



SEAL OF BILITERACY RESOURCE KIT

About the Resource Kit



The Maine Seal of Biliteracy Resource Kit is designed to celebrate, communicate, and connect. Created for use in community centers, schools, open houses, and other outreach spaces, this kit provides essential information to support culturally and linguistically diverse families in understanding and accessing the Maine Seal of Biliteracy. This kit uplifts Maine's rich multilingual heritage and affirms that language is a strength, a bridge to community, and a pathway to opportunity. The Seal of Biliteracy is awarded to graduating students who demonstrate proficiency in English and at least one other language—including American Sign Language—and is available to all students, including those who learned another language at home.

The outreach toolkit was developed in response to common technical assistance questions received from school districts and community members seeking to better understand and promote the Maine Seal of Biliteracy. Recognizing the need for clear, accessible resources, Bowdoin Public Service Intern Bobin Park created this toolkit to support effective local engagement, increase awareness, and ensure consistent messaging about the value and implementation of the Seal across Maine.

Created July 2025

INCLUDED IN THIS KIT

MULTILINGUAL FLYERS

Designed to hang in public spaces and schools to spark awareness and interest.

BROCHURE

Explains the Seal, benefits, and how to get started.

CONTACT FIELDS

For your school's Seal of Biliteracy Coordinator.

18 Languages Available

- | | |
|------------------------|----------------|
| • Arabic | • Lingala |
| • Central Khmer | • Persian |
| • Chinese (Simplified) | • Portuguese |
| • Dari | • Russian |
| • English | • Somali |
| • French | • Spanish (US) |
| • German | • Swahili |
| • Kinyarwanda | • Tagalog |
| • Korean | • Vietnamese |

Flyer and Brochure are available in both printed and digital formats.



PURPOSE

The Seal of Biliteracy opens doors to college, career, and community by recognizing and rewarding the real-world value of students' multilingual skills and cultural identities.

Celebrate on Social Media



Individual Student

Congratulations to [Student name] for qualifying to receive the first Spanish Seal of Biliteracy in the history of [School district name]! The Seal is available to Maine students in over 30 languages. Annually, 300+ graduating seniors in Maine earn the Seal of Biliteracy in over XX+ languages. Let's keep this up!



Group (for School District)

Congratulations to [Number] students for receiving the Seal of Biliteracy! These students earned the Seal in a number of languages, including [Language 1], [Language 2], and [Language 3]. We are proud of our students for growing their language skills to further their education and expand their skillset. Let's keep this up!



Seal of Biliteracy

For
High school
students

The Maine Seal of Biliteracy honors students who show proficiency in English and another language.

You can earn a Seal in any language—including American Sign Language



Why earn the Seal?

- ✓ College Credit Opportunities
- ✓ Stronger College Applications
- ✓ Job & Internship Advantages
- ✓ Recognition of Your Culture and Identity

Language learning opens doors to connection and cultural exchange — both globally and here in Maine.

**LEARN
MORE**

Talk to your school's Seal of Biliteracy Coordinator
Coordinator Name: _____
Coordinator Email: _____

Spread the Word

The more widely the flyer is shared, the more students will learn about this powerful opportunity to be celebrated for their language skills, cultural identity, and academic achievement.

Before You Share the Flyer

- Add your contact info as the Seal of Biliteracy Coordinator so students and families know who to contact.
- Use the translated versions; the flyer is available in 18 languages to serve Maine's diverse communities. Share the version that best supports your families.

Where to Post or Distribute the Flyer

In Schools

- Hallways & main entrances
- School counseling offices
- Front offices
- World language & ML classrooms

At Events

- Open houses & orientation nights
- Parent-teacher conferences
- Cultural celebrations & assemblies
- College/career nights
- Concerts & Sports Events

Digital Distribution

- School/district websites & newsletters
- Social media posts
- Direct emails or texts to families

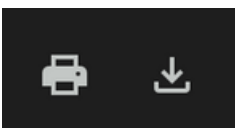
In the Community

- Public libraries
- Community centers
- Adult education & family resource hubs
- Cultural or faith-based organizations
- Through multilingual liaisons or family engagement staff

Wherever you display the flyer, also make the brochure available nearby. The brochure provides more in-depth information for students who want to learn more about the Seal.

