

Bilingual Early Childhood Certification Assistance (BECCA)

Timeline/Checklist

IMMEDIATELY UPON ENROLLING IN THE BTTT PROGRAM

- _____ Attend orientation and complete the application for [Student-at-Large \(SAL\)](#) status at NIU.
- _____ Register to take the [Target Language Proficiency Test or English Proficiency Test](#)*.
- _____ Register to take the [Basic Skills Test](#)*.

*** Continuance in the BECCA program requires passing these certification tests.**

WITHIN THE FIRST SEMESTER OF THE BECCA PROGRAM

- _____ Apply for the Type 39 Substitute Certificate if applicable (\$30)*.
- _____ Apply for the Type 29 Transitional Bilingual Certificate (\$30)*.
- _____ Register teaching credentials in Lake or McHenry County (\$20)*. [two letters of recommendation](#)
- _____ Submit a formal paper or electronic application to the [NIU Graduate School](#), including [two letters of recommendation](#). (Please note: [NIU Graduate School Admissions deadlines](#)). If you are planning to submit an electronic application, please contact your project coordinator. You will need to obtain a code in order to waive your \$35 application fee. Submitting the paper application to Dr. Norm Stahl directly will waive the application fee but lengthen the processing time.
- _____ Submit a copy of your Basic Skills Test Results to the Department of Teaching and Learning at NIU.
- _____ Take the [GRE](#)* or [MAT](#)* and [TOEFL](#)* (if applicable) and have official results submitted to the NIU Graduate School within three (3) months of submitting the electronic or paper version of the Application for Admission.

*** You can apply and register at your Regional Office of Education (ROE).**

WITHIN ONE YEAR OF ENROLLING IN THE BECCA PROGRAM

- _____ Pass the [Early Childhood Content-Area Test \(107\)](#).
- _____ Attend a district sponsored induction for new teacher.
- _____ Attend a BTTTP sponsored workshop. **Please note that some workshops will be mandatory.**
- _____ Start teaching in a bilingual/ESL/dual language position as a Teacher of Record in a publicly funded early childhood program in Lake or McHenry County for which you must first meet [NCLB](#) requirements for “highly qualified”. **Please refer to the bottom of this page for classification of an Highly Qualified teacher.**
- _____ After one semester of teaching, submit documentation of teaching experience to the designated NIU advisor for waiver of student teaching*
- _____ Submit your Employment and Mentor Verification Form*.
- _____ After one semester of teaching, please fill out the Candidate Diversity Report Form*.

*** Forms are available to download via [Moodle](#) under BECCA PROGRAM REQUIRED DOCUMENTS.**

PRIOR TO APPLYING FOR THE EARLY CHILDHOOD CERTIFICATE (TYPE 04)

- _____ Complete coursework required for certification.
- _____ Apply for graduation at NIU (Please note: [NIU Graduate School deadlines](#)).
- _____ Pass the [Assessment of Professional Teaching Test \(APT\)](#) (section K-3).

PRIOR TO EXITING THE PROGRAM

- _____ Complete the coursework for Bilingual and ESL approvals (a total of three courses).
- _____ Teach in a partner district in an approved position for at least three **consecutive** years as a “highly qualified” teacher (this includes time spent teaching while enrolled in the program).

Please note: to be considered “highly qualified” a scholar must:

- _____ Hold the Type 29 Transitional Bilingual Certificate.
- _____ Be enrolled in the [Bilingual Early Childhood Certification Assistance \(BECCA\)](#) program.
- _____ Be admitted to the [NIU Graduate School](#).
- _____ Pass the [Early Childhood Content-Area Test \(107\)](#).

After meeting these qualifications, one is considered “highly qualified” for three years from the time of employment.