The North Carolina Adult ESOL Specialty Certificate
Pathway for Professional Development

The North Carolina Community College System's College and Career Readiness announces the **North Carolina Adult ESOL Specialty Certificate**. This certificate is designed for NC Basic Skills instructors and staff.

We are pleased to announce the pathway for professional development for the **North Carolina Adult ESOL Specialty Certificate**. The **NC Adult ESOL Specialty Certificate** is a hybrid learning model that includes **both** online and face-to-face coursework. Our partner, LINCS (Literacy Information and Communication System), provides your free, online access to the ELL-U/LINCS courses. Our other partner, ABSPD (Appalachian Basic Skills Professional Development), provides your CEU credits for all the face-to-face coursework. By following the Training Plan located at the end of this document, you will achieve the **North Carolina Adult ESOL Specialty Certificate**.

FIVE LINCS online courses   **+**   **SIX** ESOL face-to-face courses
= NC Adult ESOL Specialty Certificate

GETTING STARTED:

(1) **REGISTER WITH LINCS.** Follow the steps on Pages 2 – 4 below. The ELL-U course list and steps for LINCS registration are at **https://lincs.ed.gov/programs/ell-u/online-courses**.

(2) **COMPLETE THE ONLINE GATEWAY COURSE**, *Second Language Acquisition: Myths, Beliefs, and What the Research Shows*, before you register for the face-to-face course(s).

(3) **REGISTER WITH DROPBOX.** (see page 5 below) Request an invitation to join Dropbox for the ESOL Specialty Certificate. Then place your Certificate of Completion in Dropbox in the labeled folder.

   You will receive an email acknowledging that your *Second Language Acquisition* certificate is in Dropbox. Then you are eligible to register for the accompanying CEU face-to-face courses!

(4) **NAME YOUR CERTIFICATE** (see page 5 below): LastNameFirstname_Agency_Your AgencyEmail. Place **only** those certificates that meet the required coursework for the Adult ESOL Specialty Certificate in Dropbox (see Training Plan on page 6).

(5) **CONTINUE WITH THE OTHER ONLINE LINCS COURSES** and place each **LINCS Certificate(s) of Completion** in **Dropbox** following the steps on Page 5 below.

(6) **REGISTER FOR FACE-TO-FACE COURSEWORK VIA ABSPD:** **http://www.nccommunitycolleges.edu/college-and-career-readiness/training-calendar**

(7) **** NOTE: It is required** that pre-requisite corresponding online coursework be completed and the certificate of completion be placed in Dropbox. The ESOL State Trainers will continue to track for all certificate completions in Dropbox **before** you attend the classroom portion of the training. Please be advised that any non-completers of certificates will not be on the roster and will not be allowed to attend the classroom portion.

 For questions, contact Karen Brown **kbrown@nccommunitycolleges.edu** or at **(919) 807-7140.**