Access Translations (flyer folder)

1. Click the hyperlinked language name below to access the translated flyer in the language you want
 - a. You can also click “Access Translations (folder)” to access the folder with all translated materials
2. Press either the print or download icons on the top right



18 Languages Available

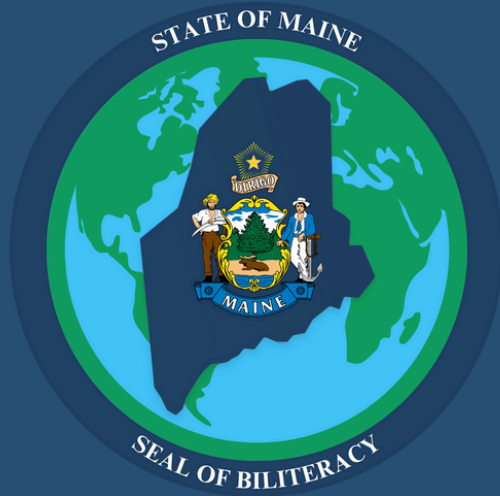
- Arabic
◦ العربية
- Central Khmer
◦ ភាសាខ្មែរ
- Chinese (Simplified)
◦ 中文
- Dari
◦ دری
- English
- French
◦ Français
- German
◦ Deutsch
- Kinyarwanda
◦ Ikinyarwanda
- Korean
◦ 한국어
- Lingala
◦ Lingála
- Persian
◦ فارسی
- Portuguese
◦ Português
- Russian
◦ Русский
- Somali
◦ Soomaali
- Spanish (US)
◦ Español
- Swahili
◦ Kiswahili
- Tagalog
◦ Tagalog
- Vietnamese
◦ Tiếng Việt



To access the flyer folder, you
can also scan the QR code

Students can qualify
for the Seal even
if the language isn't
taught at school, as long
as they take an approved
assessment.

SEAL OF BILITERACY STATE OF MAINE



The land that is now called Maine is home to a deep and enduring linguistic heritage. The ability to speak more than one language is not only an educational strength—it is a reflection of cultural continuity, identity, and connection to community.



FRED RAVAN,
SPANISH TEACHER & PRESIDENT OF
EDUCATORS FOR A MULTILINGUAL MAINE
(EMME)

*"The Seal of Biliteracy is a **great equalizer among students** because it allows students to participate in languages who ordinarily would not. In fact, we're figuring out a way for us to offer the test to **all students in different grades** so we can track their progress in language achievement over the years."*



Students at Bangor High School
2024-2025 recipients

ABOUT THE SEAL OF BILITERACY

This is an official recognition awarded by the state and placed on a student's high school diploma and transcript to honor proficiency in two or more languages. It is available to all students, including heritage speakers who first learned a language other than English at home.



BOBIN PARK, BOWDOIN STUDENT

"Being multilingual allows me to embrace my culture while expanding my perspective on the world."



PAULINA SARGENT, SPANISH TEACHER

*"The Seal of Biliteracy brings well-deserved recognition to my students' hard work. We look to the DOE dashboard map and **feel proud seeing our small school being represented.**"*

GETTING STARTED

Fulfill the following requirements to earn the Seal of Biliteracy upon graduation.

- Proficiency in English
(*high school graduation*)
- Proficiency in a second language
(*world language assessment*)

Submit your application to your school by July 30th. There are no additional fees to submit the application after you have paid and taken your language exam.

The credential celebrates students' language skills as valuable assets, affirms their cultural heritage, and highlights their readiness for college, careers, and global opportunities.

Ask your high school's Seal of Biliteracy coordinator for more information. It's never too early to plan ahead!



BENEFITS OF THE SEAL OF BILITERACY

Students gain meaningful, real-world benefits from earning the Seal, beyond just passing the exam.

1. COLLEGE



MAINE COLLEGE CREDIT

Most students' biggest motivating factor in taking the Seal was for college credit. Maine has 6 colleges that offer college credit in exchange for the Seal of Biliteracy (as of August 2025).

