



Certificate Program in Teaching English as a Second Language to Adults

Application Form

Please submit a hard copy of this application with supporting materials by November 26, 2008.

Last name _____ First name _____

Job title _____ Employer _____

Home address _____ City _____ State _____ ZIP _____

Telephone: Home _____ Work _____ Email _____

I learned about this program from _____

Signature _____ Date _____

How to apply

RESUME: Enclose a copy of your current resume or a brief (2 pages or less) bio describing your academic history and work background.

PERSONAL STATEMENT: Enclose a personal statement of approximately 150 words explaining why you would like to participate in the LAC TESLA program, including how it will help you reach your goals.

PROFESSIONAL RECOMMENDATIONS: Enclose a letter from someone familiar with your work on why you would be a good candidate for the LAC TESLA program. It should be on letterhead stationery in a sealed envelope, signed by the writer on the seal.

SCHOLARSHIPS: The Literacy Assistance Center will provide a limited number of scholarships toward the cost of participation in the LAC TESLA program. **Requests for a scholarship must be submitted with this application by November 17.** Applicants who are not awarded a scholarship will notified in advance so that a payment plan can be arranged.

FEE: No application for the LAC TESLA program will be reviewed unless it is accompanied by a \$150 application fee, in a check made out to Literacy Assistance Center.

The tuition fee covers all course materials.

The application fee of \$150 will be subtracted from the full course fee of \$750, or returned if the applicant is awarded a scholarship or not accepted into the program.

Please submit the application materials with the \$150 application fee by November 26 to Barbara Sparks, Director of Professional Development, Literacy Assistance Center, 32 Broadway, New York, NY 10004.

This program is not applicable toward meeting the requirements for a public school teaching certification.