



English as a Second Language (ESL) Program Specialist Program Approval Process

Purpose:

The Pennsylvania Department of Education (PDE) has revised the guidelines for the English as a Second Language (ESL) Program Specialist preparation program, and recognizes that many program providers would like to offer this program at the post-baccalaureate level. In order to expedite approval, we have developed a document-based method to apply for approval.

Procedure:

Program providers must complete the enclosed “English as a Second Language (ESL) Program Specialist Program Information Form” and submit it to their PDE liaison. By submitting and signing the form, the program provider is assuring PDE that the ESL Program Specialist guidelines are incorporated into their program. See [English as a Second Language Program Specialist Guidelines](#).

ESL Program Specialist preparation programs will be reviewed on the following criteria:

1. Needs Assessment & Rationale for the Program
2. Admissions Criteria & Enrollment Requirements
3. Program Design & Delivery
4. Candidate Competencies in Courses
5. Field Experiences Faculty

The rubric identifying criteria for approval is available at [Program Framework Guidelines and Rubrics](#).

How to Submit Required Documentation:

- Answer the questions which follow and sign on the final page.
- Attach an example of the program advisement form.
- Scan all documents and save as a single PDF document.
- Send the complete PDF document to your PDE liaison as an email attachment.

Next Steps:

Upon review of all documentation, PDE will issue initial approval or a letter requesting additional information. Once program approval is given, the program provider may then begin to advertise and enroll students.

The ESL Program Specialist preparation program will be placed into the PDE Major Review cycle, with a full review of the program once every seven years. Annual data collections will also be part of the review process. PDE reserves the right to request a copy of the program design or request a site visit at any time for review and verification.



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Name of Program Provider:

Contact Person:

Email:

Phone:

Instructions: Complete the required narratives below.

1. **Needs Assessment:** Describe the rationale for this program being offered at your site. Indicate the Needs Assessment data; citing the evidence that indicates a need for this program, especially if other programs exist in the same geographic area. Focus on school district, regional and state needs.



2. **Admissions Criteria and Enrollment Requirements:** Describe how you will ensure that candidates meet the prerequisite instructional certificate required for enrollment. Identify your procedures for ensuring that enrollees have demonstrated English proficiency. Include information about where the admissions criteria and enrollment requirements will be published.



3. **Program Design and Delivery:** Describe your plan to offer a sequence of no more than 18 credits designed to address the program guidelines and prepare candidates to differentiate learning for students across the K-12 grade band. Indicate whether courses are delivered face to face or via distance learning. A course advisement sheet must be developed and attached to this application.



4. **Candidate Competencies in Courses:** Provide a tool, e.g. a curriculum matrix, indicating a well-planned sequence of instruction to develop an understanding of each of the required competencies. Attach a syllabus for each course, clearly identifying how the competencies are organized within the program, and how the provider will assess whether candidates have acquired the knowledge, skills, and competencies. Use the space below to describe course assessments, e.g., information that may not be evident from the syllabi or curriculum matrix.



- 5. Field Experiences:** Describe how the program assures that candidates complete a planned sequence of field experiences, of which at least one is in a public school setting, and which are aligned with the competencies in the coursework. Detail how candidates will have opportunities to experience a variety of learning situations and school settings. Give particular attention to how candidates will be placed under the mentorship of a teacher(s) with the ESL Program Specialist certificate and experience teaching English as a second language. **The minimum number of field experience hours is 60.**



6. **Faculty:** Describe how the program faculty are qualified for their assigned course(s), including part-time or adjunct faculty. Attach a curriculum vita for each program faculty, including part-time or adjunct faculty. Detail how the program will provide opportunities for formal evaluation and professional development.



Signature Page

By signing this application, I _____ as a representative of the above mentioned program provider agree to develop and implement the English as a Second Language (ESL) Program Specialist program based on the Pennsylvania Department of Education (PDE) guidelines . The program provider understands the program will be reviewed through the full review process as defined by PDE. The program provider also understands that PDE may request a copy of the program design or request a site visit at any time for review and verification.

Signature: _____

Title: _____

Date: _____