ONLINE NON-DEGREE ENDORSEMENT PROGRAM IN BILINGUAL/BICULTURAL ED
Leading to NJ Bilingual/Bicultural Certification
Revised December, 2013

I. PROGRAM DESCRIPTION
The Bilingual/Bicultural non-degree endorsement online program is designed for individuals who possess a permanent New Jersey standard teaching certificate or CEAS in mathematics, science, social studies, or elementary education and who wish to earn the Bilingual/Bicultural endorsement. The program consists of seven courses (21 credits) and does not, by itself, lead to an academic degree. Candidates will be recommended for the Bilingual/Bicultural endorsement upon completion of the 21 credit program. All 21 credits in the endorsement program must be completed online at Rutgers University. No transfer credits will be accepted.

The program does not lead to a degree and is usually completed exclusively through online courses. If students are interested in taking an endorsement course offered on the New Brunswick campus, they must obtain special permission from the instructor.

Anyone interested in becoming certified while simultaneously earning a master’s degree must apply to the Ed.M. program in Language Education with certification, rather than this program.

Students admitted to this non-degree program may apply to the Ed.M. program in Language Education with certification, prior to completing 12 credits and, upon acceptance, may complete both the certificate and the Master’s degree. It is essential to apply early because taking the courses does not guarantee acceptance to the Master’s program.

II. ADMISSIONS REQUIREMENTS
• A photocopy of a New Jersey Standard Instructional Certificate or CEAS.
• Official academic transcripts of all undergraduate studies. Applicants must hold a bachelor’s degree from a regionally accredited college or university. Applicants are not usually admitted with a GPA of less than 3.00 in their most recent degree.
• A letter of recommendation.
• A personal statement that briefly describes an experience with English language learners and bilingual students and explains why the applicant wishes to enroll in our non-degree Bilingual/Bicultural Certification Program.
• Provide passing scores on the Oral Proficiency Interview and a Written Proficiency Test in English and in the target language administered by ACTFL.

III. APPLICATION AND ADMINISTRATIVE INFORMATION
All applicants who are not currently in a Graduate/Non-degree program and don’t have an active RUID # will need to complete a Graduate Study application online through http://gradstudy.rutgers.edu.

Applicants are responsible for reviewing and confirming that they meet program requirements before the application is submitted. Rutgers Graduate School of Education WILL NOT refund the application fee if an applicant is not accepted.

To Apply:
2. Click on Apply Now and follow the instructions given.
3. Choose "Non-Degree Application", for Application Type.
4. For Program Name choose "Professional Credit Programs" from the drop down menu.
5. Under GSE Professional Credit Program 15000L choose the semester in which you wish to participate.
6. For Enrollment Year, select the corresponding year for the semester in which you wish to participate.
7. Select "No" for Full-Time Study
8. Under Concentration, choose your desired certification/endorsement.
9. Supporting materials must be submitted online or mailed to the Graduate Admissions office at Office of Graduate and Professional Admissions (New Brunswick), Rutgers, The State University of New Jersey, 56 College Avenue, New Brunswick, NJ 08901-8530.
10. Enter payment information for the non-refundable application fee.
11. Submit your application and authorize payment for the non-refundable application fee.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website www.gse.rutgers.edu. It is the responsibility of the student to enroll in all of the required courses through Rutgers University. No program requirements may be met at any other institution. Students are expected to maintain a “B” or better average as a non-degree student in the endorsement program. Accepted students will have 5 years to complete the program from the semester the first applicable course is/was taken.

After completing all of the required courses in the program, students should contact the Office of Student and Academic Services at the GSE to notify them and to secure an application for the state endorsement. GSE personnel will then forward the completed application to Trenton along with a recommendation that the certification be awarded.

IV. PROFESSIONAL EDUCATION PROGRAM REQUIREMENTS

Students who are pursuing initial-certification while working towards this endorsement program must register for on-campus sections of all required GSE courses (excluding 05:300:350 and 15:255:533) unless otherwise approved by GSE program faculty.

<table>
<thead>
<tr>
<th>PROFESSIONAL EDUCATION COURSES</th>
<th>Course #</th>
<th>Title of Course</th>
<th>Crs</th>
<th>Graduate Credits</th>
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<tbody>
<tr>
<td>Historical &amp; Cultural Backgrounds of Limited English Proficient Students</td>
<td>15:253:522</td>
<td>Bilingual-Bicultural Education</td>
<td>3</td>
<td>6</td>
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<tr>
<td></td>
<td>15:253:523</td>
<td>Language and Culture</td>
<td>3</td>
<td></td>
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<tr>
<td>Specialized Instructional Content</td>
<td>15:253:520</td>
<td>Principles of Second/Foreign Language Acquisition</td>
<td>3</td>
<td>6</td>
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<td></td>
<td>15:253:530</td>
<td>Foundations of Language I</td>
<td>3</td>
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<tr>
<td>Language Pedagogy</td>
<td>15:253:510</td>
<td>Academic English in Content Areas</td>
<td>3</td>
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<td></td>
<td>15:253:511</td>
<td>ESL Secondary School Methods*</td>
<td>3</td>
<td>9</td>
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<tr>
<td></td>
<td>15:253:521</td>
<td>Introduction to ESL/Elementary Methods**</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS 21

* This course has a field experience component. For those taking the course on-campus, field placements will be in New Jersey public schools. For those in online programs, field placements will be determined in conjunction with your instructor.

** This course requires a fieldwork component when not taken concurrently with 15:253:511. For those taking the course on-campus, field placements will be in an ESL classroom in a New Jersey public school. For those in online programs, field placements will be determined in conjunction with your instructor.

V. LINGUISTIC AND CULTURAL LEARNING EXPERIENCES

All students must provide evidence of a second/foreign language or cultural experience such as:

- Experience living in a second cultural setting
- Completion of one or more foreign language courses (minimum 3 credits)
- Acquisition of a second/foreign language (in a non-traditional setting)

VI. PORTFOLIO

Students will be participating in an on-line instructional and evaluation system that will archive artifacts from classes to be specified by the faculty. Students must submit artifacts for this on-line portfolio throughout their program as directed by their program faculty. Details of this portfolio are specified in the Student Policy and Procedures Handbook.

VII. HIB TRAINING

All candidates for teacher certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB).