



TO: All Project ELA Participants
FROM: Cynthia Jonsson, M.S. Ed., Project Director
RE: Application to Project ELA

We would like to take this opportunity to welcome you as a participant in Project ELA! Project ELA began in Fall 2002, and has been refunded through 2012! We hope for a flourishing relationship during our grant's first year of re-funding! As you progress toward your goal of TESOL certification, we look forward to providing you with both financial support and with helpful professional development activities, as well as strategies for securing a teaching position if you are a preservice teacher.

Plans are underway for many practical and hands-on workshops and trainings, but we cannot accomplish the goals of Project ELA without you! We hope that all of you will take full advantage of Project ELA's events as they are planned in cooperation with experts and organizations that have their fingers' on the pulse of the issues and needs in ESL education today. Our goal in professional development is to offer you very practical, hands-on, needs-based information to compliment your education and experience. We strive to help you become a well-rounded, highly qualified ESL candidate who can hold his or her own in any interview and enter the field fully confident in your knowledge and abilities.

Included in this packet, please find the materials necessary to apply for Project ELA support, including: (a) the Student Application form; and (b) a Student Agreement. Also included for your information and convenience are (c) the Project ELA FAQs sheet; and (d) a Student Reimbursement form. If you are a new applicant, you are required to complete each section of the application. In addition, you must attach a copy of your teaching certification(s) or credentials and an application essay. This information is necessary for our records and our continuing reports to our grant sponsor, the U.S. Department of Education.

I would like to call your attention to some details regarding your participation in Project ELA. As a participant:

- Once you are accepted, your support will be for the current academic year, which includes J-term and Summer Sessions 1 & 2.
- Reapplication is necessary each Fall term.
- The level of tuition reimbursement support provided for the Fall term remains at 50% of the cost of in-state credit hours for each TESOL advisor-approved course.
- Spring/Summer levels of support are expected to remain the same, but have not yet been determined.
- There is a maximum textbook reimbursement of \$200 per semester.
- A complete attendance rate at ELA-sponsored Professional Development activities is required of all participants in order to maintain full Project ELA support.
 - All conflicts must be discussed with the Project Director prior to an event.
 - A fine of \$100 is imposed for each event or day that is missed (Ex: 1 day event = \$100 fine, 2 day event = \$200 fine) per semester.
 - You must attend AND sign the attendance sheet to receive credit.
 - Scheduling conflicts with required TESOL courses are considered legitimate excuses, but must be communicated ahead of time in order to avoid a penalty.
 - Inservice teachers may be exempt from certain events at the discretion of, and after discussion with, the Project Director.
 - The Project Director has the sole discretion to determine whether or not a participant is excused from an event without penalty.

- Submission of all required paperwork is expected to be timely AND complete. You will find documentation requirements on both the FAQs sheet and the reimbursement request form. Late submissions will not be processed until the following semester.
- Contact Project ELA staff immediately regarding any “change of status,” such as address, phone, email, and name.
- In the event that you receive an “incomplete” grade for a course, you must notify the Project ELA Director of the timeline and the course completion agreement identified by the instructor. We will then give you specific terms for being reimbursed.
- Effective 8/26/06, Project ELA began posting forms and information on the project’s ANGEL site. You are responsible for routine monitoring of this site; we recommend weekly monitoring. (See enclosed directions to access ANGEL.). This will be where a complete listing of upcoming ELA events and meetings will be posted (rather than notification via email)

Please read all enclosed materials carefully, making certain that you have included all required information and/or documentation, before returning the completed forms to us. Your timely submission of the application, your credentials, essay, and the Student Agreement will complete your application process.

Enjoy your year! We look forward to working with you and providing all the assistance we can in helping you achieve your goal of becoming a certified ESL teacher! We are here for you, and we enjoy every opportunity for interaction with our participants. If you have any questions, comments, or concerns please don’t hesitate to contact us.



PROJECT ELA STUDENT APPLICATION FOR SUPPORT

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION IN FULL UNLESS OTHERWISE INDICATED. MARK "NA" FOR NOT APPLICABLE ITEMS.

