

Adult ESL Teacher Credentialing and Certification Table

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The table included here is part of a larger CAELA Brief on certification and credentialing of adult ESL instructors. The full brief is available at http://www.cal.org/caela/esl_resources/briefs/tchrcred.html.

If you have information that updates one of the state profiles, please contact Miriam Burt (mburt@cal.org).

The number of adult immigrants who need to improve their English language and literacy skills, gain citizenship, and move from adult education and adult ESL programs to higher education and increased work opportunities is on the rise. The United States needs a qualified teacher workforce that is prepared to work effectively with adult immigrants. The Adult Education and Family Literacy Act (1998) provides resources for improving the quality of instructional staff and allows each state to determine its own teacher development systems. While there is some agreement about standards for the knowledge and skills that adult ESL teachers need, there is less agreement about how teachers should acquire and demonstrate their mastery of these standards. To date, there has been no systematic documentation of adult ESL teacher certification and credentialing requirements in the 50 states and the District of Columbia. Even within states, this information is not always available, as states may not have a staff person who is responsible for gathering and maintaining it. Moreover, as the number of adult English language learners increases and efforts are undertaken to professionalize the teaching of adult ESL, it is difficult to keep this information up to date. The table that follows sets out to provide this documentation.

Data Collection

The basis for information-gathering used in this brief is a template that was developed by the Massachusetts Department of Education, *Adult (Basic) Education Credential Information by State* (www.doe.mass.edu/acls/abecert/abecred.xls). Permission was received from the Massachusetts Department of Education to use the template as the basis for the work, and a section on credentialing of teachers of adult English language learners was added to the template. A formal survey was not conducted. Instead, several communication channels were used to update the survey and to add information about credentialing for adult ESL instruc-

tion. First, state department of education Web sites were examined. Then, state department of education credentialing departments were emailed and called and asked to confirm their information and to add credentialing information specific to teachers of adult English language learners. In many cases, there was correspondence with multiple state and district representatives or with one representative multiple times. The information in Table 1 was confirmed by staff at the Department of Education in each state, who also gave permission to publish it. Information was accurate at the time of publication.

Findings

As shown in Table 1, the requirements for teaching adult ESL vary widely. Some of the differences in requirements result from differences in the type of institution at which adult ESL instruction is delivered. For example, several states deliver adult ESL through the community college system, with the colleges determining the requirements. Because these are postsecondary institutions, it is likely that many of the teachers have specialized (and often graduate-level) training in TESOL, applied linguistics, or a related field. Other states deliver some or all of their instruction through local education agencies (LEAs). In these states, the initial requirements relate to certification for teaching in elementary or secondary schools, with an optional or required ESL endorsement. States that fund a number of different education service providers may find it difficult to specify requirements that apply to these different settings.

It is important to remember that while states may identify minimal requirements for hiring or professional development of teachers, specific programs in those states may have substantially higher teacher expectations and requirements. In addition, even states with limited requirements for adult ESL teachers at the time they are hired may have stated expectations for the types and amount of professional development activities that teachers must engage in after they are hired. Recognizing that many adult ESL teachers receive much of their training while they are teaching, many states have undertaken substantial professional development initiatives, some of which may lead to recognized certificates or credentials.

Table 1. State Requirements for Adult Education Instructors and Adult ESL Instructors

| STATE | LEVEL OF EDUCATION | TEACHING CREDENTIAL | REQUIREMENTS TO EARN CREDENTIAL | PROFESSIONAL DEVELOPMENT | RENEWAL OF CREDENTIAL | ESL REQUIREMENTS |
|--|---|---|---|--|--|---|
| Alabama Alabama Department of Postsecondary Education 401 Adams Ave. Montgomery, AL 36104 Contact: Dr. Robert Romine Director of Adult Education Program ph: (334) 242-2926 fax: (334) 242-0214 email: romine@acs.cc.al.us | Master's degree for Class A Certificate Bachelor's degree for Class B Certificate | Secondary teaching certificate | No mandatory coursework in ABE/GED/ASE or ESOL It is highly recommended that teachers with an endorsement (12–15 hrs. of college coursework) in adult education be given preference in hiring. A written exam may be used for hiring at the discretion of the employing agency. | | Lifetime certificate; no renewal requirements | No adult ESL credential required |
| Alaska Alaska Department of Labor and Workforce Development P.O. Box 115509 Juneau, AK 99811-5509 Contact: Amy Iutzi State Director, ABE and GED ph: (907) 465-8714 fax: (907) 465-4186 email: amy.iutzi@alaska.gov Web: www.labor.state.ak.us | No state requirement | No credential required | NA | No state requirement | NA | No ESL credential required |
| Arizona Arizona Department of Education Teacher Certification 1535 West Jefferson Street Phoenix, AZ 85007 Contact: Beverly Wilson Professional Learning Manager ph: (602) 364-2728 fax: (907) 465-4186 email: beverly.wilson@azed.gov Web: www.ade.az.gov/adult-ed | Bachelor's degree or 2 years of experience as adult education teacher, tutor, or teacher's aide A master's degree is required for staff teaching credit classes at community colleges. | Provisional or Standard Teaching Certificate Adult education certificate is valid for adult basic education, general educational development, English as a second language, and citizenship. | Provisional Certificate: Bachelor's degree, fingerprint clearance, and/or 2 years of experience. Standard Certificate: Same requirements as Provisional Certificate plus 1 year verified part-time or full-time teaching under a Provisional Certificate and 10 clock hours of professional development | Provisional: 10 clock hours Standard: 60 clock hours. Hours must be verified by adult education program administrator and may include coursework, inservice training, professional conferences and workshops, internships, research, leadership in a professional organization, and alignment with National Staff Development Council (NSDC) standards. | Provisional: • Nonrenewable • Valid 2 years Standard: • Renewable • Valid 6 years • 60 clock hours of professional development | No ESL credential required; the Adult Education Certificate includes ESL. |

