TESL Program Completion:

Program Completion Deadline:
Please be advised that if you were accepted **into the 4 course TESL program** prior to Fall 2012, you must **complete all TESL courses and apply for the PA Program Specialist ESL Certification on or before Dec 31, 2012** in order to be grandfathered into the current program. PA Department of Education is changing ESL requirements and all candidates who apply after the above mentioned date will be required to complete the new 18 credit program.

The process of applying for an Add-on the PA Specialist - ESL certification is a bit different than applying for your PA Instructional I teaching certification.

In order to receive the PA Program Specialist ESL Certification, all TESL Program Completion Candidates must already possess a PA Instructional I or II Teaching Certification and successfully complete all 4 TESL courses, EDUC 602, 604, 606, & 608, with a minimum grade of a "B." ***Please note, after Dec 31, 2012****, all candidates must complete 6 TESL courses; COM 560, EDUC 602, 604, 606, 608, and 610.*

Procedures: Apply for TESL Program Completion & PA Specialist ESL add-on Certification: NEW Procedures!

Step 1: Post-Bachelor's TESL Teaching Certification candidates apply **for program completion** via the **Drexel One Portal** upon successful completion of certification requirements (TESL courses, EDUC 602, 604, 606, 608 up until Dec 31, 2012) or (after Dec 31, 2012 – must take EDUC 602, 604, 606, 608, 610 and COM 560). Please note, that TESL Post-bac students are NOT permitted by University policy to walk at a Commencement, but still must apply for program completion so that certification program completion is listed on official transcripts. See tutorials page of the Teacher Ed Resource Portal for step by step directions at http://mobile.goodwin.drexel.edu/si/?page_id=21.

Step 2: Complete and submit the **TESL Completion Request Form and Evaluation at** http://www.goodwin.drexel.edu/soe/tesl_request.php Please fill this form out completely with candid responses and press the submit button which will inform your advisor that you have completed the TESL program. After the TESL Completion Request Form and Evaluation of our TESL Program is received, your Graduate Advisor will review your file and forward it to Drexel's Certification Officer who will verify that you have completed the program after you complete step 3. **Please note:** All **Out-of-State TESL** Candidates/Teachers, skip step 3 and proceed to step 4.

Step 3: The PA Department of Education (PDE) has moved towards an electronic application, **TIMS** (Teacher Information Management System), for PA teaching certification candidates.

All **PA Program Specialist – ESL** candidates making application are required to submit the electronic **TIMS application (for Program Specialist – ESL)**, print out the TIMS Cover letter and submit this along with any other information listed on the cover letter to the PA Department of Education. The TIMS application is accessible on PDE's web site, http://www.PA-TIMS.com.

- Please make sure to choose the application option for **Program Specialist – ESL application** on PDE's **TIMS**.
    - a) Candidates should provide the YES response ***ONLY*** to DREXEL as their ED PREP institution. The application should be ESL certification specific and it refers to the certification area that the candidate is making application. They should answer NO to the ED PREP question to any other institution from which they may completed their previous teaching certification program(s). Graduate students completed a ***Post-baccalaureate / Traditional*** ESL program.

- b) Candidates should ***NOT*** list anything under "Work Experience." Again, the application is certification specific. ESL certification does not require any work experience. Listing work experience when it is not required apparently makes the system view the candidate as an Out-of-State prepared student and will be problematic.
- c) PA Instructional I or II Certified candidates applying for PA ESL Specialist Certification are ***NOT*** required to submit transcripts or a signed Health Certificate should these items appear on the TIMS Cover Letter.

- **Candidates also are able to pay the $100 application fee electronically directly to the PDE** via a credit card or by use of a US money order made payable to the Commonwealth of PA sent in with the required materials listed on the cover letter.

- The following URL provides information on the new, web-based application system, TIMS (Teacher Information Management System):http://www.portal.state.pa.us/portal/server.pt/community/tims_-_teacher_information_management_system/20476

- If you have any questions, you can view the TIMS User Guide at http://www.education.state.pa.us/portal/server.pt/community/TIMS/20476/page/1039597

- You can contact the PDE directly using their Help Desk Support Request Form at https://remedyweb.state.pa.us/arsys/forms/remedy.state.pa.us/HPDWEB%3ASubmitWizard/Education_HomePage/?mode=Create&cacheid=f8a1d961

Step 4: For Non-PA Certified Teachers:
If you are a Non-PA certified teacher seeking to obtain another state's equivalent to a PA-state ESL Specialist Certification, please contact your State's Department of Education to make sure that they will accept our program for your State's TESL certification. ESL program completers who do not hold a previously issued PA Instructional I or II teaching certificate may not apply for PA ESL Specialist Certification. These students should forward (scan/email to keiser@drexel.edu or fax, 215/895-2980) to Drexel's Certification Officer their respective state's **Program Verification form** with their portion of the form completed. The completed Program Verification form will be returned to these students by snail mail so that they have original signatures on the document, which should be a component of their state's application materials. The form will indicate that they completed the ESL coursework, but are not eligible for PA ESL Specialist certification due to PA's requirement of holding a previous PA Instructional I or II teaching certification.

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