

Defense Language Institute-Washington Office
Request form for Language Training for Spouses

Program Contact Information

Website: <http://www.dliflc.edu/about/dli-washington/>
Email: usarmy.belvoir.tradoc.mbx.dli-w-training@mail.mil
Phone: [\(703\) 692-5478](tel:(703)692-5478)

Why train at DLI-Washington (DLI-W)?

Transitioning to an assignment abroad is an exciting and challenging opportunity and one of the best ways to prepare to learn the host nation language of the country to in which you will serve alongside your military member.

DLI-W offers unmatched, world-class language training that will greatly enhance your overseas experience. Additionally, DLI-W provides spouses with the opportunity to obtain industry recognized certification through completion of the Defense Language Proficiency Test (DLPT) and the Oral Proficiency Interview (OPI); having these certifications on your resume can provide a necessary competitive edge when applying for work in the embassy and/or on the economy while in-country.

For more information on DLI-Washington please see <http://www.dliflc.edu/about/dli-washington/>
For more information on the DLPT and OPI please see <http://www.dliflc.edu/resources/dlpt-guides/> and <http://govtilr.org/index.htm>

What to expect?

Training takes place at civilian contracted schools located throughout the National Capital Region (for more information please see our website). As language is conducted in a professional environment, all students are expected to actively participate, complete assigned homework, and take in-course evaluations and exams. Regular attendance at scheduled training is likewise expected and absences should be kept to a minimum.

Full-Time Training: The training day for full-time students consists of six (6) 1-hour class periods with a minimum 30-minute lunch. Exact start and end times vary, but in general training takes place between the hours of 0800 and 1700 daily. Example: if your class starts at 0800 your training will end no earlier than 1430. Under most circumstances spouses will always train together.

Part-Time Training: Enrollment in part-time training is available only to those individuals whose spouse will be entering the Defense Attaché Service (DAS); students in part-time training must commit to a minimum of 15 hours per week, no exceptions. The maximum hours allowed is 25 hours per week.

Please note that all training for non-DAS spouses is offered on a space available basis and cannot be guaranteed.

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What is required of you?

DLI-Washington expends considerable resources per student to procure and execute this highly individualized model of language training and, as a result, has developed a structured process to ensure fiscal responsibility and student accountability.

Before completing the enrollment form, DLI-Washington strongly encourages each spouse student to carefully assess the amount of time and resources they have available to commit to training. Once a training status has been selected (F/T or P/T) and submitted, no changes are permitted so determining your level of commitment up front is essential. Once training has been secured, only one change to the weekly class schedule will be allowed. For example, if a spouse student indicates that they want to train part-time three days a week, Monday to Wednesday from 0900-1400, and after they arrive find out that childcare is available from 1000-1500 Wednesday to Thursday a one-time change will be allowed **only if the vendor can accommodate.**

The first step and most important step, should you elect to participate in language training, is to return this completed form no later than (NLT) 45 days before the start date of your service member's course. This information can be obtained from your service member's training manager or detailer. The reason for the 45-day NLT is that it takes approximately six weeks for DLI-W to put training on contract. No training will be contracted without a completed form. Email completed forms to:

usarmy.belvoir.tradoc.mbx.dli-w-training@mail.mil

Spouse students are expected to adhere to all DLI-W student policies and procedures; please see the DLI-W Student Handbook on the DLI-W website for more information. Additionally, to help clarify expectations, business rules have been laid out within this form. Failure to adhere to these business rules may be grounds for termination of training.

For those spouses whose service members are not a part of the DAS a Defense Language Aptitude Battery (DLAB) score is required prior to placement in training. Please work with your service member and your local Education Center to arrange for taking the DLAB.

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Enrollment Form

General Information

Spouse Student Name:		Training Start/End date:	
Spouse Student Email Address:		Spouse Student Phone Number:	
Sponsor's Name:		Rank:	
Sponsor's Status:	<input type="checkbox"/> Defense Attaché Service (DAS)/DIA <input type="checkbox"/> Other (Specify)	Service Branch:	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USCG
Language of Training:		Training Start/End Date:	
Sponsor's Email Address:		Sponsor's Phone Number:	

Scheduling Request

Type of language training requested :	<input type="checkbox"/> Full-time (30 hours) with sponsor <input type="checkbox"/> Part-time, min 15 hours/week, max 25 hours (DAS only/specify # of hours desired)
Spouse Student's foreign language proficiency or previous training, if any (include language proficiency scores and date). <i>All non-DAS must provide DLAB score.</i>	
Scheduling restrictions: (Training takes place 0700-1800 Monday-Friday; scheduling restrictions reduce the chances we will be able to accommodate this request.)	
Sponsor's foreign language proficiency or previous training, if any (include language proficiency scores and date):	

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Statement of Understanding (*Initial next to each statement*)

1. _____ This request must be submitted at least 45 days in advance of the sponsor's start date. If this form is not returned 45 days in advance of the sponsor's training start date, spouses will not be considered for training.
2. _____ This is only a request for language training. DLI-Washington cannot guarantee that a contract language school will be able to accommodate training for spouses.
3. _____ Training must be conducted under the contract terms applicable to the DLI-W Contract Foreign Language Training Program.
4. _____ Part-time training and all training (whether full or part-time) separate from the sponsor is possible only for DAS and will only be utilized if pedagogically sound.
5. _____ Full-time training is 30 hours of class per week; students are at the schoolhouse for a minimum of 6.5-7 hours each day. Part-time training, when authorized, requires a minimum of 15 hours per week.
6. _____ All students, including spouses, are assigned language proficiency objectives and complete end-of-course testing in accordance with DLI-Washington policy.
7. _____ Full- or part-time status cannot be changed after this request is submitted.
8. _____ DLI-Washington training takes place Monday-Friday, 0700-1800 on the contract schools' premises. Skype or other distance learning is only authorized on an exception basis for short-term needs such as temporary injury.
9. _____ DLI-Washington cannot arrange for training at specific schools based on student's commute or personal preferences. Schools are located in Rosslyn (Arlington)—3 schools; Ballston (Arlington)—1 school; and downtown Washington, DC (1 school). All are Metro accessible.
10. _____ Missing classes, whether a timely cancel or not, may be grounds for DLI-Washington to cancel spouse training. Specifically, missing more than 10% of scheduled classes may result in disenrollment.
11. _____ In-processing is conducted Thursdays at 1000 in the DLI-Washington office; all students, including spouses, must in-process prior to class start. Please allow up to two hours for these activities.
12. _____ All spouses who complete full-time training must take the DLPT and OPI. Spouses who complete part-time training are encouraged to take the DLPT and OPI.

Additional information

DLI-Washington will contract training based on information on this form.

Submit signed forms to: usarmy.belvoir.tradoc.mbx.dli-w-training@mail.mil

Spouse Signature

Date

Sponsor Signature

Date