This chart is an updated and expanded version of the following: Massachusetts Department of Education. (Compiled by M. J. Fay). (2002). *Adult (Basic) Education Credential Information by State*. Malden, MA: Author. Adapted with permission.

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|---|---|--|---|---|---|--|
| Arkansas Arkansas Department of Education Professional Licensure #4 Capitol Mall Little Rock, AR 72201 Contact: Mr. Tosen ph: (501) 682-4342 George French ph: (501) 682-1970 email: george.french@arkansas.gov Web: www.arkansed.org and http://dwe.arkansas.gov | Bachelor's degree | Arkansas teaching license. Within 4 years, full-time instructors are required to get an adult education endorsement. | Level 7-12 Praxis II test: Principles of Learning and Teaching | 12 to 15 graduate hours (more may be required by individual universities) Full-time teachers: 60 hours of professional development each year. Part-time teachers: 30 hours of professional development each year. | Renewal required every 5 years | ESL endorsement. The ESL endorsement requires 12 hours of graduate-level coursework and the Praxis II – Principles of Learning and Teaching at the P-4, 5-9, or 7-12 level. |
| California California Commission on Teacher Credentialing Box 944570 (1900 Capitol Avenue) Sacramento, CA 94270 Contact: Cliff Moss or Gloria Guzman ph: (916) 327-6378 or (888) 921-2682 fax: (916) 657-3000 email: Gguzman@cde.ca.gov Web: www.ctc.ca.gov | Bachelor's degree for Preliminary Credential Master's degree for Professional Credential | Preliminary or Professional teaching credential | Professional: <ul style="list-style-type: none"> • Possess a valid preliminary full-time adult education credential. Demonstrate successful teaching of a minimum of one course for adults in each of four terms within the 5-year period of validity of the Preliminary Adult Education Teaching Credential. • Complete additional training in health education and the instructional use of computers. | Preliminary: 2 semester units | Preliminary: Valid 2-5 years Professional: Valid 2-5 years | Adult education credential required with a relevant subject area focus such as TESOL Completion of 20 semester units or 10 upper division semester units in one or any combination of the following: <ul style="list-style-type: none"> • Teaching English as a second language • Teaching English to speakers of other languages • English • Language other than English • Linguistics • Bilingual/bicultural studies • Teaching reading • Speech |

