



ESL CERTIFICATION COURSES

Graduate Level Credential Review Process

The graduate level credential review process is open to all applicants to the ESL certification program who have earned credits/hours through **Eastern Mennonite University** and wish to have some or all of their IU program requirements waived.

Requirements for credential review are as follows:

1. ESL certification candidates must apply to the program by completing the standard application (available online at: www.iu13.org/esl_cert.shtml) and sending the **application forms and fees (application fee (if applicable) AND credential review fee)** to the address provided.
2. In order for the IU to determine eligibility of past graduate level coursework, the applicant must submit proof of completion of the course(s) he/she is requesting be waived (in the form of **official transcripts** demonstrating a grade of "C" or better in a graded course or an official course certificate with a raised seal and course credits/hours listed). **IU 13 will ONLY accept appropriate ESL transfer credits from Eastern Mennonite University.**
3. Credit will only be awarded for **graduate level courses** taken within the **past five (5) years**; credit will not be granted for experience or professional portfolios.
4. After materials have been reviewed, the applicant will be notified by mail of whether IU courses may be waived.