



ESL Program Specialist Certification Program

Summer 2016 through Spring 2017

Cohort O

*16 Continuing Professional Education Credits
ESL for Certification*

Registration Deadline: Friday, June 3, 2016

 **APPALACHIA
INTERMEDIATE
UNIT 8**
CUSTOMIZING LEARNING SOLUTIONS
4500 SIXTH AVENUE, ALTOONA, PA 16602
814.940.0223

GENERAL PROGRAM GUIDELINES

PLEASE READ CAREFULLY!

GUIDELINES FOR ESL MEMBER SCHOOL DISTRICTS

General Information (Cohort Member Districts)

- Appalachia Intermediate Unit 8 has been approved by the Pennsylvania Department of Education to offer courses leading to certification as an ESL Program Specialist, K-12, continually, since 2002. To date, hundreds of graduates of the IU8 ESL program are employed as ESL instructors in schools not only within IU8, but also dozens of states in the United States. Additionally, all states have honored the certificate from PDE.
- IU8 ESL Consortium member schools will be permitted to send one teacher or administrator per school year (within the cohort contract 2-year period) at no cost to the school, excluding books, or supplies. For cohort member schools, any teacher beyond the first free participant per cohort contract year, or for non-cohort member schools, the cost of the entire program (i.e., 16 credits) will be \$2,160/per participant (i.e., \$135 per credit).
- Because of the expected demand, a system for equitability has been developed for registration. All districts participating in the ESL Consortium will automatically be allotted one seat in each class. Beyond that, all seats will be assigned equally among districts. Participants applying for a seat who are from a district/school not participating in the IU8 ESL Consortium will receive consideration only if all members of the IU8 ESL Consortium have had their requests for seats fulfilled.
- ESL Consortium members may send full-time or part time teachers, substitute teachers, administrators, or other staff who meet the PDE requirements for registration in the IU8 ESL Program. Vocational and technical instructors (teachers who do not hold academic certifications and have not completed Student Teaching at the college or university level) are not considered eligible by PDE to register. Additionally, those educators without teaching certification, such as some school counselors, cannot register for this program. Check with IU8 for compliance with this requirement prior to registering.
- Notification of participant nominations from ESL Consortium member schools must be submitted to IU8 from a school administrator or supervisor (i.e., email notification or fax) that the school has selected them as the participating candidate for that school year to attend at no cost.

PDE Requirements

- The Pennsylvania Department of Education requirements must be met *before* participants are permitted to register for ESL classes.
- Please refer to the Admissions Criteria and Enrollment Requirements Form on pages 7 and 8 of this brochure.

ESL PROGRAM AND COURSE GUIDELINES

General Information (ESL Course Participants)

- Cohorts have been designed and planned to optimally serve ESL Consortium member schools. Given that, the cohort courses continue to operate with a minimal number of participant registrants.
- The Pennsylvania Department of Education's Continuing Professional Education (CPE), graduate-level credits apply to Level II certification and/or PDE master's equivalency. (A maximum of 18 CPE credits may be taken toward a master's equivalency certification).
- ALL 16 of the PDE-approved graduate level credits of the IU8 ESL program may be used for master's equivalency, Level II certification, and Act 48 credit.

PDE Requirements

- The Pennsylvania Department of Education requirements must be met *before* participants are permitted to register for ESL classes.
- Please refer to the Admissions Criteria and Enrollment Requirements Form on pages 7 and 8 of this brochure.
- Admissions Criteria and Enrollment Requirements Form must accompany the registration form.

Course Requirements

- Teachers assigned to teach English Language Learners (ELLs) *must* hold an ESL (English as a Second Language) Program Specialist certificate, or be officially enrolled in a course of study leading to certification as an ESL Program Specialist, offered by a PDE-approved provider (e.g. Appalachia Intermediate Unit 8). ESL classes replace English classes in the curriculum for credit.
- Schools seeking emergency certification for a teacher can only apply to PDE for that certification if the teacher is hired as a teacher by the school board for the school. The school cannot apply for emergency certification for teachers employed by outside agencies or institutions, whether for-profit or non-profit.
- Each one credit course will offer fifteen (15) clock hours of in-class seated instruction, and requires at least 15 hours of work outside of class for a total of 30 hours. Work outside of the classroom may consist of homework assignments or teaching, tutoring, or testing English language learners. IU8 ESL Program courses vary, and are one, two, and three credits, depending on the specific course.
- All participants must have access to the internet, as all coursework is provided on a WIKI. Homework is sent as an attachment to the instructor's email address, as is most communication.
- Participants will be required to demonstrate an acceptable level of competency upon completion of each course, through one or more of the following: instructor observation, testing, written paper(s), class discussion, or other similar course activities.