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| Colorado Colorado Department of Education Adult Education and Family Literacy 201 E. Colfax Avenue Denver, CO 80203 Contact: Debra Fawcett ph: (303) 866-6914 fax: (303) 866-6947 email: fawcett_d@cde.state.co.us Contact person for Literacy Instruction Authorization: Pamela M. Smith State Director of Adult Education and Family Literacy Web: www.cde.state.co.us/cdeadult/LIA/index.htm (CDE link) | Associate's degree | Literacy Instruction Authorization (LIA) | Successful completion of four required courses. A fifth and optional course on family literacy is available for Even Start instructors. Portfolio option available for those with previous experience. | The state's Adult Education and Family Literacy office provides professional development for all adult education and ESL practitioners in AEFLA and Even Start programs through an integrated professional development system. | LIA renewal required every 5 years; renewal is contingent upon continuing education and professional development credits | No ESL credential required One of the four required courses for the LIA is Teaching ESL to Adult Learners. |
| Connecticut Connecticut Department of Education 165 Capitol Avenue Hartford, CT 06106 Contact: Maureen Wagner ph: (860) 807-2102 fax: (860) 807-2062 email: maureen.wagner@ct.gov Web: www.de.ct.gov/sde/lib/sde/PDF/Cert/facts/fact101_01.pdf | Bachelor's degree for initial or provisional certificate Master's degree or 30 hours beyond bachelor's for professional certificate | Initial, provisional, or professional teaching certificate Three endorsements available: High school credit diploma program, external diploma program and nonmandated programs, and adult ESL | Initial: Bachelor's degree and specific coursework varies by endorsement Provisional: A minimum of 360 contact hours of teaching in adult education experience under the initial certificate Professional: 3 years of full-time teaching in adult education and 30 semester hours beyond bachelor's degree coursework | No annual state requirements except for those required for renewal of the professional certificate | Professional: Renewal every 5 years requires 90 hours of professional development | Teacher must hold either a K-12 ESL endorsement or an adult ESL endorsement Initial: A course in special education and 3 semester hours of credit in methods of teaching ESL |
| Delaware Department of Public Instruction P.O. Box 1402, J.G. Townsend Building Dover, DE 19903 Contact: Maureen Whelan email: mwwhelan@doe.k12.de.us Web: www.doe.state.de.us ph: (302) 857-3342 fax: (302) 739-1770 | Bachelor's degree in adult, elementary, or secondary education Adult education administrator must hold a master's degree and have a minimum of 3 years of experience in an adult education setting. | Certificate: Adult Education for instructors Adult Administrator for administrators | 6 semester hours of college-level work or completion of 6 approved courses/clusters in adult education, or 3 approved adult education credits and 2 years of documented satisfactory internship/employment as a teacher, counselor, or administrator in adult education | 6 semester hours of college-level work or completion of 6 approved courses/clusters in adult education, or 3 approved adult education credits and 2 years of documented satisfactory internship/employment as a teacher, counselor, or administrator in adult education | 90 clock hours every 5 years | No ESL credential required |

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|---|--|---|--|--------------------------|--|--|
| District of Columbia University of the District of Columbia 4200 Connecticut Avenue NW Washington, DC 20008 ph: (202) 274-6649 fax: (202) 274-6649 GED Number: (202) 274-7174 Credentialing office ph: (202) 442-5377 fax: (202) 274-7173 GED Testing Center Web: www.dcgced.org | Bachelor's degree | Teaching certificate plus endorsement in: Adult Education Academic Subjects or Adult Basic Education | PreK-12 certificate Successful completion of appropriate tests Endorsement in Adult Education Academic Subjects: • 18 designated semester hours • 30 semester hours (10 classes approx.) in a subject area • Student teaching or 1 year of satisfactory experience teaching adults | No state requirements | Renewal requires 6 hours of professional development | K-12 ESL Teaching License with an endorsement in adult ESL Professional development in ESL: 12 hours in adult education |
| Florida Florida Department of Education Turlington Building 325 West Gaines Street Tallahassee, FL 32399-0400 Contact: Marcia Maxwell ph: (850) 245-0995 fax: (850) 487-1735 email: marcia.maxwell@fldoe.org Web: www.firm.edu/dae | Bachelor's degree or higher | Teaching certificate in any field | No additional state requirements | No state requirements | No state requirements | No ESL credential required |
| Georgia Georgia Department of Technical and Adult Education Office of Adult Literacy 1800 Century Place NE Suite 300 Atlanta, GA 30345-4304 Contact: Carla R. De Bose Director of Instructional Services ph: (404) 679-5257 fax: (404) 679-1630 email: cdebose@tcsge.edu Web: www.tcsge.edu | Bachelor's degree (preferably in education, but not mandatory) | No credential required | NA | No state requirements | NA | No ESL credential required |

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| Hawai'i Community Education and Accreditation Hawai'i Department of Education 475 22nd Avenue, Room 124 Honolulu, HI 96816 Contact: Annette Young-Ogata Educational Specialist ph: (808) 735-8371 fax: (808) 735-8375 email: Annette_Young-Ogata@notes.k12.hi.us Web: www.k12.hi.us/~personnl/license.html | No state requirement; individual programs may require a bachelor's degree Graduated pay scale depending upon level of education and degree held | No credential required | NA | No state requirements | NA | No ESL credential required |
| Idaho The Division of Professional and Technical Education 650 West State Street, Room 324 Boise, ID 83720-0095 Contact: Cheryl Engel State Coordinator ph: (208) 332-6931 fax: (202) 332-4664 email: csengel@sde.idaho.gov Web: www.sde.idaho.gov | Bachelor's degree | No credential required | NA A basic core of training recommended for new teachers and refresher courses for experienced teachers | No state requirements | NA | No ESL credential required; however, most adult ESL teachers have an optional master's in TESOL. |
| Illinois Illinois Community College Board 401 East Capitol Avenue Springfield, IL 62701-1711 Contact: David Baker Assistant Director for Adult Education, Staff Development, Training, and Marketing ph: (217) 558-2162 fax: (217) 558-6700 email: david.a.baker@illinois.gov Web: www.iccb.state.il.us | Bachelor's degree | No credential required | NA Local programs may have requirements. | A new teacher orientation completed within 6 months of hire; 6 hours of professional development per fiscal year | NA | No ESL credential required |