University of Maine at Farmington
6 credits

University of Maine at Orono
6 credits

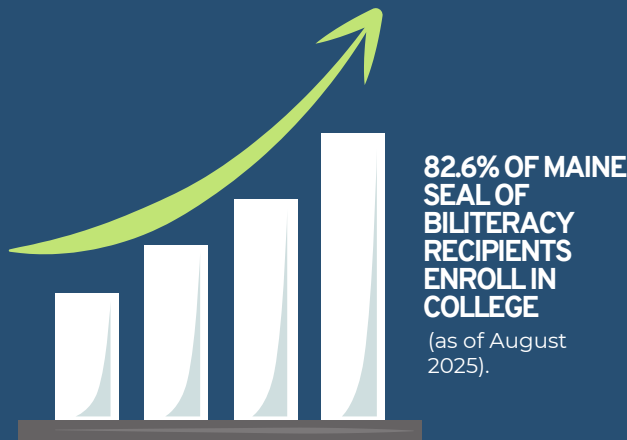
University of Maine at Machias
6 credits

University of Southern Maine
8 credits

Southern Maine Community College
8 credits

Husson University
6 credits

**We recommend that you check with your college campuses if they only accept a specific exam.



COLLEGE ADMISSIONS

Apart from college credit, the Seal is an award. As college admissions get more competitive, this accolade is considered as a high-achieving credential by college admissions offices.



UNIVERSITY OF MAINE FARMINGTON

LISA ELLRICH, DIRECTOR OF ADMISSIONS

Applicants with this distinction stand out as hard-working students who take advantage of an opportunity and reach a gold standard in language achievement. It also **showcases a side of the student that may not be evident** in a quick reading of a transcript.

University of Maine at Farmington celebrates these students during several festivals each year. We offer them ways to participate in **sharing their linguistic heritage with the campus community** and support them 100% of the way! We are proud of what they have accomplished and **want them to feel proud of it** as well.

Language learning opens doors to connection and cultural exchange —both globally and here in Maine — bridging communities and fostering collaboration across continents.

2. EMPLOYMENT

More employers are looking for job candidates who are bilingual to broaden their clientele. Bilingual students offer many benefits in the workforce, especially when in spaces that value communication with a broad audience.



MAINE BUREAU OF HUMAN RESOURCES

The Maine BHR accepts the Seal as a metric of language proficiency. Employees can also apply for the multilingual stipend to get paid to speak another language at the workplace.



AMELIA LYONS RUKEMA, CEO

MAINE MOBILE HEALTH

“As an employer seeking bilingual candidates, the Seal of Biliteracy is a lifesaver! It offers an easy way to assess language skills at the level we need, saving us both time and money”.

Students can reference the Seal on their resumes, college applications, and job materials to showcase their multilingual abilities and stand out in a competitive world.



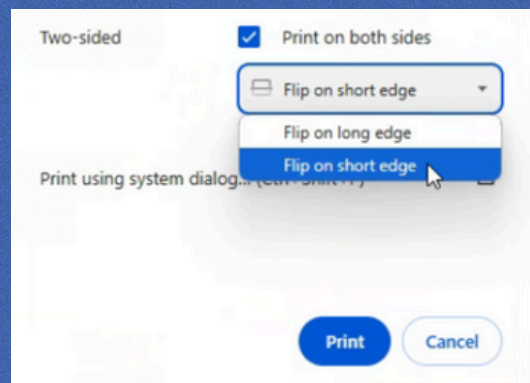
Seal of Biliteracy Brochure

About*Getting Started*Benefits

The brochure offers a detailed explanation of the Seal of Biliteracy program and should be distributed with the flyer. When students inquire about the program, provide them with the brochure for a more in-depth overview. Display it alongside other college readiness materials for seniors, as it outlines important post-graduation benefits.

Printing Instructions for Brochure:

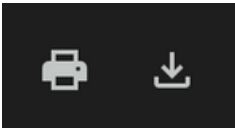
1. Select “Print on both sides” (also known as duplex printing).
2. Choose “Flip on short edge” to ensure the brochure folds correctly and the text is oriented properly on both sides.



