

***Program Specialist - ESL
Pennsylvania Department of Education***

***Application Requirements for Program Providers
& Minimum Competencies: Training Information***

Bureau of Teacher Certification and Preparation

July 9, 2002

The Pennsylvania Department of Education, Bureau of Teacher Certification and Preparation, is providing English as a Second Language, ESL, program specialist guidelines. These guidelines address training teachers who provide instruction in Pennsylvania school districts/classrooms to students whose dominant language is not English. **By the beginning of the 2004-2005 school year, all teachers in ESL programs must have a Program Specialist-ESL certificate.**

I. Training Provider Information for Colleges/Universities with Education Programs or Intermediate Units

Colleges and universities with approved teacher education programs in Pennsylvania, as well as intermediate units, can provide the state's defined minimum training requirements, after review and approval of their application by the Division of Teacher Education, Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education.

The following must be included in the ESL training program proposal application from a college or university or intermediate unit:

1. A list of coursework, which provides state minimum training, and hour/credit requirements; (See ESL Training Components Form for required content)
2. A student advisement sheet showing total coursework/hours required, including content and sequencing of those required courses/hours;
3. A description of each course's content;
4. Intended times/days/months that the classes will be offered;
5. Intended faculty/resumes of staff to be involved.
6. Title/name of individual signing ESL program specialist completion form.

Applications for ESL training program provision will be received on an ongoing basis. When applications for ESL training program providers have been reviewed and approved, the PDE website will maintain a list of

approved providers. Applicant agencies will receive a formal letter of approval. Applications for ESL training program proposals should be sent to: The Division of Teacher Education, Third Floor, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126.

Pennsylvania teachers who have already completed substantive collegiate programs with a concentration in ESL may have that content reviewed and evaluated by the approved Pennsylvania ESL training program providers for credit toward or the issuance of the Letter of ESL Training Completion.

Any further request for information on ESL Training Program Providers and the application process should be directed to the Division of Teacher Education, Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education at 717-787-3470.

II. School District/Intermediate Unit ESL Program Specialist Hiring Information

- **All existing teachers in an ESL program must have an Program Specialist-ESL certificate by completing the mandatory approved ESL training program no later than the beginning of the 2004-2005 school year.**
- **School districts must apply for the Program Specialist-ESL certificate as their ESL teachers complete the mandatory approved training program and have been issued the Letter of ESL Training Completion by the approved provider. As districts need to hire further ESL teachers, the training and application process will be repeated.**
- **All newly hired teachers of ESL programs, beginning in the 2004-05 school year, must have completed the mandatory approved training program prior to employment.**

After a district with an ESL program vacancy locates a candidate that has completed the Program Specialist-ESL training, the district must submit an application with the Division of Candidate Evaluation Services, Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education to obtain a Program Specialist-ESL certificate for that candidate.

School entities may also request a Program Specialist- ESL certificate for those ESL teachers holding a valid out-of-state ESL certificate equivalent to the Pennsylvania Instructional I or II certificate. Specific criteria, procedures and forms for the Program Specialist: ESL certificate application will be distributed to school districts in July 2002.

At a minimum, candidates for a Program Specialist-English as a Second Language (ESL) certificate must have:

- 1. A valid Pennsylvania Instructional I or II certificate.**
- 2. A signed copy of the ESL Training Completion form listing the program competencies and indicating that the training components have been successfully completed. Note: This form must be signed by the college/university certification officer or the intermediate unit executive director.**

-OR-

Have a copy of a valid out-of-state ESL certificate equivalent to Pennsylvania's Instructional I or II certificate issued by another state. Note: The out-of state ESL certificate will be reviewed and approved by the Bureau of Teacher Certification and Preparation.

Note: School district teachers with Instructional I or II certificates who formerly obtained an ESL program specialist certificate *and are still employed as an ESL instructor with the district that requested the program specialist-ESL certificate* remain eligible to fulfill those ESL duties at that district.

Any further request for information school district submission of the Program Specialist-ESL certificate should be directed to the Division of Candidate Evaluation Services, Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education at 717-787-3356.

ESL Training Components Form

All Pennsylvania candidates must complete a training program that requires a demonstration of knowledge of the fundamental concepts and practices of English as a second language instruction/services that could be provided at either pre-school, elementary or secondary level. *This training must include the following components, as a minimum:*

I. English Usage and Developing Linguistic Awareness

- Knowledge of the structure of the English language/grammar and pronunciation, including lexical, morphological, syntax and phonological components.
- Knowledge of the process of first and second language acquisition.
- Knowledge of the process of literacy development for second language learners and strategies to assist ELLs in the different stages of second language acquisition
- Knowledge to assist ELLs to communicate using verbal and nonverbal language.

II. English As A Second Language – Instructional Materials/Development

- Knowledge to design and implement ESL program to assist ELLs in the process of acquiring English and cognitive academic language skills.
- Knowledge of methods, strategies, research and resources that address the educational needs of ELLs in their learning process, including the use of computer technology.
- Knowledge to select and design teaching resources for ELLs according to their language proficiency, native language development and literacy development.
- Knowledge and application of a variety of currently accepted, research based ESL instructional methods and strategies to meet specific instructional needs of ELLs.

- Knowledge to develop, implement, and evaluate a variety of curricular and instructional activities for diverse ELLs.
- Knowledge of instructional adaptations/modifications to assist ELLs in the regular classroom.
- Knowledge to utilize meaningful instructional strategies that support the ELL/students culture and acculturation process.
- Knowledge of teaching strategies and resources that promote multicultural information through various curricula.
- Knowledge to adapt classroom activities, procedures and assessment to maximize second language acquisition and learning, including working collaboratively in small groups.

III. English Language Learners (ELLs) Language & Support Services Knowledge

- Knowledge of effective assessment tools/practices to identify levels of language proficiency, acquisition and content learning as well as monitor student progress.
- Knowledge of available all school support services that can assist the ELLs in language acquisition/content learning.
- Knowledge of multiple assessment models to document ELLs progress in various curricular and instructional activities.
- Knowledge and use of evaluation techniques to assess the various curricular and instructional activities used for the English language learners/students.
- Knowledge to promote parental/family involvement and participation regarding their children's accomplishments and educational needs and to assist in the development of ELLs projected services.
- Knowledge of formal/informal assessments tools, and an Individualized Education Plan, to use with ELLs who have been identified as special education students.
- Knowledge of educational program/instructional activity adaptations required for ELLs who require specially designed instruction pursuant to the Individuals with Disabilities Education Act.

- Knowledge to utilize strategies that combine language development and higher order thinking skills related to the content of the academic curriculum.

IV. Developing Cultural Awareness/Sensitivity

- Knowledge of behaviors, beliefs, and attitudes of multicultural and multilingual learners and families.
- Knowledge of current methods and techniques, based on recognized principles of teaching English as a Second Language (ESL), in working with culturally and linguistically diverse students/families.
- Knowledge of how to facilitate the English Language Learners (ELLs), and their families, in understanding and collaborating with ESL and other school staff.
- Knowledge of how to promote school staff's understanding and sensitivity toward cultures other than American and languages other than English.
- Knowledge of how other cultures compare/relate to the American culture in areas as communities, businesses, languages, education, and systems in other countries.

Attestment of Program Specialist-ESL Training Component Completion

_____ has successfully completed all of the required Pennsylvania defined minimum program competencies and training components through our approved ESL training program and can be considered for the Pennsylvania Program Specialist-ESL.

(Certification Officer or I. U. Executive Director)

(College/University or Intermediate Unit Name)

Date