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| Indiana Indiana Department of Education Rm #229 State House Indianapolis, IN 46204 Contact: Jerry Haffner Assistant Director ph: (317) 232-0522 fax: (317)-233-0859 email: jhaffner@doe.in.gov Web: http://ideanet.doe.state.in.us | Bachelor's degree | Valid Indiana teacher's license in elementary or secondary | No additional state requirements | No state requirement | | No ESL credential required A voluntary ESL workforce training (non-credit) certificate is available through Ball State University in partnership with the Indiana Department of Education, Division of Adult Education. |
| Iowa Iowa Department of Education Grimes State Office Building 400 East 14th street Des Moines, IA 50319 Contact: Phyllis Hinton Adult Literacy Consultant ph: (515) 281-2473 fax: (515) 281-6544 email: phyllis.hinton@iowa.gov Web: www.state.iowa.gov/educate | No state requirement | No credential required | NA Adult education and ESL are taught at the 15 community colleges. Each has its own set of requirements. | No state requirements | NA | No state requirement for ESL credential; each community college has its own requirements. |
| Kansas Kansas Board of Regents Office 1000 SW Jackson Street Suite 520 Topeka, KS 66612-1368 Contact: Diane Glass ph: (785) 296-7159 email: dglass@ksbor.org | Associate's, bachelor's, or master's degree, depending on level of credential | Kansas Adult Education (KAEA) Credential | | 50 hours of professional development every 2 years. Professional development should be aligned with local program improvement plan. | KAEA renewal required every 2 years; requires 50 hours of professional development | No ESL credential required Teachers can get an ESL endorsement to their elementary or secondary education credential |
| Kentucky Kentucky Adult Education Council on Postsecondary Education 1024 Capital Center Dr. Suite 250 Frankfort, KY 40601 Contact: Dr. Joyce Bullock ph: (502) 573-5114 ext. 118 email: joyce.bullock@ky.gov | Bachelor's degree | No credential required | NA | No state requirements | NA | No ESL credential required |

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| Louisiana Louisiana Department of Education Division of Adult Education and Training P.O. Box 94064 Baton Rouge, LA 70804 Contact: Adrienne Fontenot and RayeNell Spillman ph: (225) 342-0444 fax: (225) 219-4439 email: adrienne.fontenot@la.gov rayenell.spillman@la.gov | Bachelor's degree preferred and may be required at the local level. Requirements for paraprofessionals also determined at the local level. | No adult education credential required. Adult education certificate is highly recommended. | NA | 15 hours per year of state-approved professional development for full-time teachers and 10 hours for part-time teachers | NA | No ESL credential required An optional ESL certificate is available. |
| Maine Maine Department of Education 23 State House Station Augusta, ME 04333 Contact: Becky Dyer ph: (207) 624-6755 email: becky.dyer@state.me.us | Bachelor's degree | No credential required | NA | No state requirements | NA | No ESL credential required |
| Maryland Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201 Contact: Patricia Bennett State Director, MSDE, EL/Civics ph: (410) 767-0168 fax: (410) 333-2099 email: pbennett@msde.state.md.us | Bachelor's degree required; master's degree preferred | No credential required | NA | Individual professional development plan required annually; participation in state and local trainings; preservice, assessment, GED foundation training for new teachers Assessment training update required every 2 years | NA | No ESL credential required ESL teachers are required to have knowledge of and to implement the Maryland Content Standards for Adult ESL/ESOL. |