**Brochures are
available in both
printed and digital
formats.**

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- Korean
◦ 한국어
- Lingala
◦ Lingála
- Persian
◦ فارسی
- Portuguese
◦ Português
- Russian
◦ Русский
- Somali
◦ Soomaali
- Spanish (US)
◦ Español
- Swahili
◦ Kiswahili
- Tagalog
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as they take an approved
assessment.

THE MAINE SEAL OF BILITERACY

What is the Seal of Biliteracy?

The Maine Seal of Biliteracy is an award that celebrates the linguistic diversity and language-learning accomplishments of graduating students across the state. Students can earn the Seal of Biliteracy by demonstrating a high degree of skill in English and at least one other language.

What are the requirements?

English proficiency,
demonstrated by:

High-school Graduation

AND

Second-language proficiency,
demonstrated by:

Assessment



Score of 3 or above on world
language AP exam

Score of 4 or above on world
language IB exam



Score of I2 or above AAPPL form B
Score of intermediate mid or higher
on Oral Interview



Score of 5 or above on STAMP 4S
Score of 5 or above on STAMP WS



Score of 4 on National
Examinations in World Languages
Score of 6 or ILR 1+ on ALTA
Language Test



Language Specific tests:

American Sign Language Proficiency Interview, Sign Language Proficiency Interview, Avant Arabic Proficiency Test, Diplôme d'études en langue française/Diplôme approfondi de langue française, Deutsches Sprachdiplom I, Ellinomatheia, ACTFL Latin Interpretive Reading Assessment, National Latin Exam, Avnat Spanish Heritage Language Test, Diplomas of Spanish as a Foreign Language, Goethe-Institut German Exam, The Test of Chinese as a Foreign Language, AVANT SuperLanguages

****If students are testing in the ACTFL OPI, they may be required to take the ACTFL Listening (LPT), Reading (RPT), and/or Writing (WPT) tests.**

OR

If your second language does not fall
in any available testing, utilize:

Additional pathways

Transcripts from abroad

Contact your local high school Seal of
Biliteracy Coordinator



Test-Taking Considerations for Educators



Support student success with thoughtful planning and preparation

Time of Year

- Schedule during academically appropriate windows—after key instruction but before major school events or holidays.
- Avoid overlapping with other large assessments to reduce cognitive fatigue.

Time of Day

- Prioritize morning testing when students are most focused and alert.
- Avoid scheduling just before lunch or dismissal.
- Consider fasting periods or religious observances; offer flexible timing if needed.

Testing Room Setup

- Use a quiet, low-traffic room with minimal distractions.
- Ensure good lighting, proper ventilation, and comfortable seating.
- Pre-check all tech: devices charged, microphones/headphones working, internet stable.
- Provide proper keyboards for language-specific tests.

Student Readiness & Wellness

- Communicate the schedule early, and share in students' home languages when needed.
- Offer practice sessions to build familiarity.
- Encourage rest, hydration, and a good breakfast.
- Use calming, positive language and avoid pressure-based talk.

Emergency & Contingency Planning

- Have backup devices and materials ready.
- Ensure technical support is available during testing.





Proctoring the Exam

Supporting Seal of Biliteracy Testing Success

1. Ensure equipment is test-ready

Check that computers, keyboards, headphones, microphones, and any required software or browser settings are fully functional before testing begins.

2. Be familiar with the test format

Review test components in advance, especially those with listening and speaking elements. Understand what is expected at each stage so you can monitor effectively.

3. Set a calm and supportive tone

Greet students warmly and explain procedures clearly. A positive testing environment reduces anxiety and boosts student confidence.

4. Encourage focus, not speed

Remind students they have time to read, listen, and think before responding. Rushing can lead to errors, especially when working in more than one language.

5. Maintain a distraction-free area

Minimize interruptions. Monitor for noise, tech disruptions, or students needing quiet support. Ensure all students have access to what they need to succeed.

6. Be ready to troubleshoot

Have a plan for common issues (e.g., audio problems, login troubles, frozen screens). Know who to contact if you need technical help.

