PROJECT BELL  
(BILINGUAL EDUCATION AND LIFELONG LEARNING)  
CAREER LADDER APPLICATION PROCESS

Project BELL was designed to upgrade the skills and promote the career development of in-service, part-time teachers and educational assistants with the Hawai‘i Department of Education, who teach ESL/bilingual students. The project is supported by activities to provide enhanced career opportunities; train bilingual educators; and provide tuition, stipends, academic counseling, and other personalized help to assure the educational and career success of each participant.

Members of the BELL Advisory Council will review the applications and select the most qualified: Those who have the academic potential to maintain satisfactory grades, with priority given to those who are bilingual in at least one of the most common languages spoken by the ESL population in Hawai‘i, are employed by a school complex with a high percentage of ESL students, and/or who teach in an ESL or bilingual education (Title VII) program.

To apply for Project BELL assistance in earning higher-level college degrees, please follow the checklist below and submit completed documents by the April 1, 2003 deadline:

Originals and 5 copies (collated) of the following:

- BELL Career Ladder Applicant Information Form (page 1 attached)
- Statement of Language Proficiency (page 2 attached)
- Statement of Purpose, Goals, and Need (page 3 attached)
- Current Resume

and Originals of the following:

- Understanding of and Agreement to Conditions (page 4 attached)
- Certification of Eligibility for Federal Assistance (page 5 attached)
  You are signing this document to verify that you do not currently owe the federal government for a previous loan; or, if you do, you are current in your payments.
- Certification Regarding Drug-Free Workplace Requirements (page 6 attached)
- Verification of current employment with Hawaii DOE
  You may submit documentation from your principal or the personnel officer in your district.
- Transcripts from any post-secondary institution you may have attended
  In order to be valid, the transcripts must be sent directly from the institution to Lawrence Zane at Project BELL (address below).
- Three letters of recommendation
  These letters may be from your school administrators, District ESLL Resource Teachers and/or the classroom teachers with whom you work. You should choose the personnel who have observed you the most closely, and the letters should reflect your experience working with ESL/bilingual students. Please ask them to send their letters directly to Lawrence Zane at Project BELL (address below).

Lawrence Zane, Principal Investigator
Project BELL, College of Education
University of Hawaii at Manoa
1776 University Avenue, UA2-Room 7
Honolulu, HI 96822

If you have any questions please call Melinda Fernandez, Project Coordinator, at 956-3370.
BELL Career Ladder Applicant Information Form

Applicant Name: ____________________________________________
Last Name: ___________________ First Name: ____________________ M.I.: ____________________
SSN: ______________________

Address: __________________________________________________
Number, Street, Apartment #: ________________________________
City: ___________________ Zip Code: _________________________

Phone: (H.) __________________ (W.) __________________ (Mobile) __________________ Email: ______________________

School(s)/Complex/District where you are currently teaching: ______________________________________

Please check one: Number of hours working per week: __________________
☐ PTT
☐ EA

Program in which you are currently working: Check one box.
☐ ESL
☐ Title VII/Bilingual
☐ Title I
☐ Special Education
☐ Other ____________________

Number of years you have been working for the Hawai‘i Department of Education: _____________

Highest degree held: Check one box.
☐ High School Diploma
☐ A.A. degree in Liberal Arts
☐ B.A. in ____________________________ from ____________________________

☐ M.A. in ____________________________ from ____________________________
☐ Other ____________________________ from ____________________________

Degree Sought: Check one box.
☐ A.A. degree in Liberal Arts
☐ B.Ed. in Elementary or Secondary Education
☐ Post-baccalaureate Certificate in Secondary Education
☐ Master’s in Education in Teaching (MET)
☐ Master’s in Special Education

Semester/Year applying for Project BELL: ____________________ ____________

If accepted into the program, I plan to take __________ credits per semester.

