

NON-DEGREE ONLINE CERTIFICATE IN ADULT ESL AND LITERACY EDUCATION

- I. PROGRAM DESCRIPTION:** The twelve-credit online program is designed for those working or interested in working in adult basic education settings and who want to improve their skills and knowledge to better meet the needs of adult students.

These courses can also be counted towards a Rutgers Graduate School of Education 30-credit, fully online Masters Degree in Adult and Continuing Education.

This program does not include coursework leading to a New Jersey school personnel license.

- II. APPLICATION DEADLINES:** No applicants can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must be submitted and complete at least two weeks before the beginning of the semester.
- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide all of the following:
1. Personal statement/narrative (approximately one page in length) that describes why the program is relevant to the applicant's interests and/or career goals
 2. One letter of recommendation which describes the applicant's potential to be successful in the program
 3. Undergraduate and graduate transcripts

Only complete applications will be reviewed.

IV. HOW TO APPLY:

1. **Current GSE Students:** All applicants who are **currently** enrolled in a GSE program and wish to begin the certificate program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at academic.services@gse.rutgers.edu.
2. **Non-GSE Students:** Applicants who are **not current** GSE students apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>
 - a. Click on "Apply Now" and follow the instructions given.
 - b. Choose "Non-Degree Application", for Application Type.
 - c. For Program Name choose "**Professional Credit Programs**" from the drop down menu. (Scroll down past all the Education programs.)
 - d. Scroll down; across from "Education: Online Certificate in Adult ESL and Literacy Education 15000AL", click the link for the semester you want to apply for.
 - e. Select "No" for Full-time Study.
 - f. Complete the application by providing the requested information.
 - g. 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 Bevier Road, ASB Annex I, Piscataway, NJ 08854, U.S.A.
 - h. Enter payment information for the non-refundable application fee.
 - i. Submit your application and authorize payment for the non-refundable application fee.

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.

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 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. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE. Students will receive official documentation of their completion, endorsed by the Rutgers University Graduate School of Education.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

Course Number	Course Name	Credits
15:233:542 or 15:233:543	Introduction to Adult and Continuing Education or Understanding the Adult Learner	3
15:233:563	ESL, Low Literacy and the Adult Learner: Mapping the Field	3
15:233:564	Effective Reading and Writing Instruction for Adult Basic Education	3
15:233:565	Effective Reading and Writing Instruction for GED and Developmental College Students	3
Total Credits		12

VI. PROGRAM FACULTY:

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