GENERAL PROGRAM GUIDELINES (CONTINUED)

Course Requirements (continued)

- All participants are expected to comply with PDE's policy of 100% attendance for credit. If a class, or part of a class, is missed for any reason, a makeup document equal to the time missed must be written and submitted to the instructor before course credit is awarded.
- Credit will be awarded upon successful completion of the course and successful completion of the listed competencies. No credit will be awarded if any course activities, homework assignments, makeup documents, tests, or other class requirements are incomplete. It is the responsibility of the participant to meet all course requirements.
- Evaluation forms will be distributed at the last class and **MUST BE RETURNED** as part of the requirements for credit.

Course Guidelines

- It is important to note that once a Cohort is selected (e.g. Cohort O - 2016-2017), participants may not transfer to any other IU8 ESL Program Specialist Certification classes. Mixing daytime (Cohort) and evening CPE (Continuing Professional Education) classes is not permitted.
- Participants will only be accepted into the ESL program courses through Appalachia Intermediate Unit 8 online at <https://www.solutionwhere.com/WW/IU08>. No one is permitted to register on site.
- In the event of an emergency situation participants may be considered for admission to a cohort session. In these situations, please contact Mr. Leonard J. Shurin, ESL Program Manager at 814.940.0223 ext. 1356. Note: If admission is granted, the participant must complete any missed courses during the next cohort.
- Participants will receive email confirmation of enrollment of the course.
- Sessions may be observed by a member of the Curriculum Department professional staff.

Credit/Completion Letters

- Successful completion will permit participants to apply for their ESL Program Specialist certification.
- Credit letters will be mailed to each participant. Credit **WILL NOT** be awarded to any participant repeating a course previously taken.
- Credit letters must be retained by the participant for application toward certification.
- IU8 will report participants' Act 48 credits or hours to PDE.
- Course completion letters (not Act 48 credit letters) will be issued for NON-DEGREE participants.

Additional Information

- ESL questions may be directed to Leonard Shurin, ESL Program Administrator, at 814-940-0223, ext.1356 (e-mail: lshurin@iu08.org).
- For general program questions, please contact M. Lou Girard, Administrative Assistant to Mr. Shurin at 814-940-0223, ext.1355 (e-mail: lgirard@iu08.org).

ESL PROGRAM SPECIALIST CERTIFICATION GUIDELINES

COHORT O - 2016-2017 SCHEDULE (16 CREDITS)

LANGUAGE ACQUISITION PART I (ENGLISH USAGE AND DEVELOPING LINGUISTIC AWARENESS)

Educators will develop knowledge and skills in the area of structure of the English language. This will include the study of grammar, pronunciation, phonology, morphology, syntax, semantics, and pragmatics as they relate to ESL.

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: June 14, 21, 28, 2016 (Tuesdays) 9:00 AM-2:30 PM

LANGUAGE ACQUISITION PART II (ENGLISH USAGE AND DEVELOPING LINGUISTIC AWARENESS)

Educators taking this component will develop knowledge of the process of first and second language acquisition, including developmental issues in verbal skills, non-verbal skills, and vocabulary. They will also develop knowledge and skills to assist ELLs to communicate using verbal and non-verbal language.

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: July 12, 19, 26, 2016 (Tuesdays) 9:00 AM-2:30 PM

LANGUAGE ACQUISITION PART III (ENGLISH USAGE AND DEVELOPING LINGUISTIC AWARENESS)

Educators taking this course will develop knowledge of the process of literacy development for second language learners and strategies to assist ELLs in the different stages of second language usage.

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: August 2, 9, 16, 2016 (Tuesdays) 9:00 AM-2:30 PM

INSTRUCTIONAL MATERIALS I – PROGRAM DESIGN

ELL students come to us with a variety of backgrounds and at diverse levels of language acquisition. It is important for ESL teachers to have the knowledge and skills necessary to create and implement a developmentally appropriate curricular program for all students. Upon completion of this course, teachers will be expected to be able to design and implement an ESL program tailored to meet the needs of each student. Participants will be able to identify appropriate materials and resources to be used with children at each level of English proficiency, including SAS.

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: September 13, 20, 27, 2016 (Tuesdays) 9:00 AM-2:30 PM

COHORT O - 2016-2017 SCHEDULE (16 CREDITS)

INSTRUCTIONAL MATERIALS II – MATERIALS AND STRATEGIES FOR ENGLISH LANGUAGE LEARNERS

Chapter 4 requires every school district in Pennsylvania to provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. This course will provide the educator with an overall picture of what an excellent ESL program must have: sound educational and language learning theory, sufficient staff resources, appropriately developed personnel, and periodic evaluations.

COURSE TYPE/CREDIT VALUE: Graduate Level/2 credits= 60 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: October 4, 11, 18, 25, 2016 (Thursdays) and
November 1, 8, 2016 (Tuesdays) 9:00 AM-2:30 PM

ASSESSMENT AND SUPPORT FOR ENGLISH LANGUAGE LEARNERS

This course is designed to expand an educator's knowledge of effective assessment practices and support services available for ELL students. Participants will gain hands-on experience in test administration, interpretation, and reporting, specifically using the W-APT and ACCESS assessments. Individualized Education Plans for ELLs identified as special education students will also be discussed.

COURSE TYPE/CREDIT VALUE: Graduate Level/3 credits = 90 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: November 15, 22, 29, 2016 (Tuesdays),
December 6, 13, 20, 2016 (Tuesdays), and
January 3, 10, 17, 2017 (Tuesdays) 9:00 AM-2:30 PM

ENGLISH AS A SECOND LANGUAGE FIELD EXPERIENCE

All educator preparation programs include some field experiences. Field experiences are defined as a range of formal, required school and community activities participated in by candidates who are enrolled in educator preparation programs. The Field Experience will include "face to face" tutoring, instruction, and interviewing of English language learners, while also serving as a resource to content teachers and ELL parents. The field experience will include observation, participation, and teaching in a public and/ or charter school ESL classroom, with dates to be announced, as this will vary by instructor and school district. *For additional details, please consult the Advisement form and ESL course syllabus for the exact requirements of the Field Experience.*

COURSE TYPE/CREDIT VALUE: Graduate Level, 2 credits = 60 hours

DATE PARAMETERS: January 25 – March 6, 2017 (variable by participant)

LOCATION: *This will be school placement (public, non-public, charter) and will be assigned by the ESL Program Administrator*

COHORT O - 2016-2017 SCHEDULE (16 CREDITS)

DEVELOPING CULTURAL AWARENESS/SENSITIVITY

Educators will acquire knowledge of behaviors, beliefs, and attitudes of our diverse population to develop cultural competence and overcome language and cultural barriers. Cultural awareness activities will be discussed that can be promoted to assist school staff in understanding other cultures, especially in comparison to American culture, and strategies for working with ELLs. Participants will read and discuss current research-based articles and research, plan, and develop a diversity project.

COURSE TYPE/CREDIT VALUE: Graduate Level/3 credits = 90 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: March 7, 14, 21, 28, 2017 (Tuesdays),
April 4, 11, 18, 25, 2017 (Tuesdays), and
May 2, 2017 (Tuesday)

9:00 AM-2:30 PM

ENGLISH LANGUAGE STRUCTURE AND THE PA COMMON CORE STANDARDS

ESL instructors will acquire the knowledge, skills and competencies to teach ELLs, at all proficiency levels, foundational skills in listening, speaking, reading, writing and literature applicable to the Pennsylvania Common Core Standards in English language arts. Specific attention will be given to the cross transfer of student academic skills from the Pennsylvania English Language Proficiency Standards for ELLs to the Pennsylvania Common Core Standards for English Language Arts.

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: May 9, 16, 23, 2017 (Tuesdays)

9:00 AM-2:30 PM

CULMINATING ESL FIELD EXPERIENCE

The *Culminating Experience* is a sharing and evaluation of experiences with other ESL teachers and the instructor. The student, having applied the knowledge, techniques, strategies and methods acquired for teaching ESL to a real teaching situation and other similar "face to face" experiences, now has an opportunity to compare and contrast theory and research through lesson plans, classroom activities, and educational achievements with students.

