



# Endorsement Program Orientation and Application

1450 N. Augusta Ave. • Waycross, GA 31501  
P: 912-285-6151 F: 912-287-6650

Rhonda Gatewood  
Endorsement Coordinator  
rgatewood@okresa.org

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## 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.

Endorsement courses are different from a single-day workshop. Endorsement courses are in-depth studies into the topic of the endorsement. They are considered the same level as a college course. It is strongly recommended that candidates not be enrolled in any other type of program while they are completing an endorsement.

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

**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.

### **Mission**

Okefenokee RESA supports our local school systems in building capacity of teachers, leaders, and staff through professional learning and technical services that lead to increased student achievement and college and career ready graduates.

### **Vision**

High quality service and support for all.

## 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 endorsements, candidates may miss **one** face-to-face session from a course and still complete the course. Reasons for missing a face-to-face session are 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 may or may not have mandatory meeting dates. If meetings are scheduled (synchronous) they are mandatory. Candidates may miss **one** synchronous session and still complete the course. Reasons for missing a synchronous session are 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 the synchronous sessions must be submitted on time.

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. Course instructors will notify the Endorsement Coordinator if a candidate has incomplete, late, or missing work (including resubmissions). The Endorsement Coordinator will contact the candidate, his/her principal, and system personnel to ensure that the candidate completes the missing/late assignments. Failure to complete assignments on time may result in an Incomplete for the course. A grade of Incomplete will delay the completion of the endorsement by one 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. Honesty 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 Endorsement Coordinator. It is the expectation of all endorsements that the work submitted by the candidate is their own, individual work.

### 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.

### *Withdrawal Procedure*

If it becomes necessary to withdraw from the endorsement, it is the responsibility of the candidate to do the following:

1. Notify the endorsement instructor.
2. Complete the Endorsement Withdrawal Form. This form requires signatures from your principal and system personnel (i.e., Gifted Coordinator, Curriculum Director, etc).
3. Submit the signed form to the Professional Learning Coordinator at Okefenokee RESA.

## **Admissions Requirements by Endorsement**

### **Gifted Endorsement**

1. Currently employed in a school system.
2. Possess a valid, level 4 or higher Induction or Professional certificate in any teaching field.
3. Completed two years of successful teaching experience.
4. Not be involved in extra-curricular activities that would inhibit his/her ability to attend class on time and to complete assignments on time.
5. Have the recommendation of his/her principal and system Gifted Coordinator.

### **Elementary Agriculture**

1. Currently employed in a school system.
2. Possess a valid, level four or higher Induction or Professional certificate in either Elementary Education (P-5) or 6-12 Agriculture
3. Have the recommendation of Principal and system Professional Learning Coordinator

### **TSC Endorsement**

1. Currently employed in a school system.
2. Possess a valid, level 4 or higher Professional certificate in any field
3. Possess excellent interpersonal skills
4. Demonstrate a positive attitude toward the teaching profession
5. Be willing to commit personal time in the support of beginning teachers
6. Not be involved in any extra-curricular activities that would inhibit his/her ability to attend class on time and to complete assignments on time
7. Have a recommendation to serve as a coach and/or mentor from the employing school and system

### **Dyslexia Endorsement**

1. Currently employed in a school and have direct daily access to students
2. Possess a valid, level 4 or higher Induction or Professional teaching, service, or leadership certificate
3. Not enrolled in GaTAPP or an MAT program
4. Not be involved in extra-curricular activities that would inhibit his/her ability to attend class on time and to complete assignments on time.
5. Have the recommendation of Principal and system Professional Learning Coordinator

**\*\* It is strongly recommended that candidates in endorsement programs are not enrolled in any other college programs during the endorsement.**

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

## Okefenokee RESA Endorsement Application

Please check the endorsement for which you are applying:

Dyslexia   
  Gifted   
  TSC   
  Elementary Agriculture

Name (Legal Name as printed on your License)		Certificate #	DOB:
System:	School:	Email:	
Phone:	For Data Collection Purposes Only:    Gender:		Ethnicity:

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.

**1. School Administrator Assurance Statement**

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:

- Demonstrates an understanding and acceptance of diverse cultural and intellectual abilities
- Strives for personal excellence and high achievement
- Understands the impact of school, family, community, language, and culture in linking learning to students' prior knowledge
- Has broad general knowledge
- Demonstrates a variety of outstanding instructional skills
- Demonstrates effective classroom management skills
- Demonstrates the ability to create a literate environment
- Conveys verbally and non-verbally a positive enthusiasm for teaching, learning, and for the well-being of students
- Is energetic, enthusiastic, and positive towards self and others
- Models professional and ethical attitudes and behaviors
- Demonstrates knowledge of technology and the ability to integrate it into teaching

Number years successful teaching experience: \_\_\_\_\_

X Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Central Office Assurance Statement**

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.

X Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Indicate Party Responsible for Payment:**

Bill the DISTRICT:

X Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Bill the SCHOOL:

X Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

CANDIDATE WILL PAY

**4. Endorsement Candidate**

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.

X Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print this application and secure the necessary signatures. Scan and email the **completed Application, Candidate Agreement, and** a copy of your **Teaching Certificate** to Jennifer Hale ([jhale@okresa.org](mailto:jhale@okresa.org)).

## 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. Assignment criteria are non-negotiable and must be completed as designed.	
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 Canvas for assessment.	
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.	
5. I understand that failure to adhere to OK RESA Endorsement guidelines, assignment due dates, and/or standards for mastery may result in a grade of Incomplete for the course. Endorsement courses must be completed in sequence; therefore, a grade of Incomplete in a course will delay my completion of the endorsement by one year.	
6. I understand that endorsement courses are college-level work.	
7. I understand the attendance policy outlined in the Endorsement Orientation. I agree to follow the attendance policy.	
8. I understand if I fall behind in my modules/coursework my Principal and Curriculum Director will be notified. I understand that failure to complete assignments/coursework on time may result in an Incomplete in the course which will delay the completion of my endorsement by one year.	
9. 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. Failure to return materials by the end of the course will result in me being charged for the materials. Outstanding tuition and/or fees must be paid for all courses and/or materials prior to the recommendation of endorsement award.	

\_\_\_\_\_

Candidate Signature

\_\_\_\_\_

Date

# Okefenokee RESA Endorsement Withdrawal Form

Gifted Endorsement    TSC Endorsement    Dyslexia Endorsement    Elementary Agriculture

I am withdrawing from the endorsement marked above.

I understand that I must complete the endorsement within two years of starting the program in order to earn a recommendation to add the Endorsement to my teaching certificate.

Reason for Withdrawal:

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

System Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This form must be sent to the RESA Professional Learning Coordinator.

For Office Use Only:

Date of Receipt: \_\_\_\_\_ Date withdrawn from TPMS: \_\_\_\_\_ Date withdrawn from registration system: \_\_\_\_\_