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| Massachusetts Massachusetts Department of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-5023 Contact: Mary Jayne Fay Coordinator of ABE Teacher Licensure ph: (781) 338-3854 fax: (781) 338-6759 email: licenseABE@doe.mass.edu Web: www.doe.mass.edu/educators/e_license.html and www.doe.mass.edu/acls/certification.html | Bachelor's or master's degree | No credential required Voluntary license available | All applicants: ABE Subject Matter Test Communication and literacy skills test Applicants for professional licensure, depending on route to licensure: Proficiency in professional standards Field experience Prepracticum and practicum Performance portfolio | 25% or 12 hours of each teacher's time (whichever is greater) required, as well as paid professional development. | License valid 5 years. Provisional is non-renewable; professional is renewable every 5 years. Requirements are under development. | No ESL credential required ESL included in the ABE Subject Matter Test for Voluntary License |
| Michigan Office of Adult Education, Labor, and Economic Growth P.O. Box 30714 Lansing, MI 48909 Contact: Linda Colagross Education Consultant Manager ph: (517) 373-6911 fax: (517) 335-3630 email: colagrossl@michigan.gov Web: www.michigan.gov/adulteducation | Bachelor's or master's degree | Michigan teaching certificate | Michigan Test for Teacher Certification Additional requirements are determined by local districts. Most require an elementary education degree, but some require a secondary education degree. | 5 days of professional development annually; offered free to maintain certification | Provisional certificate valid 6 years Professional certificate valid 5 years | No ESL credential required Some local programs may require an ESL endorsement. |
| Minnesota Minnesota Board of Teaching 1500 Highway 36 West Roseville, MN 55113-4266 Contact: Dianne Garcia ph: (651) 582-8833 fax: (651) 582-8872 email: board.teaching@state.mn.us Web: http://cfl.state.mn.us/teachbrd | Bachelor's degree | Teaching license required in school district programs (K-12 or adult basic education) or a degree in ESL | Successful demonstration of identified standards Successful completion of an ABE teacher preparation program | No state requirements | 125 CEUs every 5 years for license renewal | No ESL credential required |

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| Mississippi State Board for Community and Junior Colleges Education Research Center 3825 Ridgewood Road Jackson, MS 39211 Contact: Danny Seal Program Specialist ph: (601) 432-6440 fax: (601) 432-6363 email: seal@sbcjc.cc.ms.us Web: http://sbcjc.cc.ms.us | Bachelor's degree or higher | Certificate of ABE orientation completion | No additional state requirements | 20 hours of state-approved PD annually for part-time instructors. Full-time instructors receive more. 60 hours offered by the state annually. | NA | Must complete an 8-hour training on <i>BEST Plus</i> oral proficiency assessment. Annual <i>BEST Plus</i> refresher meetings are also offered. |
| Missouri State of Missouri Department of Elementary and Secondary Education Adult Education 402 Dix Road P.O. Box 480 Jefferson City, MO 65102 Contact: Theresa Noellsch Supervisor of AEL ph: (573) 751-1248 fax: (573) 526-5710 email: Theresa.Noellsch@dese.mo.gov Web: http://dese.mo.gov | Bachelor's degree for Initial or Career Continuous Master's degree for High Quality Career Continuous | Initial, Career Continuous, and High Quality Career Continuous AEL (Adult Education and Literacy) teaching certificate | Must be hired/employed by a state-funded AEL program as an AEL teacher and must undergo a background check | Initial: Beginning teacher assistance program; 60 hours of PDF in 4 years; 2 years of being mentored; and an annual performance-based teacher evaluation Career Continuous: 20 hours of PD each year High Quality Career Continuous: Master's degree and 10 years of AEL teaching | After 4 years with an Initial certificate, teachers may apply for Career Continuous certification. After completion of a master's and 10 years of teaching, teachers may apply for the High Quality Career Continuous certification. Upon receiving this certificate, teachers are exempt from further professional development. | AEL certificate required Same requirements for Initial, Career Continuous, and High Quality Career Continuous certificates with ESL-related professional development |
| Montana Montana Office of Public Instruction P.O. Box 202501 Helena, MT 59620-2501 Contact: Margaret Bowles ABE State Director ph: (406) 444-4443 Web: www.mt.gov | No state requirements; requirements established by local programs | No credential required | NA | No state requirements | NA | No ESL credential required |

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| Nebraska Nebraska Department of Education 301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509 Contact: Vicki Bauer Director ph: (402) 471-4807 fax: (402) 471-8127 email: vicki.bauer@nde.ne.gov Web: www.nde.state.ne.us/ADED/home.htm | High school diploma | No credential required | NA | 24 hours of professional development every 3 years | NA | No ESL credential required For optional K-12 endorsement, adult ESL teachers need 15 hours of coursework. |
| Nevada Community College of Southern Nevada 2409 Las Verdes - K1A Las Vegas, NV 89102 Contact: Ken Zutter Program Information Specialist ph: (775) 687-9236 fax: (775) 687-9114 email: kzutter@doe.nv.gov Contact: Sharyn Yanoshak ph: (702) 253-6280 fax: (702) 253-6280 | No state requirement Master's degree required for optional professional license | No credential required Adult Basic Educator's Certificate of Performance is voluntary | ABE Certificate: Evidence of student outcomes in two classes as demonstrated by retention and CASAS test scores or receipt of GED Professional license (optional): 6 hours of coursework and 3 years of teaching experience | Requires 30 hours of professional development. | Optional professional license valid for 3 years | No ESL credential required |
| New Hampshire Bureau of Adult Education 21 South Fruit Street, Suite #20 Concord, NH 03301-3860 Contact: Debbie Tasker Consultant and GED Administrator ph: (603) 271-6701 email: dtasker@ed.state.nh.us Contact: Art Ellison ph: (603) 271-6698 fax: (603) 271-1953 email: aellison@ed.state.nh.us Web: www.nhadulted.org and www.state.nh.us/labor | No state requirement | No credential required | NA | No training requirement | NA | No ESL credential required ESOL certificate is optional; requires a bachelor's degree |

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| New Jersey New Jersey Department of Labor and Workforce Development P.O. Box 055, 2nd Floor Trenton, NJ 08625-0055 Contact: Claudia Merkel-Keller Assistant Director of Workforce Development ph: (609) 943-5922 fax: (609) 984-4313 email: claudia.merkel-keller@dol.state.nj.us Web: www.state.nj.us/education | Bachelor's degree | General teaching certificate required for all teachers working in the public school system | <p>Must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol, have completed basic military training, or have completed college-level study in areas such as biology, health, or nutrition.</p> <p>Must complete the Provisional Teacher Program or a state-approved college teacher preparation program and 1 year of full-time teaching under a valid state license.</p> | | <p>Certification is permanent.</p> <p>100 hours of professional development required within 5 years to maintain certification</p> | No ESL credential required |
| New Mexico New Mexico Higher Education Department 1068 Cerillos Rd. Santa Fe, NM 87505 Contact: Pamela Etre-Perez, Ph.D. State Director for Adult Basic Education ph: (505) 476-6533 email: pam.etre-perez@state.nm.us Web: http://sde.state.nm.us and http://hed.state.nm.us. | No state requirement | No credential required | NA | Statewide professional development is offered but is not required. | NA | No ESL credential required |
| New York New York State Education Department Office of Workforce Preparation and Continuing Education 89 Washington Avenue Albany, NY 12234 Contact: Tom Orsini ph: (518) 474-8940 fax: (518) 474-2801 email: torsini@mail.nysed.gov Web: http://usny.nysed.gov/licensing | <p>Bachelor's degree for temporary preK-12 certification</p> <p>Master's degree for permanent preK-12 certification</p> | <p>PreK-12 teaching certificate required by local education agencies (LEAs)</p> <p>Temporary teaching certificate in adult education may be required by some LEAs.</p> | 3 years of preparation/experience in the subject to be taught | At least 10 hours of inservice per year | Renewal required annually | No ESL credential required |

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| North Carolina Department of Community Colleges 200 West Jones Street Raleigh, NC 27603 Contact: Karen Brown ph: (919) 807-7140 fax: (919) 807-3445 email: kbrown@nccommunitycolleges.org Web: www.ncccs.cc.nc.us | Bachelor's degree | No credential required | NA | No state requirements | NA | No ESL credential required |
| North Dakota North Dakota Department of Public Instruction 600 East Boulevard Avenue State Capitol Building, 9th Floor Bismarck, ND 58505-0440 Contact: David Massey Assistant State Superintendent ph: (701) 328-2393 fax: (701) 328-4770 email: dmassey@nd.gov Web: www.dpi.state.nd.us/adulted | No state requirement | No credential required | NA | No state requirements | NA | No ESL credential required |
| Ohio Ohio Department of Education Office of Career-Technical and Adult Education Adult-Basic and Literacy Education 25 South Front Street, 6th Floor, Mail Stop 614 Columbus, OH 43215-4183 Contact: Denise Pottmeyer State Director for Adult-Basic and Literacy Education ph: (614) 466-5015 fax: (614) 728-8470 email: denise.pottmeyer@ode.state.oh.us Web: www.ode.state.oh.us | Bachelor's degree or higher | If employed by an LEA: Current Ohio teaching certificate/license in any area (K-12 or adult) or a temporary Adult Education Teaching Permit Certification requirements vary for programs housed in community-based organizations and community colleges. | | All staff paid by Adult Basic and Literacy Education funds must complete an Individual Professional Development Plan (IPDP). The Resource Center Network (RCN), funded by the Ohio Department of Education, financially supports two activities per year for staff who work more than 7 hours weekly; one for staff who work less than 7 hours weekly. The RCN offers training in areas including new teacher training, reading, writing, math, technology, learning disabilities, and ESOL. | Ohio teaching certificate/license must be renewed according to Ohio Department of Education Policy. Adult Education Teaching Permit must be renewed annually. | No ESL credential required Local programs may have specific requirements. |

