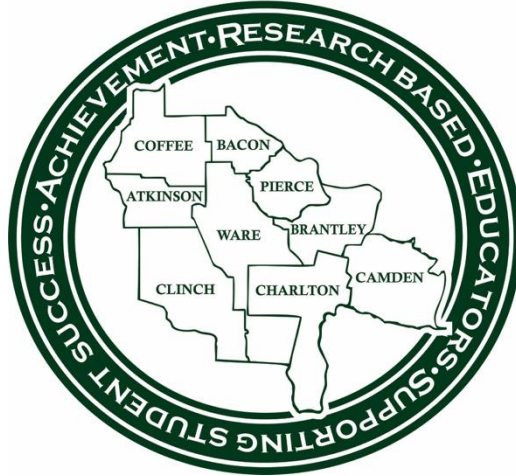


# Okefenokee RESA



## Program Orientation and Application

Okefenokee RESA  
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*Revised 2/26/21*

Okefenokee RESA  
Endorsement Application Instructions

According to GaPSC Rule 505-3-.01, Endorsements are, “A planned sequence of courses and experiences, typically of three (3) to four (4) courses in length, designed to provide certified educators with an additional, specific set of knowledge and skills, or to expand and enhance existing knowledge and skills. Successful completion of an endorsement program results in the addition of the endorsement field to the Georgia educator certificate.” All endorsements and programs have job-embedded practice. Candidates must ensure that they can accomplish the clinical practice required for each endorsement or program, which will require working with students and staff, as applicable.

To be approved for an endorsement program, register for the first course in the endorsement online at [www.okresa.org](http://www.okresa.org) AND submit the following:

- Completed application (please be sure all sections 1-4 are complete and signed)
- Copy of Teaching certificate
- Completed OK RESA Endorsement Candidate Agreement
- Payment for course by first course date or completed and signed Endorsement Payment Plan (if candidate is paying for endorsement)

**Submit all documents to Jennifer Hale at [jhale@okresa.org](mailto:jhale@okresa.org).**

Once enrolled, expect an email from GaPSC with instructions on how to log into your MyPSC account and accept Ok RESA as your program provider.

## **Candidate Endorsement Orientation and Application**

Okefenokee RESA, together with its partner systems, developed the conceptual framework, guiding principles, mission, and vision for providing services. Our goal is to provide programs in accordance with best practice and national professional development standards. Taking an endorsement is a shared accountability endeavor. OK RESA is responsible for providing a high quality learning experience, which seeks to develop expertise in the endorsement field. As professional educators, candidates are responsible to adhere to endorsement criteria and will strive to produce the highest quality of work, follow the academic honesty expectations, and display the behaviors indicative of professional educators.

### **RESA Network Endorsement Dispositions**

Professional dispositions are defined as the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth.

During each course, your instructor will provide you with formative feedback on your development and demonstration of the RESA Network Endorsement Dispositions. At the end of each course, the instructor will score the Professional Dispositions Rubric. Your instructor will help you identify the areas where improvement is indicated and help you make a plan to grow, if necessary.

#### *Domain 1: Learner and the Learning*

Disposition 1.1: Uses information about learners' differing strengths and needs to further each learner's development.

Disposition 1.2: Integrates students' diverse languages, cultures, and dialects into instructional practice to engage students in learning in an inclusive learning environment

Disposition 1.3: Facilitates and supports learners as they participate in critical thinking, engage in exploration and invention, work collaboratively and independently, engage in purposeful learning, and address authentic local and global issues.

#### *Domain 2: Content Knowledge*

Disposition 2.1: Creates accessible and meaningful learning experiences based on deep understanding of the central concepts of the content.

Disposition 2.2: Recognizes the potential of bias in representation of the content, and addresses problems of bias in order to work toward each learner's mastery of disciplinary content and skills.

Disposition 2.3: Connects varied concepts and differing perspectives within and outside the content area in order to enhance student learning

#### *Domain 3: Instructional Practice*

Disposition 3.1: Uses multiple methods of assessment to monitor, guide decision-making, engage learners in their own growth, and to guide learners' decision making.

Disposition 3.2: Plans instruction that supports students in meeting rigorous learning goals based upon knowledge of content areas, curriculum, cross-disciplinary skills and pedagogy.

Disposition 3.3: Uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections.

