

ESL Instructional Staff Professional Pathway  
**ICCB ESL Specialist Credential**  
**Tracking Form**

To qualify as an **ICCB Credentialed ESL Specialist** in Illinois, applicants must meet the requirements detailed on this document. Documentation forms referenced in this Tracking Form will be made available later.

All documentation must be submitted within two years from the in-person workshop or second webinar (Part 4) of the ESL Specialist Training cohort attended. When all documentation has been received and approved, the **ICCB ESL Specialist Credential** will be issued.

Submit all documentation by mail or email to Laurie Martin, Adult Learning Resource Center, 2626 S. Clearbrook Drive, Arlington Heights, IL 60005, [lmartin@cntrmail.org](mailto:lmartin@cntrmail.org). For questions, contact Laurie Martin, [lmartin@cntrmail.org](mailto:lmartin@cntrmail.org), 224-366-8500.

**Requirements for ICCB ESL Specialist Credential**

<b>Subject Matter Competency: ESL Standards</b>	
<b>Skills and Knowledge</b>	<b>Evidence of Meeting Credential Criteria</b>
<input checked="" type="checkbox"/> ICCB ESL Standards Proficient Instructor Credential received  <input type="checkbox"/> Successful completion and application of the ESL Specialist Training	<p>[Credential on file with Adult Learning Resource Center, prerequisite for participation in ESL Specialist Training]</p> <p>[Certificates on file with Adult Learning Resource Center for completing the online course, webinars/workshop, interim and final assignment]</p>
<b>Subject Matter Competency: ESL Instruction</b>	
<b>Skills and Knowledge</b> <i>At least <u>one</u> of the three options below must be met</i>	<b>Documentation to Submit as Evidence of Meeting Credential Criteria</b>
<input type="checkbox"/> Option 1: M.A. in TESOL or related area	Copy of degree or official or unofficial course transcripts
<input type="checkbox"/> Option 2: ESL endorsement to K-12 teacher license	Copy of degree or license and official or unofficial course transcripts
<input type="checkbox"/> Option 3: Demonstration of competency in teaching adult ESL	<p><i>Submit <u>all</u> of the following documentation:</i></p> <p>Detailed description of a standards-aligned 2-3 class lesson sequence, with students' pre- &amp; post-lesson assessment results (Details for submission provided on request)</p> <p style="text-align: center;"><b>and</b></p> <p>Be observed for one class period, minimum 2 hours. Class does not need to be part of the lesson sequence above. Observation to be done by an ESL instructor who meets one of the criteria below. Submit observer's notes and your reflections (Form to be provided)</p> <ul style="list-style-type: none"> <li>▪ ESL instructor who holds a MA-TESOL or K-12 ESL Endorsement</li> <li>▪ ESL Specialist credentialed instructor</li> <li>▪ ESL Specialist Training cohort member</li> </ul>

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<b>Experience</b>	
<b>Skills and Knowledge</b> <i>All of the following criteria must be met</i>	<b>Documentation to Submit as Evidence of Meeting Credential Criteria</b>
<input type="checkbox"/> At least 2 years of adult education ESL teaching experience (equivalent to 4 semesters)	Signature of Program Administrator verifying teaching of ESL classes. Administrator can send a short email to Laurie Martin, <a href="mailto:lmartin@cntrmail.org">lmartin@cntrmail.org</a> .
<input type="checkbox"/> Presentation at ESL-related conferences, workshops or other appropriate trainings, e.g., APC conference, ITBE, IACEA, ALRC Fall Conference, Forum for Excellence, in-house professional development events	Event agenda or program plus presentation slides, presenter notes, and handouts
<input type="checkbox"/> Demonstrated knowledge of ESL assessment practices	<p><i>Submit <u>one</u> of the following documents:</i></p> <input type="checkbox"/> Attendance certificate from CASAS Implementation Training, BEST Plus Test Administrator Training <b>Or</b> <input type="checkbox"/> Certificate of completion of LINCS course <i>Formative Assessment to Inform Quality Adult ESL Instruction</i> (2 hours, course closed as of December 2020) <b>Or</b> <input type="checkbox"/> Certificate of completion of iLEARN course <i>Assessment in Adult ESL</i> , to be available in Summer 2021.

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