



Certificate in English Language Teaching to Adults (CELTA) Teacher Training Course Application

Personal Details

Last Name _____

First Name(s) _____

Circle: Mr./Ms./Mrs.

Permanent Address _____

Hawaii Address (if coming from out of state): _____

Tel No. _____

Zoom/Skype ID _____

E-mail address _____

Place of Birth _____

Date of Birth (month/day/year) _____

Nationality _____

First Language _____

Standardized English Test

Present Occupation _____

Score (if first language is not English) _____

Education Details: Applicants must have a minimum of a high school diploma to apply for CELTA.

High School/College/University	Dates	Qualification/Degree

Foreign Language Proficiency

Language(s)	Level of proficiency: Fluent, Good, Basic

Details of Work Experience

Please detail your work experience relevant to teaching. If you have taught English or any other subject, please indicate the levels/age of the students.

Dates	Employer and Address	Position/Responsibilities

Accommodation: If you are accepted into the course, will you need help in finding accommodation in Honolulu? Yes No

(If yes, we will send you more information about apartment or condominium accommodation options. There will be a \$250 placement fee added to the cost of the accommodation, which includes airport pickup/dropoff. Apartments range from \$1000-\$1800 per month.)



Hawaii English Language Program CELTA Application Form

2025 Course Schedule

Course Number	Start Date	End Date	Deadline for Application	Your Preference
2025 Course	June 2, 2025	July 3, 2025	May 2, 2025	

Fees and Payment Information

Application/Assessment Fee (non-refundable): \$ 300.00 DUE WITH THIS APPLICATION FORM.
 Tuition: \$2500.00 Due two weeks before the first day of class.

- All cancellation requests must be made in writing. The date of receipt of the written notice will determine the refund amount, if any.
- The Application/Assessment Fee is due at the time of application and is non-refundable.
- Course tuition is due two (2) weeks prior to the first day of the course. An invoice will be issued upon acceptance to the course.
- There will be no refunds after the start of the first day of the course.
- In the event the course is canceled, all tuition paid will be refunded or applied to a future course.

***PLEASE NOTE: A minimum of six trainees is required to run each course.**

*Payment method: credit card wire transfer bank draft/certified check cash/money order

Please include with your application:

- **\$300 NON-REFUNDABLE Application & Assessment Fee** to cover registration fees, Written Task evaluation, and an oral interview with the Cambridge Coordinator.

CHECK/MONEY ORDER:

Please make checks/money order payable to: **University of Hawaii**

WIRE TRANSFER:

Bank of Hawaii, P. O. Box 2900
 Honolulu, HI 96846
 Nine Digit Routing Number: 121301028
 Account Title: **University of Hawaii General Account**
 Account Number: 0001-- 055569
 Type of Account: Checking
 Include this Description: **College of Arts, Languages, & Letters; HELP Program**

Credit card payment options: (Visa, MC, Discover)

1. Pay online via HELP Online payment site:
https://epay.hawaii.edu/C24372_ustores/web/store_main.jsp?STOREID=19&SINGLESTORE=true
2. Pay in-person at the HELP Front Office during office hours (Monday-Friday 8am-5pm)

How did you hear about this course? (check one)

- Web site (which one) _____
- A CELTA graduate (name) _____
- Other (please specify) _____

Acknowledgements

I have read and accept in full the terms and conditions set out above and hereby apply to attend the CELTA course at the Hawaii English Language Program at the University of Hawaii at Mānoa. I understand that I must complete a CELTA Written Task followed by an oral interview and that acceptance into this program is dependent upon my completing these requirements satisfactorily. I certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for acceptance.

 Signature

 Date

Please mail, fax, or attach this form to:
Hawaii English Language Program
Attn: CELTA Course Administrator
1890 East West Road, MH 586
Honolulu, HI 96822

(808) 956-6636 phone/ (808) 956-5100 fax
 celta@hawaii.edu