NOTE: *In lieu of the '15 hour homework assignment' PDE requirement for this course only, 15 hours will be spent doing face-to-face teaching, tutoring, and/or testing EL students at the Summer ESL Diversity Camp. Dates and schedules are to be determined.*

COURSE TYPE/CREDIT VALUE: Graduate Level/1 credit = 30 hours

LOCATION: IU8 Park Street, Ebensburg, PA

DATES/TIME: June 12, 19, 26, 2017 (Tuesdays)

9:00 AM-2:30 PM

Admissions Criteria and Enrollment Requirements Form *(Page 1 of 2)*

Name:		PPID# (7-digit PDE-assigned):	
Address:			
City/State/Zip:			
Home Phone:	Work:	Cell:	
Email Address:			

INSTRUCTIONS: Please enroll using **ONLY ONE** of the three Categories listed below for English as a Second Language courses. To be admitted and enrolled in a category, you must meet ALL of the listed requirements by providing Appalachia Intermediate Unit 8 with documentation/evidence that demonstrates you have met the criteria for admissions and enrollment in that particular category. These requirements are established by the Pennsylvania Department of Education and not IU8. Additionally, official enrollment and admittance to classes requires that registration costs be paid in full at the time of enrollment. No enrollment will be accepted without payment in full of course costs, including any applicable late fees.

- Please indicate via (the Category (A, B, or C) that applies to your request for enrollment.
- Also, within that category, indicate the required documentation/evidence you have provided to IU8.

CATEGORY ONE: Enrollment in ESL Program Specialist Certification Program

This category is for enrollees who want to be admitted to the ESL program of study leading to certification in Pennsylvania as an ESL Program Specialist. Enrollees admitted in this category will also receive CPE (Continuing Professional Education) credits toward Level II Certification or Act 48 requirements.

Please indicate below that you have provided the following documentation to AIU8.
(Check all that apply.)

- Your Instructional I or Instructional II PA Teaching Certificate printed from the TIMS website. Instructional I/II PA teaching certification or its equivalent from another state. Enrollees with equivalent certification from another state must possess, at the time of enrollment and registration, a PPID number (Professional Personal ID#) from the Pennsylvania Department of Education.
- English language proficiency indicated by a Bachelor’s degree from a properly accredited U.S. college or university, evidenced via college/university transcript.
- If you are a foreign applicant or non-native speaker of English applicant, please read the following carefully. *Indicate N/A if the following DOES NOT apply to you.*

“Foreign and non-native speakers of English desiring admission to the Appalachia Intermediate Unit 8 ESL Program must provide evidence of a minimum acceptable score of Advanced Mid or higher on the OPI (Oral Proficiency Interview) in order to demonstrate their proficiency in speaking and comprehending the English Language. Candidates with scores below Advanced Mid will not be accepted into the ESL Program.”

“The acceptable evidence comes from assessments which are available at ACTFL (American Council on the Teaching of Foreign Languages). Information on the OPI may be found at www.actfl.org, or by telephoning ACTFL at (914) 963-7110. Candidates submitting their OPI score must have a date of test administration within the last ten years of the date of application to the ESL Program.”

It is the responsibility of the candidate to provide the OPI test score as part of the application process. The application cannot be processed without the OPI score, and therefore the candidate will not be admitted to the program without it. The OPI assessment results must be sent directly from ACTFL to the Curriculum Department of Appalachia IU8. Candidates are responsible for all costs associated with taking the OPI and submitting the test results to IU8.

Only the ACTFL OPI at the indicated score of Advanced Mid is acceptable. *No other English language proficiency tests will be accepted in lieu of the ACTFL OPI.*

Admissions Criteria and Enrollment Requirements Form (Page 2 of 2)

CATEGORY TWO: CPE (Continuing Professional Education) Credits ONLY

This category is for enrollees who *do not want* to be admitted to the ESL program of study leading to certification in Pennsylvania as an ESL Program Specialist. Generally, these enrollees are seeking CPE (Continuing Professional Education) Credits to meet PDE requirements for Act 48 requirements and/or Level II Certification. However, enrollees in this category must meet the same enrollment requirements as those listed in Category One.

Please indicate below that you have provided the following documentation to AIU8.
(Check all that apply.)