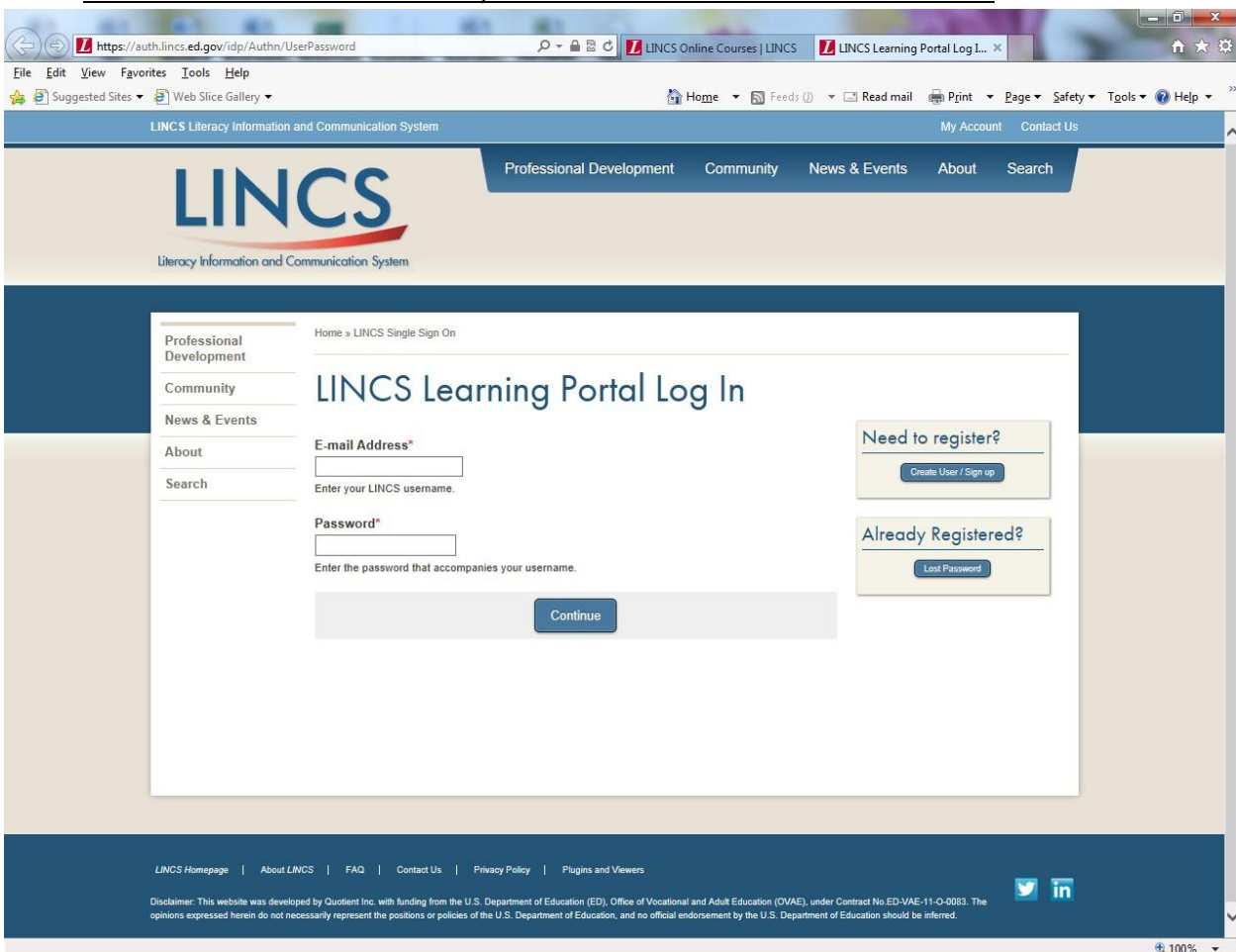# The North Carolina Adult ESOL Specialty Certificate Pathway for Professional Development

