I. PROGRAM DESCRIPTION: The English as a Second Language non-degree endorsement program is designed for individuals who possess a New Jersey Standard Instructional Certificate or Certificate of Eligibility with Advanced Standing (CEAS) in a content field or elementary education and who wish to become certified to teach English as a Second Language. Candidates will be recommended for the ESL endorsement upon completion of the 18-credit program. All 18 credits in the endorsement program must be completed 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 they 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. APPLICATION DEADLINES: No applications can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must 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. Photocopy or electronic copy of a New Jersey Standard Instructional Certificate or a Certificate of Eligibility with Advanced Standing (CEAS).
2. 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 ESL program.
3. One letter of recommendation.
4. Undergraduate and graduate transcripts. Applicants must hold a bachelor’s degree from a regionally accredited college or university. Applicants are not usually admitted with a GPA less than 3.00 in their most recent degree.
5. Passing scores on the Oral Proficiency Interview and a Written Proficiency Test in English. (Any test scores submitted must be less than five years old. Scores must be official, not self-reported.)

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 endorsement 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: English as a Second Language Certification 15000K", 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 College Avenue, New Brunswick, NJ 08901-8530.

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 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.

V. PROFESSIONAL EDUCATION 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>Course Number</th>
<th>Course Name</th>
<th>Credits Grad</th>
<th>Credits Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:300:433 or 15:253:523</td>
<td>Language and Culture</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>05:300:430 or 15:253:520</td>
<td>Principles of Language Learning: Second and World Language Acquisition</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>15:253:530</td>
<td>Foundations of Language</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:253:510</td>
<td>Academic English in Content Areas*</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>15:253:511</td>
<td>ESL Secondary School Methods**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15:253:521</td>
<td>Introduction to ESL/Elementary Methods***</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* Students who have taken 05:300:452 and 453 as part of a 5-year or post-baccalaureate initial certification program at the GSE may substitute those courses for 253:510. Only students who took these courses as part of a GSE initial certification program may make the substitution.

** 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.
VI. 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)

VII. PORTFOLIO: Students will archive artifacts from various GSE courses via an online instructional and evaluation system as directed by faculty. Details of this portfolio are specified in the Student Policy and Procedures Handbook.

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

IX. COMPREHENSIVE EXAMINATION: No comprehensive examination is required.

X. PROGRAM FACULTY:

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