



American TESOL Institute Comprehensive Plan

I. Student Goals and Educational Improvement Practices

This comprehensive plan is intended to provide a broad view of the scope of ATI TESOL Certification programs.

Student goals for ATI TESOL certification programs consist of the following:

1. Clear understanding of the history and theory of TESOL
2. Improvement of teacher lesson planning.
3. Teacher confidence building skills.
4. Preparation for practical teaching of TESOL & ESL

The American TESOL Certification Program is intended to complement and/or enhance existing classroom activities and to establish ATI as a reliable source of quality professional learning for teacher and employees of the Georgia education system.

II Educational Personnel Needs Assessment

American TESOL Institute of Florida shall conduct periodic needs assessments of Georgia Dept. of Education, teachers and school system officials to determine their educational and professional needs.

American TESOL Institute of Florida shall research and develop the latest trends of TESOL Organization to determine educational program needs that will benefit Georgia Dept. of Education, teachers and school system officials

These assessments will be in the form of workshop attendance, research, observations, surveys, focus groups, interviews, site visits, and/or response to requests. The results of the assessments will be used to improve program offerings.

Individual teachers or groups of teachers with similar needs are encouraged to submit their requests for programs to the director of American TESOL Institute.

III Approval of Professional Learning Courses for Individuals and Groups.

Each individual employed by a public or private school or school system in Georgia desiring Professional Learning Unit credits must complete a Prior Approval Form. The form is available on the ATI web site:

<http://www.americantesol.com/PLU1.pdf>

The completed form must be signed by the local superintendent, professional learning coordinator, headmaster, or other person authorized to assure that the improvement goals of the public or private school employing the participant are being met by the course(s) being offered by ATI.

Participants not currently employed by a public school system or a private school, are exempt from this standard. The Prior Approval Form shall include the four categories in which PLUs can be earned

IV Components of Certification Renewal Credit Activities

All agencies, providing professional learning units must submit each individual credit activity/course/program separately to the Department of Education as an addendum to their PLU Credit Plan for approval before that activity/course/program can be offered for PLU credit

Each PLU addendum for a professional learning course will include the following components:

1. Course description
2. Goals to be addressed by the PLU course
3. Improvement practice to be implemented
4. Competencies to be developed with associated performance indicators identified
5. Preparation planning which includes
 - Dates for the activity
 - Instructor(s) and their qualifications to direct this activity
 - Location
 - General Instructional/delivery strategies to be used during the activity
6. On-the-job performance verification procedures (when, who and how) or mastery verification procedures including a rationale for why mastery verification is being used instead of on-the-job performance.

VI Completion of Preparation

Participants must meet the following requirements in order to successfully complete the instructional phase of each PLU course or activity.

1. Attend a minimum of 10 clock hours of instruction for each PLU as verified by attendance records maintained by the instructors and program director.

Due to the nature of ATI online programs, all lecture hours are required within the program time frame. Lectures are continually scheduled, and will be re-scheduled outside the time frame for those with excused absences. All requirements of the instructional phase must be met within six months of the program start date, or the scheduled make-up sessions, if required.

2. Demonstrate predetermined levels of competency as evidenced by mastery verification for each program.

3. Develop a Plan of Action about how they will utilize the skills acquired.

VII Procedures for On-the-Job or Mastery Verification in lieu of On-the-Job Assessment

Due to the nature of ATI Online Programs, Mastery Verification is selected.

Each program addendum will include a specific Mastery Verification Plan. The plan will include at least the following components.

1. Assessment of Theory Comprehension
2. Assessment of Lesson Plans
3. Assessment of completed assignments
4. Assessment of thesis statement
5. Confirmation of attendance and participation
6. A deadline for data of completion (if not completed during the activity period)

VIII Designation of Certification Renewal program Coordinator

The Director of American TESOL Institute of Florida will be responsible for coordinating all TESOL programs, and will be the program contact person. The program coordinator is responsible for implementation of the Professional Learning Program as stated in the Rule 160-3-3-.10 Professional Learning Unit (PLU) Program Approval and the PLU Application.

IX Recommendation for Certification Renewal Credit

Recommendation for Professional Learning credit will be made upon the satisfactory completion of the TESOL program, including:

1. Verification by the Program Director that the participant has completed the required assignments and contact hours.
2. Verification by the Program Director that the participant has completed a competent thesis statement in their field of study.
3. Verification by the instructor that the participant has demonstrated at a predetermined level of competencies listed in the preparation phase of the training activity.
4. Verification by the instructor that the participant has successfully completed the required lectures for completion.
5. At the completion of the preparation phase, the instructor will complete a Professional learning Unit (PLU) Course Completion Form for each participant

successfully completing all requirements. The Course Completion Form shall include the categories in which PLUs can be earned. The signatures of the instructional staff indicate both attendance for the required minimum contact hours and successful completion of the mastery verification requirements.

X Record Keeping

All attendance and performance records will be carefully maintained by the instructors in print, online, and by portable USB device. The Program Director is responsible for records management for a minimum of seven (7) years. The form for documenting and verifying the recommendation for certification credit will be the Professional learning Unit (PLU) Course Completion Form.

XI Appeals Channels

A participant desiring to appeal the recommendation of the instructor or program director for certification credit may appeal the recommendation according to the following procedures. Within ten (10) days of the certification credit, the participant must notify the Program Director in writing of his/her desire to appeal. With the notification, the participants must also state in writing the substantial reasons that support the appeal. The Program Director, instructor, and participant will schedule a meeting at which to discuss the appeal. Results of the meeting will be given to the participant in writing within one week of the meeting.

Prior Approval & Course Completion Links:

<http://www.americantesol.com/PLU.pdf>

<http://www.americantesol.com/PLU1.pdf>