

APPLICATION FOR

ESL PROGRAM SPECIALIST CERTIFICATE

1. Prior to submitting the application to the Pennsylvania Department of Education, students must submit an ESL Request for Letter of Completion to the Graduate Office to receive an official Letter of Training Completion that is to be included in the certification application (instructions are on the form).

Students must submit the following materials to:

Pennsylvania Department of Education
Bureau of Teacher Certification and Preparation
333 Market Street, 3rd Floor
Harrisburg, PA 17126:

2. \$100.00 Money Order payable to the Commonwealth of Pennsylvania
3. General Application Form PDE 338G (follow instructions on the form) Code #4499
4. Program Specialist Form PDE 338PS (follow instructions on the form)
5. Letter of Training Completion from Arcadia University signed by the Certification Officer
6. Photocopies (front and back) of all current and valid teaching certifications held.

NOTE: All of the above forms are available at: www.arcadia.edu/gsforms

And in the: Office of Graduate Studies – Taylor Hall Room 200
Registrar's Office – Taylor Hall Room 103
Education Office – Taylor Hall Room 308