7. Clarify before testing, not during

Answer all student questions before the test begins. During testing, only offer support that aligns with test protocols; never help with test content.

8. Respect the purpose of the test

This assessment honors students' multilingual skills. Your calm, prepared presence helps affirm that their language knowledge is valuable and recognized.

Student Tips for Seal of Biliteracy Testing Success



Get plenty of rest the night before. A good night's sleep improves your focus and performance, especially important for reading, writing, listening, and speaking in more than one language.



Familiarize yourself with the test format. Review any practice materials or sample prompts provided by your teacher or assessment coordinator.



Practice using a keyboard and microphone in your tested language. If your test includes special characters or accent marks, or a speaking component, practice with the appropriate settings and equipment.



Bring working headphones and a microphone (if not provided). Clear audio is essential for both understanding listening prompts and recording speaking responses.



Don't rush. Read and listen carefully. Think through your responses before writing or speaking.



Stay calm and confident. This test is a chance to honor your language abilities. Trust what you know and do your best.



Ask questions ahead of time. If anything about the test is unclear, talk to your teacher or coordinator before test day.

Employers for the Seal of Biliteracy: Why Language Skills Matter

The job market is global, and communication is key. Bilingual and multilingual candidates bring more than just language proficiency, they bring cultural insight, adaptability, and a competitive edge. The Seal of Biliteracy is an official recognition awarded to students who demonstrate proficiency in two or more languages. It's a powerful indicator of readiness for today's workforce, especially in industries like healthcare, customer service, education, law enforcement, and international business.

Employers for the Seal of Biliteracy:

- Encourage students to highlight the Seal on resumes, job applications, and professional profiles.
- Inspire employers to recognize the Seal as a valuable qualification, just like a certification or specialized skill.

By promoting the Seal, we're investing in a workforce that's not only skilled but globally aware, culturally responsive, and ready to serve diverse communities.

Sample Resume or Job application that might include the Seal of Biliteracy

- Option 1: In the Skills Section
 - Languages: English (Native Proficiency) and Spanish (Advanced Proficiency – Seal of Biliteracy)
- Option 2: In the Education Section
 - High School Diploma and Seal of Biliteracy in Somali and English
- Option 3: In the Certifications or Achievements Section
 - Certifications: Seal of Biliteracy, Recognized for (proficiency level) proficiency in [Language(s)]
- Option 4: In the Experience Section (if applicable to specific job roles)
 - Certified Nurse's Aid, [Company Name], [Dates of Employment]-Utilized Spanish fluency to assist Spanish-speaking residents. Demonstrated cross-cultural communication skills by bridging language barriers in diverse environments.

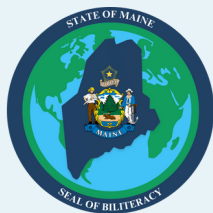
Why Share Employers for the Seal of Biliteracy?



Build a Diverse Workforce: Support the growth of a diverse, inclusive workforce that understands the needs of a variety of consumer bases. The Seal of Biliteracy ensures employers are hiring talent that mirrors today's global society.

Help us build a future where language is a bridge to opportunity! Share the importance of the Seal of Biliteracy with your colleagues and network, and help ensure bilingual students are recognized for the value they bring.

Employers for the Seal of Biliteracy



The Seal of Biliteracy is a nationally recognized distinction awarded to students who demonstrate proficiency in English and at least one additional language. In Maine, this credential not only affirms the value of bilingualism and cultural heritage, but also signals career readiness. For employers, it represents a talent pool equipped with critical skills—adaptability, cross-cultural communication, and global awareness.



Maine Bureau of Human Resources

The Maine BHR will accept the Seal of Biliteracy as a metric of language proficiency. Any employee with the Seal of Biliteracy can submit it to demonstrate language proficiency. The Bureau of Human Resources also have a multilingual stipend for employees to get paid to speak another language at the workplace.