Literacy Information and Communication System (LINCS) is an innovative, accessible, easy-to-use, and free learning portal supported by the U.S. Department of Education. LINCS provides English for Speakers of Other Languages (ESOL) practitioners with unlimited access to free, high quality online professional development and learning opportunities. Here practitioners can access evidence-based instruction training, leading adult ESOL experts, and resources, while helping to build a community of practice for ESOL professionals
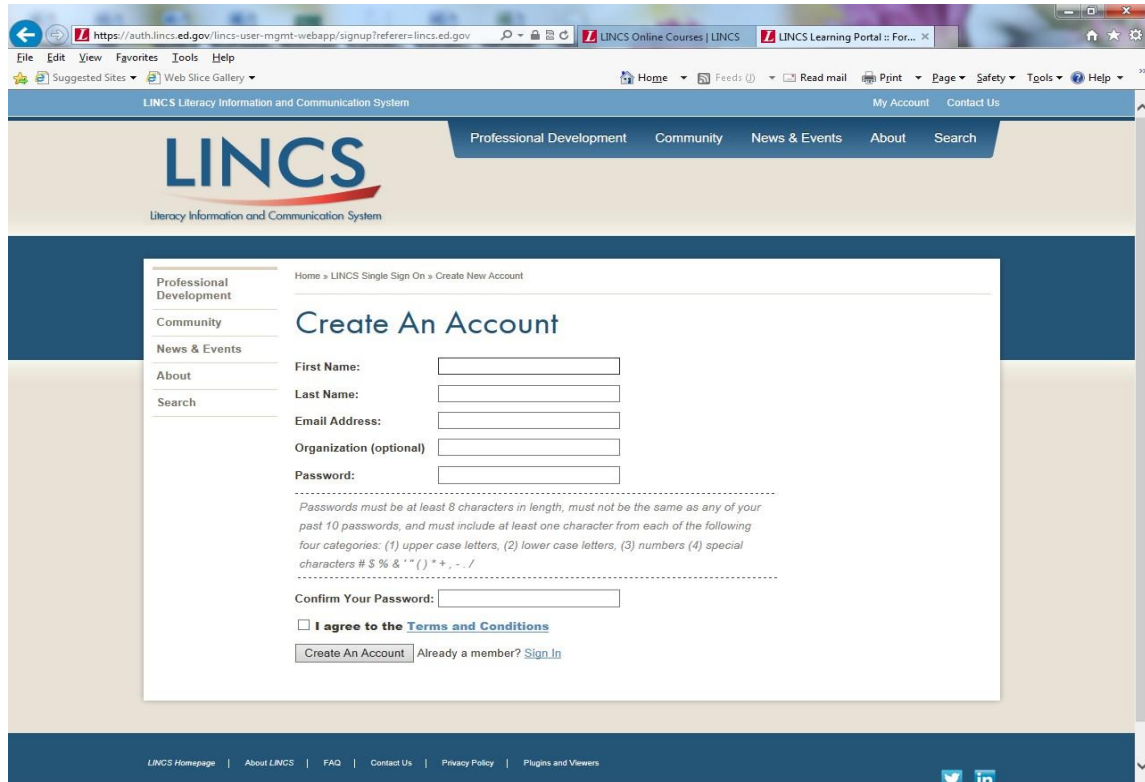
Registering for LINCS

Participants are encouraged to become familiar with the LINCS site prior to the webinar by registering as a LINCS user. **To register**:

1. Visit https://auth.lincs.ed.gov/idp/Authn/UserPassword
2. Click on "Create User/Sign up" tab.
3. Complete the registration process and save your username and password. BE SURE TO ENTER '**STATE**' AND '**INSTITUTION/ORGANIZATION'** IN YOUR PROFILE.

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Create An Account

First Name:

Last Name:

Email Address:

Organization (optional):

Password:

*Passwords must be at least 8 characters in length, must not be the same as any of your past 10 passwords, and must include at least one character from each of the following four categories: (1) upper case letters, (2) lower case letters, (3) numbers (4) special characters # $ % & ' " ( ) * + , - . /*
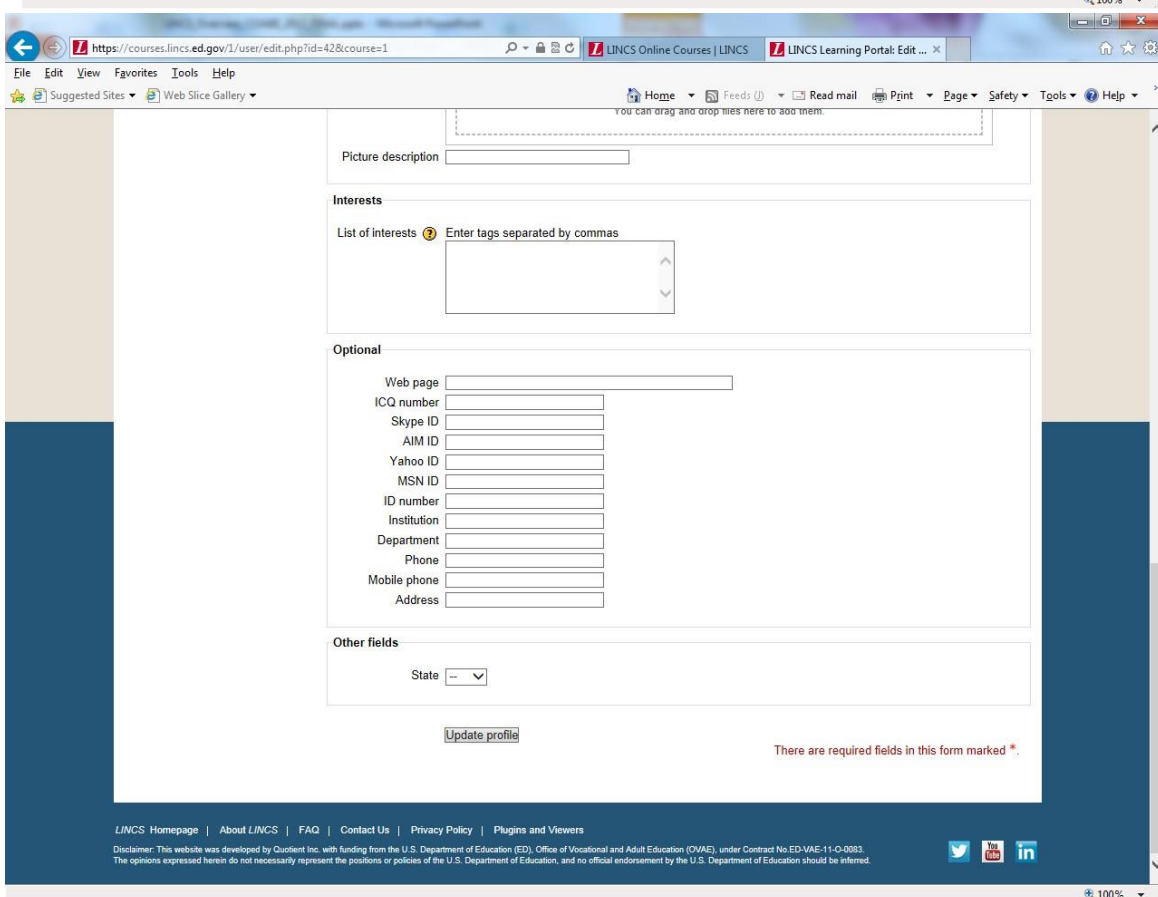
Confirm Your Password:

☐ I agree to the **Terms and Conditions**

[Create An Account]   Already a member? Sign In

Picture description

Interests

List of interests ⓘ Enter tags separated by commas

Optional

Web page	
ICQ number	
Skype ID	
AIM ID	
Yahoo ID	
MSN ID	
ID number	
Institution	
Department	
Phone	
Mobile phone	
Address	

Other fields

State [-- ▾]

[Update profile]

There are required fields in this form marked *.

Registering for an Online Course

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LINCS users can enroll in an online course using the steps below:

