

# Bilingual Transition to Teaching Program (BTTTP)

## 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 BTTT program requires passing these certification tests.**

### WITHIN THE FIRST SEMESTER OF THE BTTT PROGRAM

- \_\_\_\_\_ Apply for the Type 39 Substitute Certificate if applicable (\$30)\*.
- \_\_\_\_\_ Apply for the Type 29 Transitional Bilingual Certificate (\$30)\*.
- \_\_\_\_\_ Register teaching credentials (\$20)\*.
- \_\_\_\_\_ 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 paper or electronic version of the Application for Admission.

**\* You can apply and register at the Illinois State Board of Education ([ISBE](#)) or your Regional Office of Education (ROE).**

### WITHIN ONE YEAR OF ENROLLING IN THE BTTT PROGRAM

- \_\_\_\_\_ Pass the [Elementary/Middle Grades Content-Area Test \(110\)](#).
- \_\_\_\_\_ Attend a district sponsored induction for new teachers.
- \_\_\_\_\_ 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 with a partner district 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\*.
- \_\_\_\_\_ If applicable, submit the Application for Special Needs Residency Waiver to CPS within 31 days of hire.

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

### PRIOR TO APPLYING FOR THE ELEMENTARY CERTIFICATE (TYPE 03)

- \_\_\_\_\_ 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-9).

### PRIOR TO EXITING THE PROGRAM

- \_\_\_\_\_ Complete the coursework for Bilingual and ESL approvals at your expense (a total of three courses).
- \_\_\_\_\_ Teach in a partner district in an approved position for at least three **consecutive** years (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 Transition to Teaching program](#).
- \_\_\_\_\_ Be admitted to the [NIU Graduate School](#).
- \_\_\_\_\_ Pass the [Elementary/Middle Grades Content-Area Test \(110\)](#).

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