



TO: College of Graduate Studies

FROM: \_\_\_\_\_

Student Name Date

\_\_\_\_\_

Address

SUBJECT: Request for Letter of Completion of the ESL Program

To obtain an ESL Pennsylvania Program Specialist Certificate, the candidate must receive a signed Letter of ESL Training Completion from a PDE approved program provider. This Letter of Completion will be issued when the candidate demonstrates that he or she has developed knowledge of the fundamental concepts and practice of ESL instruction and services. A valid Pennsylvania Instructional I or II certificate is required to be eligible for this program. The Letter of Completion is to be included in the ESL certification packet that the student sends to PDE.

Current Instructional I/II Certification held \_\_\_\_\_

I have completed the following courses at Arcadia University:

ED 622: ESL: Teaching Multilingual and Multicultural Literacies  
Semester/Grade \_\_\_\_\_

ED 623: ESL: Multilingual and Multicultural Assessments  
Semester/Grade \_\_\_\_\_

ED 624: ESL: Understanding Language Learning  
Semester/Grade \_\_\_\_\_

ED 625: ESL: Language, Diversity & Schooling  
Semester/Grade \_\_\_\_\_

Approved transfer credit: \_\_\_\_\_  
Course Institution date

Matriculation date: \_\_\_\_\_

I am enrolled in a Graduate Program:  Master of Education  Certification

NOTE: This form should be submitted to the Graduate Office in Taylor Hal 200 for processing. Please allow one week for the Letter of Training Completion to be generated and mailed to the student.