1. Log in to https://auth.lincs.ed.gov/idp/Authn/UserPassword
2. Using the drop down menu across the top of the page, select "Professional Development" and then "LINCS Online Courses."
3. Select and click on the LINCS ELL-U course.
4. Please make sure the browser's pop-up blocker is not enabled.
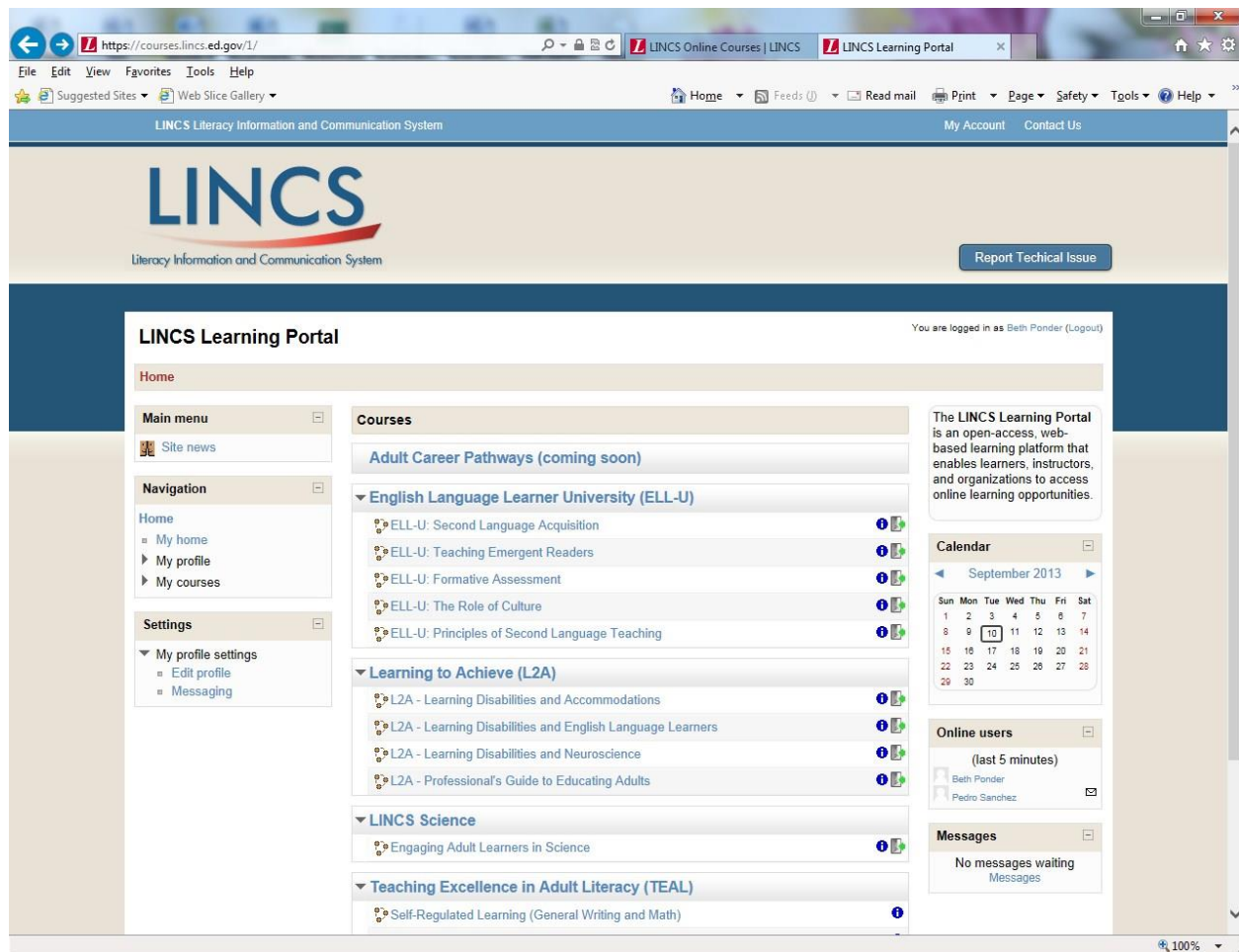
Returning to an Online Course

You can complete the course over several sessions. To return to the course:

1. Log in to https://auth.lincs.ed.gov/idp/Authn/UserPassword
2. Using the drop down menu across the top of the page, select "Professional Development" and then "LINCS Online Courses."
3. Select and click on the LINCS ELL-U course.

