> March 2012 (please see the fees section for pricing). Please mind the available seats may fill up before the deadline for registration.

The completed registration forms (see the next page) should be sent by e-mail to Zsafia Horvath at [zhorvath@etsglobal.org](mailto:zhorvath@etsglobal.org)

Ms. Horvath will confirm with you if there are still free seats and if so, will reserve the seat for you for 48 hours (working days count). Within the given 48 hours you will be asked to pay the participation fee via a bank transfer to a given bank account.

Only sending the registration form and transferring the fee within the given time guarantees participation in the training.

The number of seats is limited, and is 20

No refunds will be given to registered participants after March 22<sup>nd</sup>, 2012.

In case of not enough number of registrations the Workshop organizer reserves the right to reschedule the event. In case of rescheduling the registered participants who are not happy with the new suggested date will be given a full refund.



**THE PROPELL™ WORKSHOP FOR TOEFL® IBT**  
**Registration Form (individual registration)**

First name:	Last name:	Position (academic teacher, freelance teacher, DoS, etc.)	Institution's name and type (e.g. EXAMPLE Language School)
Address (for the shipment of documents)		E-mail (required)	Phone number (required)
Training date		Type of registration (the date of payment applies)	
<input type="checkbox"/> March 29 <sup>th</sup> , 2012		<input type="checkbox"/> Early registration (until 5 <sup>th</sup> March) 50 EUR <input type="checkbox"/> Late registration (until 22 <sup>nd</sup> March) 60 EUR	
Name, address and tax number (if necessary) to be included on the invoice			Are you the person paying for your own training?
			<input type="checkbox"/> yes <input type="checkbox"/> no
After the successful completion of the training, do you want to be included in the TOEFL Tutors Database?*			
<input type="checkbox"/> yes <input type="checkbox"/> no			

\*Invoices will be sent by post.

The registration form needs to be sent by e-mail to Zsafia Horvath at [zhorvath@etsglobal.org](mailto:zhorvath@etsglobal.org)

Please expect the e-mail response with further instructions on how to complete your registration.

After all documents are sent, the facilitator will contact you to confirm your registration and to assign the introductory self-study part of the training.



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\*The database will contain the name of the participant, e-mail address and/or telephone number, city, and the date of completing the Propell Workshop. In case of institutions paying for their employees' training the database will display the name of the participant, the date of training and the institution's name and contact data next to it.