Interested in Becoming an Instructor for the EFA?

The EFA seeks experts to become instructors for online and in-person courses, workshops, seminars, and webinars. The following information is provided to aid potential instructors in submitting a course proposal to the EFA via email.

FAQs About Becoming an Instructor for the Editorial Freelancers Association (EFA)

- **Who is the target audience for the EFA?**

  EFA members are editors, writers, indexers, proofreaders, researchers, desktop publishers, translators, and others who offer a broad range of skills and specialties.

- **What types of courses does the EFA offer?**

  The EFA hosts one-day and half-day workshops and seminars, webinars, and classroom and online courses designed especially for editorial freelancers.

  Course topics have included:
  - Fiction and nonfiction editing and writing
  - Copyediting, proofreading, developmental editing
  - Website creation
  - Software training (Word, InDesign, Acrobat, etc.)
  - Business skills
  - Starting a freelance business
  - Indexing
  - Social media

  Instructors are sought for the following topics:
  - Instructional design
  - Storyboarding
  - Social media
  - Software training
  - Grammar
  - Project management
  - Assessment writing
  - Negotiating/determining rates

- o Writing white papers
- o Editing or writing for digital markets
- o Suggest your own topic

- **What is the duration of courses?**

  The duration depends on the topic and course content. Webinars are usually 60 to 90 minutes. Online courses generally run four to six weeks. Classroom courses are three to eight hours. We also run series of webinars and online courses.

- **What support is offered to instructors by the EFA?**

  A practice session is provided for instructors who will use the Adobe Connect platform for webinars. Training in using our online course platform can be provided. Instructors who teach in the EFA office in New York City will have a training room that seats 35 – 40 students at tables for up to six and is equipped with whiteboards and a projection screen.

  Course fees are determined by the EFA.

  Courses are advertised on the EFA website in the [current catalog.](#) Constant Contact emails are sent frequently to EFA members and guests to market the courses. Instructors are also welcome to market courses. Registration is handled by the EFA via our website.

- **Who is eligible to become an instructor for the EFA?**

  EFA members and non-members are welcome to submit proposals. Instructors are required to have experience in training/teaching adults and should be experts in the proposed course material. Affinity for teaching online or presenting via webinar is suggested for such courses. References from prior students are encouraged. Course audits may be required before acceptance.

- **Are instructors compensated?**

  Yes. Compensation is based on a number of factors—experience, course size and duration, and other factors. For more information,

contact education@the-efa.org.

- **What is required of me as an instructor from a technical standpoint?**

  Webinars are conducted on the Adobe Connect platform. Instructors must provide their own computer, which should meet Adobe system requirements and be connected to the Internet via DSL, cable modem, T1, or other high-speed, wired connection. As well, Adobe Connect uses voice over IP (VoIP); therefore, it is recommended that instructors have wired headsets with microphones connected to their computers.

  Online course instructors will need Internet access and their own computer.

- **If selected as an instructor, what information and materials will I be required to submit?**

  A course description (with 3 learning objectives) and a short bio are required for our course catalog. Course catalogs are published in August and December. (Our Fall courses run September to December and our Spring/Summer lineup runs January to August.)

  Instructors are responsible for developing the course materials (handouts, exercises, tutorials, etc.), and they own the materials. Therefore, instructors are not paid for the development of course materials, only for the teaching.

- **How do I submit a proposal?**

  Please send a description of the proposed course, your experience teaching and qualifications to teach the proposed course, and any recommendations from previous students to education@the-efa.org.

- **Whom can I contact with questions?**

  Email education@the-efa.org.