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Dropbox

1. **Saving your LINCS certificate**: When you complete your LINCS online course, you will receive a Certificate of Completion. Save the certificate as a pdf or in a jpg format on your computer.

2. **Then, name your document using**: **LastNameFirstName_Agency_Your AgencyEmail_CourseNameAbbreviated**
   Ex: *HoldenJanis_FayettevilleTech_holdenj@faytechcc.edu_SLA* (Second Language Acquisition)*

   *SLA = Second Language Acquisition   ER = Emergent Reader   FA = Formative Assessment
   SLT = Second Language Teaching   CUL = Role of Culture

   **It is very important that your name be in the filename for the certificate that you will turn in. If you don't name it properly, you may erase another person's certificate.
   *** Please spell out your institution/agency as Surry, Sandhills, Southwestern, RowanCabarrus, RoanokeChowan, Rockingham, Richmond, Robeson, Pamilico, Piedmont, Pitt

Uploading your certificates

1. If you already have a Dropbox account, send an email to esolcertificate@gmail.com and request an invitation to join the Dropbox folders set up for the ESOL Specialty Certificate. Once you have received the invitation, you can drag and drop your certificate into the appropriate folder.

2. If you do not have a Drop Box account, follow the steps below:
   a. Go to www.dropbox.com and log in.
   b. The username is esolcertificate@gmail.com .
   c. The password is *specialty*.

3. On the Drop Box site, click once on the folder for your certificate area. It should open the folder.
   a. Then, click on the upload icon (near the top, to the right of the folder name. It looks like a sheet of paper with a blue arrow pointing up.)
   b. An upload box will appear and it will ask you to choose files. That means you can search your computer for your already saved ELL-U/LINCS certificate.
   c. Select your certificate from where you have saved it on your computer.
   d. Check to see if your certificate has been uploaded. There should be a small green arrow in the dialog box after you have uploaded. Or, you can look in the folder and see if your certificate is there.

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Training Plan

Introduction: The NC Community College's College and Career Readiness Section offers the NC Adult ESOL Specialty Certificate to instructors/staff and programs funded in the NC Community College System. Through a collaborative effort with NC ESL experts, LINCS (Literacy Information and Communication System), and with ASU's Continuing Education Program, NC instructors and staff can achieve the **NC Adult ESOL Specialty Certificate**. The online courses can be found at http://lincs.ed.gov/programs/ell-u/online-courses.

Overview: The series of connected and job-embedded activities described below will support both novice and experienced ESOL teachers in NC to improve their skills and knowledge related to learner-centered practice. The **NC Adult ESOL Specialty Certificate** training will be available using via a hybrid delivery: face-to-face and online. Teachers who participate in the professional development activities can expect to:

- Increase their knowledge of content and teaching strategies related to learner-centered practice.

- Receive sustained and job-embedded professional development and scaffolded support and feedback as they apply their learning in the classroom.

- Participate in an active community of practice to share teaching approaches and learn from one another as well as from knowledgeable trainers.

The graphic below shows the mediums of instruction and the flow of teacher participation. All participants complete the **Gateway Online Course**, *Second Language Acquisition: Myths, Beliefs, and What the Research Shows* via LINCS as a **pre-requisite** to all other coursework. Completing the Gateway Online Course will get you started with the face-to-face courses. From there, teachers would have the opportunity to participate in all five strands for a total of forty-seven (47) training hours. The strands are comprised of:

GATEWAY:	**Second Language Acquisition**	+ LINCS Online course
STRAND A:	**Teaching Emergent/Beginning Readers**	+ LINCS Online course
STRAND B:	**Formative Assessment**	+ LINCS Online course
STRAND C:	**Second Language Teaching/ Planning**	+ LINCS Online course
STRAND D:	**ESL Methodology**	(No Online course)
STRAND E:	**Role of Culture**	+ LINCS Online course