#### *Domain 4: Professional Responsibility*

Disposition 4.1: Engages in ongoing professional learning to improve practice and reflect upon professional learning to adapt practice to meet the needs of the learner

Disposition 4.2: Creates high-quality work, which is submitted on time

Disposition 4.3: Adheres to the expectations of the profession including code of ethics, professional standards of practice, academic integrity, and relevant law and policy.

Disposition 4.4: Engages with learners, colleagues, and other school professionals, families, and community members to advocate for learner growth and the profession.

## **Interstate Teacher Assessment and Support Consortium (InTASC) Model Standards**

The InTASC standards are a set of model core teaching standards that outline what teachers should know and be able to do to ensure every K-12 student reaches the goal of being college and career ready. The standards outline common principles and foundations of teaching practice that are necessary to improve student achievement. The standards articulate what effective teaching and learning looks like. Georgia Professional Standards Commission (GaPSC) requires that approved endorsements and programs ensure that candidates use the InTASC standards to guide the quality of their work and set professional goals for continuous improvement. Use the InTASC standards as you plan instruction and assessment throughout the program and beyond.

Helpful resources:

Full document with Learning Progressions:

[https://ccsso.org/sites/default/files/2017-12/2013\\_INTASC\\_Learning\\_Progressions\\_for\\_Teachers.pdf](https://ccsso.org/sites/default/files/2017-12/2013_INTASC_Learning_Progressions_for_Teachers.pdf)

## **ISTE – International Society for Technology in Education Standards**

The ISTE Standards work together to support educators, students, and leaders with clear guidelines to prepare students with the skills necessary to face future challenges resourcefully. ISTE standards endeavor to move away from the factory model of education toward using digital tools to inspire students to become self-sufficient, lifelong learners. GaPSC requires that approved endorsements and programs ensure that candidates use the ISTE standards to guide the planning, instruction, and evaluation of technology by students, educators, and leaders. Candidates are to utilize the ISTE Standards as they accomplish the tasks for personal growth and enhancing student use of digital learning tools.

Helpful resources:

<https://www.iste.org/standards/for-students>

<https://www.iste.org/standards/for-educators>

<https://www.iste.org/standards/for-education-leaders>

<https://www.iste.org/standards/for-coaches>

## **Endorsement Program Policies**

### *Class Attendance*

The format of the endorsement courses is designed to maximize opportunities for class discussion; therefore, attendance is essential. Candidates are expected to arrive at each session on time and to remain for the scheduled time. Candidates who must be absent or tardy must contact the course instructor **prior** to class.

Due to the structure of the course, candidates may miss one face-to-face session from a blended course and still complete the course. Reasons for missing a face-to-face session should be limited to personal or immediate family illness, family emergencies and mandatory school activities verified by the principal at least 1 week in advance. Any assignments due the night of a missed class must still be submitted on time and all work from the missed class must be made up by the candidate.

Online courses function similarly to blended courses in that they have mandatory meeting dates (online). Candidates may miss one online session from an online course and still complete the course. Reasons for missing an online session should be limited to personal or immediate family illness, family emergencies and mandatory school activities verified by the principal at least 1 week in advance. Any assignments due the night of a missed class must still be submitted on time and all work from the missed class must be made up by the candidate. Attendance will be taken at each online meeting.

Candidates who miss more than the allowed absence may receive a grade of Incomplete for the course. Endorsement courses must be taken in sequence; therefore, a grade of Incomplete will delay the completion of the endorsement for one year.

### *Assignment Completion*

As professional educators enrolled in an endorsement course, it is expected that assignments will be completed on time. If a candidate falls two or more modules/weeks behind, the instructor will notify the OK RESA Professional Learning Coordinator. The Professional Learning Coordinator will notify the candidate's school and system.

All assignments must be satisfactorily completed by the end of the course or the candidate will receive an Incomplete for the course. Since endorsement courses must be taken in sequence, a grade of Incomplete will delay the completion of the endorsement for a year.

## **OK RESA Academic Integrity Expectations**

As professional educators enrolled in one of the OK RESA GaPSC Approved Programs, you have a responsibility to conduct yourself with the highest standards of honesty and integrity. Academic honesty is one of the most important characteristics of educators. OK RESA candidates are given the opportunity to achieve academically and professionally through an online or blended environment; therefore, it is very important that mutual trust exists between instructors and students. Honest in all academic matters is expected from students. Attempts to cheat, plagiarize, falsify information, or receive credit for work you did not do is dishonest behavior and will be immediately referred to the OK RESA Professional Learning Coordinator.