Benefits to Your Organization

- Enhanced communication would allow you to serve a more diverse client base
- Strengthens customer relationships through an appreciation for linguistic and cultural diversity
- Boosts talent appeal by attracting biliterate employees
- Prepares your organization for a global market

Job Specific Benefits

✓ Tourism

People from all over the world travel to visit Maine to enjoy their vacation. Multilingualism is a valuable asset for employers

✓ Skilled workers

Workers in numerous industries like construction, fisheries, customer service, and more all rely on individuals with diverse backgrounds.

✓ Education

The increased number of multilingual learners in Maine means that we need more multilingual educators to help work with students.

✓ Healthcare

Individuals with limited English proficiency often face barriers to healthcare. Bilingual providers help bridge these gaps, ensuring clearer communication and better patient outcomes.



Job Posting Sample

We welcome candidates who have earned the Seal of Biliteracy and recognize the valuable contribution that multilingual individuals bring to our workforce. Bilingualism is not a requirement, but it is an asset we proudly value.



Celebrate bilingualism in your hiring practices.

Support for the Seal of Biliteracy: A Message to Maine Employers

The Seal of Biliteracy recognizes students who have achieved proficiency in two or more languages, including heritage speakers. It celebrates Maine's cultural and linguistic diversity and validates language as a vital career and college readiness skill. This is earned in high school and students need to achieve an Intermediate-Mid proficiency or higher to earn the distinction.

Why It Matters to Employers

Multilingualism brings transferable skills: adaptability, cross-cultural communication, collaboration, and problem-solving. Supporting the Seal of Biliteracy signals your commitment to:

- A diverse and global-ready workforce
- Stronger customer and community connections
- Greater equity in hiring practices

An example employer: The Maine Bureau of Human Resources accepts the Seal as a valid indicator of language proficiency and offers a multilingual stipend. Private-sector employers can do the same by recognizing the Seal in recruitment.

Sample Language for Your Website or Job Posting

"[Your Business] endorses the Seal of Biliteracy. We value candidates who demonstrate proficiency in multiple languages and view multilingualism as a powerful asset in today's workforce."

Sector Spotlights

- Tourism & Hospitality: Maine hosted over 14 million visitors in 2024. Multilingual staff enhance guest experiences and improve service.
- Education: With over 8,000 multilingual learners in Maine schools, educators who speak more than one language are essential.
- Skilled Trades: 4.6% of Maine's workforce is immigrant-based. Multilingualism supports team safety, productivity, and retention.
- Healthcare: Language barriers impact care. Multilingual professionals ensure clear communication and equitable health outcomes.

Ready-to-Use Job Post Language

- "Preferred Qualification: Seal of Biliteracy or demonstrated multilingual proficiency."
- "We value candidates with language skills that strengthen communication with Maine's diverse communities."

By recognizing the Seal of Biliteracy, your organization can play a leading role in Maine's multilingual future.



NEXT STEPS

It is important to continue applying your language skills after graduating high school and receiving the Seal of Biliteracy.

Your life will benefit from your efforts to hold on to your language ability. Language retention depends on continued practice in all areas of speaking, reading, and writing. You may even choose to learn a new language as an adult. We recommend you do the following to keep your skillset of language learning in the future.

01 **Prioritize real-life application**

Keep using your language in your day-to-day life. For example, think what 'table' means in that language. Consider whether there are equivalent idioms in English and that language.

02 **Communicate with others**

Actively search for those you can talk to in new languages, whether it's a colleague, neighbor, or community member. Each interaction not only strengthens your skills but also builds bridges across cultures and creates a more inclusive environment.

03 **Create cultural and linguistic connections**

Cultural products like books, music, television shows, and movies may foster deeper connections with language.

04 **Request for recognition in the workplace**

Employers like the Maine Bureau of Human Resources offer a multilingual stipend to pay employees to use their multilingual abilities at work! Ask your workplace to do the same.



CELEBRATE YOUR SEAL OF BILITERACY STORIES

Take a moment to celebrate your advocacy and the accomplishments of your multilingual students!



[Submit your School Success Stories here](#)



Share your progress with your school administration and explain how your district supports biliteracy and college and career readiness.



To learn more about the Seal of Biliteracy, visit the Maine DOE Seal of Biliteracy webpage

