

## Waiver Application for the English as a Second Language Endorsement

### Instructions:

1. **Individuals who were licensed in Iowa prior to October 1, 1988, and were allowed to teach English as a Second Language without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach English as a Second Language classes. This waiver provision is provided through the Board of Educational Examiners for individuals who have been successfully teaching English as a Second Language students.**
2. **The fee for the evaluation is \$60 and the fee to add the ESL endorsement is \$50. Make the check or money order made payable to the Board of Educational Examiners for \$110. All fees are nonrefundable.**
3. **Please allow four weeks for the review of the waiver request.**
4. **All information should be sent to: Board of Educational Examiners, Grimes State Office Building, 400 E 14<sup>th</sup> Street, Des Moines, IA 50319.**

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

### Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa the submitted information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## REQUIREMENTS for WAIVER

#	Criteria	Requirements for Waiver
1	Verification	Must submit verification of successful teaching experience in the English as a Second Language program signed by the administrator. If fewer than three years of experience, no waiver will be granted.
2	Administrator Recommendation	Must include recommendation from the administrator. If there is no recommendation from the administrator, no waiver is granted.
3	University or College Coursework	Must submit any college course work in English as a Second Language instruction.
4	Staff development Coursework	Must submit any staff development course work completed in English as a Second Language instruction.
5	ESL Content	A total of 9 points in ESL content requirements must be earned for the waiver to be considered.

# ESL Experience Verification Form

State of Iowa  
 Board of Educational Examiners  
 Licensure  
 Grimes State Office Building  
 400 East 14<sup>th</sup> St.  
 Des Moines, IA 50319-0146

Rev 10/09

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

## 2. To be completed by administrator

I hereby verify that the above-named applicant successfully taught English as a Second Language in this school district during the dates indicated below.

- a) \_\_\_\_\_ - dates in district, list beginning and ending month and year dates
- b) \_\_\_\_\_ - specific grade(s) taught
- c) \_\_\_\_\_ - school district
- d) \_\_\_\_\_ - city

\_\_\_\_\_  
 Signature of Administrator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed Signature of Administrator

Telephone #: \_\_\_\_\_ - \_\_\_\_\_  
 Area Code

**NOTE:** Photocopies or copies by fax of any application form or experience verification form will not be accepted. Original signatures are needed.

**English as a Second Language Endorsement Waiver**

- 1. Must submit verification of successful, meaningful teaching experience with the ESL populations signed by the administrator. If fewer than three years of experience, no waiver will be granted. Use the attached verification form.**
- 2. Must include recommendation from your principal. If there is no recommendation from the administrator, no waiver is granted. The administrator must note the knowledge and skills in teaching English as a Second Language which were assessed through a successful evaluation. This letter must be on school letterhead.**
- 3. Must submit any college course work in ESL. See criteria in rubric.**
- 4. Must submit any staff development course work completed in ESL. See criteria in rubric. If no staff development or college course work was completed in a specific requirement, you may submit artifacts verifying knowledge and skill in that area.**

**Review Criteria: ( Need 9 points to be considered for waiver)**

**3a. College course work in Knowledge of ESL Pedagogy. Course work includes each of the following:**

**Methods and curriculum**

**Bilingual and ESL methods**

**Literacy in native and second language**

**Methods for subject matter content**

**Adaptation and modification of curriculum**

**Assessment to include language proficiency and academic content**

**(5 points maximum possible)**

<b>Rubric value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hours of college course work completed in ESL demonstrating knowledge of ESL pedagogy</b>
<b>3</b>	<b>1-3 semester hours of college course work completed in ESL demonstrating knowledge of ESL pedagogy</b>

**3b. College course work in Knowledge of Linguistics. Coursework in English as a second language to include the following:**

**Knowledge of Linguistics**

**Linguistics to include psycholinguistics/sociolinguistics**

**Language acquisition/proficiency**

**Knowledge of first and second language acquisition**

**Knowledge of first and second language proficiency**

**Language to include structure/grammar of English**

**(5 points maximum possible)**

<b>Rubric value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hours of college course work completed demonstrating knowledge of linguistics</b>
<b>3</b>	<b>1-3 semester hours of college course work completed demonstrating knowledge of linguistics</b>

**3c. College course work in Knowledge of Cultural and Linguistic Diversity. Coursework in English as a second language to include the following:**

**Knowledge of Cultural and Linguistic Diversity**

**History**

**Theory, models, research**

**Policy, legislation**

**Current issues with transient populations**

**(5 points maximum possible)**

<b>Rubric value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hour of college course work completed demonstrating knowledge of cultural and linguistic diversity.</b>
<b>3</b>	<b>1-3 semester hours of college course work completed demonstrating knowledge of cultural and linguistic diversity</b>

**4a. Staff development course work in Knowledge of ESL Pedagogy. Course work includes each of the following:**

**Methods and curriculum**

**Bilingual and ESL methods**

**Literacy in native and second language**

**Methods for subject matter content**

**Adaptation and modification of curriculum**

**Assessment to include language proficiency and academic content**

**(5 points maximum possible)**

<b>Rubric Value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hours of staff development course work in ESL completed demonstrating knowledge of ESL pedagogy</b>
<b>3</b>	<b>1-3 semester hours of staff development course work in ESL completed demonstrating knowledge of ESL pedagogy</b>
<b>2-3</b>	<b>No staff development course work completed but knowledge of ESL pedagogy is evidenced through artifacts</b>

**4b. Staff development course work in Knowledge of Linguistics. Coursework includes each of the following:**

**Knowledge of Linguistics**

**Linguistics to include psycholinguistics/sociolinguistics**

**Language acquisition/proficiency**

**Knowledge of first and second language acquisition**

**Knowledge of first and second language proficiency**

**Language to include structure/grammar of English**

**(5 points maximum possible)**

<b>Rubric value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hours of staff development course work completed in ESL demonstrating knowledge of linguistics</b>
<b>3</b>	<b>1-3 semester hours of staff development course work in ESL demonstrating knowledge of linguistics</b>
<b>2-3</b>	<b>No course work but knowledge in linguistics evidenced through artifacts</b>

**4c. Staff development course work in Knowledge of Cultural and Linguistic Diversity.  
Coursework in English as a second language to include the following:**

**Knowledge of Cultural and Linguistic Diversity**

**History**

**Theory, models, research**

**Policy, legislation**

**Current issues with transient populations**

**(5 points maximum possible)**

<b>Rubric value</b>	<b>Descriptor</b>
<b>5</b>	<b>4+ semester hours of staff development course work demonstrating knowledge of cultural and linguistic diversity</b>
<b>3</b>	<b>1-3 semester hours of staff development course work demonstrating knowledge of cultural and linguistic diversity</b>
<b>2-3</b>	<b>No course work but knowledge and skill of cultural and linguistic diversity evidenced through artifacts.</b>