

# Teaching Abroad Checklist

There are many details to consider when preparing for travel and teaching abroad, and it can be an overwhelming task. But there are things you can do to ensure that you create the right opportunity for you. By following the steps listed below, you are more likely to increase your chances of arranging a safe, secure and successful experience.

## Research and Prepare

✓	Checklist For Success	Target Date
	<b>Identify goals.</b> List all the factors that are important to you before you begin – what is your ideal contract length, allowable vacation time, etc?	
	<b>Register</b> at <a href="http://www.workingoverseas.com">www.workingoverseas.com</a> using your Laurier email address to access relevant resources.	
	<b>Investigate TEFL/TESL/CELTA training certificates</b> and consider registering with a reputable program.	
	<b>Gather information about potential countries</b> that interest you. Learn about the cultural differences, workplace expectations and the climate (weather and political) - these are only some of the important factors to consider.	
	Identify <b>strategic volunteer opportunities</b> to build your skills and determine which age range you prefer to teach, e.g., elementary, adults – it is best to identify this preference early before committing to a contract.	
	<b>Research and contact organizations, and apply.</b> Find out which organizations have a solid reputation – check out discussion boards, speak with former and present teachers, connect with professional associations, etc.	
	<b>Network.</b> Connect with others to gather information about opportunities, best practices and traveling advice. Keep track of who helped you and thank them.	
	<b>Update and target your résumé</b> by highlighting your teaching-related transferable skills and experience. Target your job search materials for each position to which you apply.	
	<b>Clarify contract details: ask questions.</b> What expenses will be paid by the organization and by you? What is your salary? Hours of work? Health care insurance? Know what you are getting involved with before you sign anything, pay any money, or go anywhere.	
	<b>Plan for the unexpected.</b> Ensure you have some financial resources available in case of an emergency, such as not getting paid on time.	
	<b>Support structure.</b> Will there be support available to you during the contract such as a local representative you can contact to ask questions? Will there be other teachers in the area?	
	<b>Prepare for teaching abroad</b> – Get familiar with good teaching-related websites and begin thinking of creative ways to teach English. Good luck!	