### *Okefenokee RESA's Policy for Plagiarism*

The participant's work should be his/her own and, unless noted in the assignment as a group activity, the work should be completed by the individual. If assigned individual work is determined to be anything other than the sole work of the participant, the individual will be reported to his/her district administration, at the minimum resubmit the assignment(s), and/or be dismissed from the course.

## **Dismissal from OK RESA's Endorsement Programs**

A candidate may be dismissed from an OK RESA Endorsement program for failure to adhere to the agreed upon conditions and guidelines as acknowledged by the candidate's signature on the OK RESA Candidate Agreement Form, which outlines admission, attendance, progress, and coursework completion expectations; or a violation of the OK RESA Policy on Plagiarism.

## **Appeals Process**

1. Should a candidate experience an issue or grievance, he or she should formally address the instructor in writing and copy the OK RESA Professional Learning Coordinator.
2. If the candidate desires further action or review, the OK RESA Professional Learning Coordinator should be contacted in writing. The OK RESA Professional Learning Coordinator will set a formal meeting with the candidate and instructor to hear the complaint.
3. If dissatisfied with the decision, the candidate can formally appeal to the OK RESA Executive Director. This formal appeal must be in writing.
4. The OK RESA Executive Director will review the appeals and will make the final decision.
5. The candidate will be notified in writing of the final decision.

## **Admissions Requirements by Endorsement**

### **Gifted Endorsement**

- 1) Possess a valid, level 4 or higher Induction or Professional certificate in any teaching field
- 2) No ethical actions pending or in place
- 3) Completed two (2) years of successful teaching experience.
- 4) Have the recommendation of his/her principal and system Gifted Coordinator

### **K-5 Math Endorsement**

All candidates must have:

1. Possess a valid, level 4 or higher Induction or Professional certificate in one of the following fields:
  - Elementary Education (P-5)
  - Middle Grades Mathematics (4-8)
  - Special Education General Curriculum/Elementary Education (P-5)
  - Any of the following certificates with a core academic content concentration in mathematics:
    - Special Education General Curriculum (P-12)
    - Special Education Adaptive Curriculum (P-12)
    - Special Education Behavior Disorders (P-12)
    - Special Education Learning Disabilities (P-12)
    - Special Education Deaf Education (P-12)
    - Special Education Physical & Health Disabilities (P-12)
    - Special Education Visual Impairment (P-12)
    - Gifted Certificate (P-12)
2. No ethical actions pending or in place
3. Completed 1 year of successful teaching experience
4. Have the recommendation of his/her principal and system Professional Learning Coordinator

### **TSC Endorsement**

1. Possess a valid, level 4 or higher Professional certificate in any teaching field
2. No ethical actions pending or in place
3. Possess excellent interpersonal skills
4. Demonstrate a positive attitude toward the teaching profession
5. Be willing to commit personal time in support of beginning teachers
6. Have the recommendation to serve as a coach/mentor from his/her principal and Professional Learning Coordinator

**Complete and submit the following two documents along with a copy of your GaPSC certificate.**



## Okfenokee RESA Endorsement Application

Please check the endorsement for which you are applying:

\_\_\_\_\_ Gifted      \_\_\_\_\_ TSC      \_\_\_\_\_ K-5 Math

Name (Legal Name as printed on your License)		Certificate #	DOB:
System:	School:	Email:	
Phone:	For Data Collection Purposes Only:    Gender:    Ethnicity:		
<p>The teacher listed above has registered as a candidate for the indicated Endorsement Program. The state of Georgia requires each candidate seeking an Endorsement to verify compliance with all eligibility criteria before entering the program. Please review the admissions requirements for each Endorsement program prior to completing this application.</p>			
<p><b>1. School Administrator Assurance Statement</b>          To assure the teacher's potential for success as a candidate in an Endorsement Program and as a professionally certified teacher, please verify that the candidate exemplifies the following personal and professional characteristics:</p> <ul style="list-style-type: none"> <li>• Demonstrates an understanding and acceptance of diverse cultural and intellectual abilities</li> <li>• Strives for personal excellence and high achievement</li> <li>• Understands the impact of school, family, community, language, and culture in linking learning to students' prior knowledge</li> <li>• Has broad general knowledge</li> <li>• Demonstrates a variety of outstanding instructional skills</li> <li>• Demonstrates effective classroom management skills</li> <li>• Demonstrates the ability to create a literate environment</li> <li>• Conveys verbally and non-verbally a positive enthusiasm for teaching, learning, and for the well-being of students</li> <li>• Is energetic, enthusiastic, and positive towards self and others</li> <li>• Models professional and ethical attitudes and behaviors</li> <li>• Demonstrates knowledge of technology and the ability to integrate it into teaching</li> </ul> <p>X Signature: _____ Title: _____ Date: _____</p>			
<p><b>2. Central Office Assurance Statement</b>          To assure the candidate has the prerequisite professional certification and experience required for the Endorsement Program, please verify that the above named candidate meets all of the admissions requirements for the program to which he/she is applying.</p> <p>Number years successful teaching experience: _____</p> <p>X Signature: _____ Title: _____ Date: _____</p>			
<p><b>3. Indicate Party Responsible for Payment:</b></p> <p><input type="checkbox"/> Bill the DISTRICT:          X Signature: _____ Title: _____ Date: _____</p> <p><input type="checkbox"/> Bill the SCHOOL:          X Signature: _____ Title: _____ Date: _____</p> <p><input type="checkbox"/> CANDIDATE WILL PAY</p>			
<p><b>4. Endorsement Candidate</b>          To assure the success of the Endorsement Program and your success as a candidate, please verify that you understand the program expectations and requirements, and that you will uphold the program standards.</p> <p>X Signature: _____ Date: _____</p>			
<p>Please print this application and secure the necessary signatures. Scan and email the <b>Application, Candidate Agreement</b>, and a copy of your <b>Teaching Certificate</b> to Jennifer Hale (<a href="mailto:jhale@okresa.org">jhale@okresa.org</a>).</p>			

## OK RESA Endorsement Candidate Agreement

In order to maintain the structure and integrity, as well as, implement the endorsement with fidelity, participants are responsible to know, understand, and do the following things:

Candidate Name:	Date:
Endorsement:	
Please acknowledge your understanding and agreement by initialing the criteria to be followed throughout the endorsement or program.	Initials
1. I understand that as an educator I will display the appropriate professional behavior as outlined in the OK RESA Professional Dispositions. The instructor will provide formative feedback regarding progress during each course as needed. The instructor will score the summative assessment, OK RESA Professional Dispositions Rubric, and help make a plan to increase my effectiveness, when necessary. <b>Candidates must score a minimum of 13 points on the rubric to exit the program.</b>	
2. I understand that the Georgia Professional Standards Commission (GaPSC) has recognized OK RESA as an approved Educator Preparation Provider (EPP) and requires instructors and participants to adhere to the guidelines of the endorsement. <b>Assignment criteria are non-negotiable and must be completed as designed.</b>	
3. I understand that each endorsement has a specially designed program of work developed to help obtain the enhancement of the program standards; and that I will complete <b>ALL</b> coursework (assignments, assessments, forums, etc). I understand that I will upload all assignments into the Learning Management System being utilized in the course. <u>I understand that assignments are not emailed to the instructor.</u>	
4. I understand that course content requirements and assignments are to be completed by due dates. Any work not receiving a score of satisfactory on the assignment must be resubmitted by the assigned date. Failure to complete the requirements will result in a grade of "Incomplete".	
5. I understand that failure to adhere to OK RESA Endorsement guidelines and standards for mastery may result in a grade of Incomplete for the course. Endorsement courses must be completed in sequence; therefore, <u>a grade of Incomplete in a course will delay my completion of the endorsement by one year.</u>	
6. Blended/Online Courses: I understand that online work is required for all endorsements. With prior approval, I may miss one class meeting and still receive credit for the course. I understand that work that is due on the missed night must be submitted on time. I know that I am responsible for all missed work.	
7. I understand that if I fall two or more modules/weeks behind, my instructor will notify the OK RESA Professional Learning Coordinator. As a good steward of school district funds, the Professional Learning Coordinator is required to notify the school and system when candidates are not progressing.	
8. I understand that I am responsible for procuring course materials. If the materials are being provided for the course, I understand that I am responsible for returning them prior to the end of the course and in the same condition in which they were issued to me. Outstanding tuition and/or fees must be paid for all courses and prior to the recommendation of endorsement award.	

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date