- Your Instructional I or Instructional II PA Teaching Certificate printed from the TIMS website. Instructional I/II PA teaching certification or its equivalent from another state. Enrollees with equivalent certification from another state must possess, at the time of enrollment and registration, a PPID number (Professional Personal ID#) from the Pennsylvania Department of Education.
- English language proficiency indicated by a Bachelor's degree from a properly accredited U.S. college or university, evidenced via college/university transcript.
- If you are a foreign applicant or non-native speaker of English applicant, please read the following carefully. *Indicate N/A if the following DOES NOT apply to you.*

“Foreign and non-native speakers of English desiring admission to the Appalachia Intermediate Unit 8 ESL Program must provide evidence of a minimum acceptable score of Advanced Mid or higher on the OPI (Oral Proficiency Interview) in order to demonstrate their proficiency in speaking and comprehending the English Language. Candidates with scores below Advanced Mid will not be accepted into the ESL Program.”

“The acceptable evidence comes from assessments which are available at ACTFL (American Council on the Teaching of Foreign Languages). Information on the OPI may be found at www.actfl.org, or by telephoning ACTFL at (914) 963-7110. Candidates submitting their OPI score must have a date of test administration within the last ten years of the date of application to the ESL Program.”

It is the responsibility of the candidate to provide the OPI test score as part of the application process. The application cannot be processed without the OPI score, and therefore the candidate will not be admitted to the program without it. The OPI assessment results must be sent directly from ACTFL to the Curriculum Department of Appalachia IU8. Candidates are responsible for all costs associated with taking the OPI and submitting the test results to IU8.

Only the ACTFL OPI at the indicated score of Advanced Mid is acceptable. *No other English language proficiency tests will be accepted in lieu of the ACTFL OPI.*

CATEGORY THREE: Non-Certification and Non-Credit Option

This category is for enrollees who *do not want* to be admitted to the ESL program of study leading to certification in Pennsylvania as an ESL Program Specialist, and who are not seeking to meet PDE requirements for Act 48 or Level II Certification. Enrollees admitted to this category will receive a letter of completion, but will NOT receive CPE (Continuing Professional Education) credits toward Act 48 requirements or Level II certification. Enrollees in this category may consist of teacher aides, business associates, social workers, school volunteers, parents, and others who work with or assist those for whom English is a second language.

Please return this form along with registration form to:

Mr. Leonard J. Shurin,
Appalachia Intermediate Unit 8
4500 Sixth Avenue
Altoona, PA 16602

IU8-ESL REGISTRATION FORM

Name: _____

Professional Personnel ID#--(7 digit PDE assigned #) _____ Instructional I Instructional II

Address: _____

Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____

District/School: _____

Please provide your email address so we can confirm your course enrollment or notify you of any changes.

PLEASE LIST YOUR AREAS OF CERTIFICATION:

COHORT O: Summer 2016 – Spring 2017 (\$2,160.00)
Registration Deadline Date: *Friday, June 3, 2016*

PAYMENT METHOD

NO CHARGE -- I am filling my district's one allotted seat (IU8 member ESL Consortium).

Enclosed is/are ___ check(s) totaling \$_____.
 Make check(s) payable to APPALACHIA INTERMEDIATE UNIT 8.
(Please indicate the title of the ESL class(es) you are paying for in the reference section of your check.)

REFUNDS

100%	Cancellation by IU8	Check will be returned to participant if a class is cancelled due to low enrollment
\$25.00	Processing Fee	Will be withheld from the course fee if the participant cancels anytime after the registration deadline.
0%	No Refund	If notification is given one week or less prior to the first date. The Curriculum Department reserves the right to combine classes due to cancellation.

LATE FEE

Registration must be received at IU8 with a postmark dated no later than the registration deadline date.
Registrations received after that date must include a \$25.00 per course late fee.

MAKE CHECK PAYABLE TO:

APPALACHIA INTERMEDIATE UNIT 8

MAIL REGISTRATION AND CHECKS TO:

Appalachia Intermediate Unit 8
ATTN: Michele Klayko
4500 Sixth Avenue, Altoona, PA 16602

DIRECT ESL QUESTIONS TO:

Leonard Shurin, ESL Program Administrator: 814.940.0223 ext. 1356 or
M. Lou Girard, Administrative Assistant: 814.940.0223 ext. 1355

ESL PROGRAM SPECIALIST CERTIFICATION



Curriculum, Training
and Development
Services

4500 Sixth Avenue
Altoona, PA 16602

Telephone
(814) 940-0223

Website
<http://www.iu08.org>