For tuition purposes, I certify that I am a Hawai‘i resident: Signed: __________________________ Date: ___________

Applicant’s signature

Please list the ESL/bilingual/multicultural education courses/workshops you have taken. You may use a separate piece of paper, if needed:

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<th>Name of course/workshop</th>
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Statement of Language Proficiency:

Please provide information regarding course work, proficiency examination results (on tests such as the ETS, ACTFL, or a university language department exam) or other relevant experience (such as residence in a foreign country where you used the native language, college level course work, etc.) Please provide information regarding your competence in one or more of the common languages spoken by the ESL population in Hawai‘i, as follows: Ilocano, Samoan, Tagalog, Marshallese, Cantonese, Vietnamese, Korean, Japanese, Tongan, Spanish, Hawaiian, Chuukese, Pohnpeian, Palauan, Kosraean, Pingelapese, and Yapese. Please specify language(s) spoken.

First (Native) Language: ___________________ Second Language(s): _______________________
**Statement of Purpose, Goals, and Need:**

Please describe, as clearly as you can, your goals in your educational career and what you hope to accomplish if you become a Project BELL career advancement recipient. Explain how this grant will help you attain your goal, and why this economic support is important to you.

Please be as specific as possible regarding both your long-term and your short-term goals. For example, is your long-term goal to attain a BA, or an MA, and how long do you think it will take you? And in discussing your short-term goals, include information on how many credits you plan to take each semester in order to reach your eventual goal.

(300 words minimum)  *(Please type or print clearly. You may type your writing sample and turn it in on a separate sheet of paper, if you wish. Include your full name on your sample.)*
PROJECT BELL CAREER LADDER APPLICANT:

UNDERSTANDING OF AND AGREEMENT TO CONDITIONS

I have read, understand, and consent to the following conditions; if I am accepted into the Project BELL career advancement program, I agree:

Initial here:

______ to work not more than 20 hours a week, if I receive a stipend;

______ to be observed in the classroom to improve my effectiveness in teaching;

______ to submit copies of my grades to the Project Coordinator, no later than 5 weeks after each semester ends;

______ to submit receipts for books purchased to the Project Coordinator, no later than 3 weeks after the start of each semester;

______ to submit registration confirmation so that tuition waivers can be processed;

______ to take at least 12 credits during the project for ESL certification;

______ to meet with Project Coordinator before dropping any classes, after the 1st week of instruction;

______ to maintain at least a 2.75 GPA in the process of obtaining an A.A. or B.Ed.; or a 3.0 GPA in the process of obtaining a post-baccalaureate certificate or Master’s degree in education;

______ to attend the semiannual workshops in adapting materials and parent involvement, etc., as required;

______ to turn in bi-monthly reports by the 2nd week of the following month;

______ to attend all meetings called by the Project Coordinator;

______ to make a commitment to continue working with ESL/bilingual education students in the Hawai’i Department of Education, for a period of time equal to the amount of time I receive benefits from Project BELL.

Print Name: ________________________________________  
Signature: __________________________________________  Date: _______________
CERTIFICATION OF ELIGIBILITY FOR FEDERAL ASSISTANCE IN CERTAIN PROGRAMS

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that the U.S. Department of Education imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that

A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or

2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of the U.S. Department of Education that is subject to 34 CFR 75.60, 75.61, and 75.62, including:

   • Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
   • Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070b, et seq.);
   • State Student Incentive Grant Program (SSIG) (20 U.S.C. 1070c, et seq.);
   • Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
   • Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
   • Federal Stafford Loan Program, Federal Supplemental Loans for Students (SLS), Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
   • Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
   • Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
   • Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134i);
   • Patricia Roberts Harris Foundation Program (20 U.S.C. 1134d-1134g);
   • Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
   • Bilingual Education Fellowship Program (20 U.S.C. 3262);
   • Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
   • Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
   • Law Enforcement Education Program (42 U.S.C. 3775);
   • Indian Fellowship Program (29 U.S.C. 774(b));

   OR

B. I have made arrangements satisfactory to the U.S. Department of Education to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1998 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to the U.S. Department of Education for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

________________________________________  _________________
Signature                                      Date

______________________________
Typed or Printed Name

Name or number of the USDE program under which this certification is being made: T195E990014-00

ED 80-0016 (revised 10/92)
Certification Regarding Drug-Free Workplace Requirements
Grantees Who Are Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that their conduct of grant activity will be drug-free. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession of use or a controlled substance in conducting any activity with the grant.

University of Hawaii, College of Education

Organization Name (as appropriate) PR/Award Number or Project Name

Printed Name

Signature Date