| STATE | LEVEL OF EDUCATION | TEACHING CREDENTIAL | REQUIREMENTS TO EARN CREDENTIAL | PROFESSIONAL DEVELOPMENT | RENEWAL OF CREDENTIAL | ESL REQUIREMENTS |
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| Oklahoma Oklahoma Department of Education Oliver Hodge Memorial Education Building 2500 North Lincoln Blvd. Room 115 Oklahoma City, OK 73105-4599 Contact: Dr. Stephanie Curtis Director of Lifelong Learning ph: (405) 521-3321 fax: (405) 522-5394 Web: http://sde.state.ok.us/ | Bachelor's degree | Oklahoma teaching certificate | Must pass general education and subject area competency examinations | No state requirements Adult education training is provided by the state agency after the certified teacher has been hired by a local adult learning center. | Renewal every 5 years | No ESL credential required |
| Oregon Department of Community Colleges and Workforce Development 255 Capitol Street NE/PSB Salem, OR 97310-0203 Contact: Mary Jane Bagwell Adult Education Leadership Specialist ph: (503) 378-8648 x 284 fax: (503) 378-8434 email: maryjane.bagwell@state.or.us Web: www.oregon.gov/ccwd/abe | No state requirement | No credential required | NA | No state requirements | NA | No state requirement |
| Pennsylvania Pennsylvania Department of Education 333 Market Street Harrisburg, PA 17126-0333 Contact: Rose Brandt ph: (717) 772-3737 ph: (717) 783-6788 email: rosebrandt@state.pa.us Web: www.paadulted.org | No state requirement; local agencies may require a bachelor's degree. | No credential required | NA | State provides professional development, but it is not required. | NA | No ESL credential required New ESL teachers are provided mandatory orientation. |

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| Rhode Island Rhode Island Department of Elementary and Secondary Education 255 Westminster Street Shepard Building Providence, RI 02903-3400 Contact: Johan Uvin State Adult Education Director ph: (401) 222-8950 or (401) 222-8948 fax: (401) 222-4256 email: johan.uvin@RIDE.RI.GOV | No state requirement | No credential required | NA | Participation in new practitioner orientation within first year of hire; ongoing expectation of engagement in professional development activities. FY 08 grants included up to 50 hours of paid professional development for full-time staff. | NA | No ESL credential required |
| South Carolina South Carolina State Department of Education Office of Community Education 1429 Senate Street 906 Ruthledge Office Bldg. Columbia, SC 2920 Contact: Bonnie Byrd ph: (803) 734-8069 fax: (803) 734-2873 email: bbyrd@sc.ed.gov Web: www.scaetac.org | Bachelor's degree | No credential required | NA | Regional training offered through the College of Charleston Annual adult ESL conference | NA | No ESL credential required, but ESL teachers must complete 45 hours of professional development course. |
| South Dakota Department of Labor 700 Governors Drive Pierre, SD 57501-2291 Contact: Marcia Hess ph: (605) 773-3101 fax: (605) 773-6184 email: marcia.hess@state.sd.us Web: www.sdjobs.org and www.state.sd.us | No state requirement; bachelor's degree preferred | No credential required | NA | 15-hour new teacher training for all ESL and adult education teachers within 4 months of hire date | NA | No ESL credential required |

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| Tennessee Department of Labor and Workforce Development, Division of Adult Education (DAE) 500 James Robertson Parkway 11th Floor Davy Crockett Tower Nashville, TN 37245 Contact: Hope Lancaster Director of Professional Development and ESOL ph: (615) 741-7057 fax: (615) 532-4899 email: hope.lancaster@state.tn.us Web: www.state.tn.us/labor-wf/d/AE | Bachelor's degree | No credential required, but teacher certification is highly recommended. | NA Preferred: Tennessee teacher certification, training, or coursework in teaching reading and/or math; 3 years teaching experience; completion of at least three workshops in the subject(s) being taught | Requirement for first-year teachers: 6 hours of new teacher orientation on working with adult learners and a minimum of 6 hours of DAE-sponsored professional development. All other teachers: a minimum of 6 hours of professional development each year | NA | No ESL credential required |
| Texas Texas Learns 6311 Irvington Blvd. Houston, TX 77022-5618 Contact: Joanie Rethlake State Director ph: (713) 696-0700 fax: (713) 696-0797 email: jrethlake@hcdde-texas.org | Bachelor's degree | No credential required; optional credential started in 2004 | For optional credential, professional development is required. Optional credential is based on a point system. | For teachers with optional credential or K-12 certification, 12 hours of professional development are required. For those without certification or credential, 24 hours per year are required after 2 years of experience in adult education. | NA | No ESL credential required |
| Utah Utah State Office of Education 250 East 500 South Salt Lake City, UT 84111 Contact: Marty Kelly Coordinator of ABE ph: (801) 538-7824 fax: (801) 538-7768 Web: www.usoe.k12.ut.us/cert | No state requirement | No credential required | NA | No state requirements | NA | No ESL credential required |