ATTACH THE FOLLOWING (First Time Applicants Only):

- ✓ Please attach a TYPED statement of no more than 500 words – written in English – to explain how you will use TESOL coursework and your TESOL certification in your post-certification/post-graduate career plans to impact on the education of students who are English language learners.
- ✓ Attach a copy of your current certification(s), if applicable (see Item 4).

SUBMISSION DATES: Applications are due as follows:

- ✓ Fall Semester: 2nd week in September (**all applicants must resubmit each fall**)
- ✓ New application accepted at the beginning of each semester (including J-term, May term, and Summer Sessions I and II)

Note:

- ✓ Alternative electronic formats of this application are available online at ANGEL or by direct request to the project via phone or fax (at the above-listed contact points), or by e-mail to: *Karene.Gora@fredonia.edu*.
- ✓ This application is NOT an application for SUNY Fredonia Graduate School, nor to the TESOL graduate program.

CHECK YOUR STATUS: NEW APPLICANT (___) RETURNING PARTICIPANT (___)

1. Please complete/update the following demographic information.

Name: _____ SS #: _____ DOB: _____

Street Address/PO Box: _____

City/State/Zip Code: _____

Telephone (w/area code): _____ Cell (w/area code) _____ E-mail: _____

Gender: ___ Male ___ Female Ethnicity: _____

Primary Language _____

Languages(s) Spoken (other than English) and proficiency level _____

2. If you are currently employed:

a. What is your current position? _____

b. Where are you employed? _____

c. Full time Part time Comments _____

d. What are your primary responsibilities? _____

e. Who is (are) your Administrator(s) ? _____

FOR SECTIONS, 3, 4 AND 5 ONLY, NEW APPLICANTS MUST COMPLETE IN FULL. RETURNING APPLICANTS NEED ONLY UPDATE AS APPLICABLE.

3. Please summarize your post-high school educational history below, continuing on an extra sheet of paper as needed.

Institution	Dates (Years/Semesters)	Approximate Number of Credit Hours Accrued

4. What is/are your current teaching certification(s)? List below, and attach a copy of each.

Certification	This Certification is Active for What Time Period?

5. What is your formal and informal experience with ELL students? Please list and briefly describe below.

Position	Location	Dates	Formal or Informal*	Primary Responsibilities

***Note:** “Informal” means as a volunteer; “formal” means employed.

6. Are you currently accepted to SUNY Fredonia for graduate work (all applicants)? Yes ___ No ___

- a. If yes, what is your major? _____
- b. If yes, what is your current grade point average? _____
- c. If not, have you applied? Yes (___) Date _____ No (___) Will apply as of _____

7. What is your coursework history at the graduate level at SUNY Fredonia? (All applicants list credit hours enrolled in and completed – not specific courses).

Prior to Fall Semester	Fall Semester	Spring Semester	Summer I	Summer II
___ courses ___ credit hours	___ courses ___ credit hours	___ courses ___ credit hours	___ courses ___ credit hours	___ courses ___ credit hours

8. When do you project you will complete your TESOL certification? Semester:_____ Year:_____

9. How did you find out about Project ELA? (Check all that apply.)

- SUNY Fredonia Course Instructor
- SUNY Fredonia Advisor
- Another college/university
- ELL/TESOL community/state network
- SUNY Fredonia Graduate Office
- Project/School of Education Web site
- Project-sponsored meeting/workshop
- Conference/meeting
- Newspaper or other media
- A local school district/school
- Another ELA-funded student
- Other: _____
(please specify)

10. PLEASE READ AND SIGN THE FOLLOWING STATEMENT:

I have received and read the Project ELA informational materials. I understand the requirements for project participation, as well as the scope and timing of reimbursement through grant funds. I agree to the conditions of participation in the project including timely completion of paperwork and full participation in professional development events. The information that I have provided in this application is accurate, to the best of my knowledge.

Signature Printed Name Date