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| Vermont Department of Education 120 State Street Montpelier, VT 05620-2501 Contact: Thomas Alderman Director of Adult Education ph: (802) 828-3134 fax: (802) 828-3146 email: tom.alderman@state.vt.us Web: www.education.vt.gov | No state requirement | No credential required | NA | No state requirements | NA | No ESL credential required |
| Virginia Office of Adult Education and Literacy Virginia Department of Education James Monroe Building 101 North 14th Street P.O. Box 2120 Richmond, VA 23218-2120 Contact: Randall Stamper Acting Director ph: (804) 225-2836 email: randall.stamper@doe.virginia.gov | Bachelor's degree | No credential required, but licensure is recommended | Must be an adult education program manager or teacher in Virginia | No state requirements Training available through the Virginia Adult Learning Resource Center Online Adult Literacy Certificate leading to endorsement in adult education available | Guidelines to be established | The Division of Teacher Education and Licensure offers an adult education endorsement with an add-on related to ESL. All ESL teachers are recommended to complete levels 1 and 2 of Virginia's Adult Education Certification Program. |
| Washington Adult Basic Education Office Washington State Board for Community and Technical Colleges 319 SE 7th Ave. P.O. Box 42495 Olympia, WA 98504-7200 Contact: Brian Kates Policy Associate ph: (360) 704-4324 fax: (360) 586-0145 email: bkates@sbctc.ctc.edu | No state requirement | No credential required | NA | No state requirements | NA | No ESL credential required Programs funded by the state need to provide professional development to ESL teachers. |

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| West Virginia Department of Education Office of Professional Preparation Building 6, Room 252 1900 Kanawha Boulevard, East Charlestown, WV 25305-0330 Contact: Cathy Shank Coordinator, Adult Education Special Populations ph: (304) 558-7010 fax: (304) 558-7843 email: cshank@access.k12.wv.us Web: http://wvde.state.wv.us | Bachelor's degree | K-12 teaching license or bachelor's degree with adult license for ABE | Depends on route to licensure | 12-18 hours of preservice training for all new hires Range of 6-12 hours annually, depending on full- or part-time status: Part-time: 6 hours required Full-time: 12 hours required—6 hours of core credits and 6 hours of electives | Initial K-12 license valid 3 years. Professional K-12 Teaching Certificate valid 5 years. Renewal requires 6 semester hours of appropriate college coursework. Adult license valid 5 years. | K-12 license or adult license ESL endorsement available for K-12 |
| Wisconsin Wisconsin Technical College System Board 4622 University Avenue Madison, WI 53707-7874 Contact: Sharon Spangberg Certification Consultant ph: (608) 266-0003 fax: (608) 266-1690 email: sharon.spangberg@wrcsystem.edu Web: www.board.tec.wi.us/cert/index.htm | Bachelor's degree | Provisional or professional certificate | Provisional certificate: 20 relevant credit hours Professional certificate: relevant major required (including courses in educational methods, history and philosophy of the Wisconsin technical college system, curriculum development, educational psychology, educational evaluation, guidance and counseling, and educational diversity, plus 2-credit course) | Provisional certificate valid 2 years Professional certificate valid 5 years | Provisional certificate: Bachelor's degree with minor in ESL, TESOL, applied linguistics, VESL, or bilingual education and 1 year of occupational experience outside the field of education. Professional certificate: Required major in one of the areas listed above. | Provisional certificate: Bachelor's degree with minor in ESL, TESOL, applied linguistics, VESL, or bilingual education and 1 year of occupational experience outside the field of education. Professional certificate: Required major in one of the areas listed above. |
| Wyoming Community College Commission in Wyoming Professional Teaching Standards Board 2300 Capitol Avenue Hathaway Bldg., 2nd Floor Cheyenne, WY 82002 Contact: Margaret Elwood Adult Basic Education Director ph: (307) 777-7675 fax: (307) 777-6234 | No state requirements | No credential required | NA | No state requirements | NA | No ESL credential required |