

## Professional Learning Pioneer RESA Endorsement Procedures 2010-2011

### **Enrollment in Courses**

*Candidates desiring enrollment to an endorsement program must complete an endorsement application and register online. Candidates are responsible for securing appropriate signatures. Candidate qualifications are indicated on the endorsement application.*

1. Candidates are strongly encouraged to enter endorsement programs beginning with first course in series.
2. No candidates may join endorsement program starting with third or fourth course.
3. Candidates desiring to join endorsement programs during the second course in the series must make a written request to Professional Learning Coordinator, who must approve enrollment.
4. Candidates who are permitted to join an endorsement program upon the second course must do so with the understanding that completing the program the following year is their responsibility. Pioneer RESA cannot guarantee that an endorsement program will be offered every year.

### **Acceptance of Courses or Credits**

*Candidates may request that credit for courses taken from other RESAs, colleges/universities, or school systems be applied toward completion of Pioneer RESA endorsements.*

1. Candidates must complete a Transcript/Course Review Application for each course and submit payment of \$25 to Pioneer RESA prior to consideration.
2. The Professional Learning Coordinator will review applications for alignment to Pioneer RESA's approved course syllabus and standards.
3. Credit for a course earned outside the Pioneer RESA endorsement program will be approved if there is substantial documentation that the course is equivalent to a course within Pioneer RESA's approved endorsement program and a credit transfer fee of \$25 is paid.
4. Only one course from another institution may be awarded for credit toward completion of a Pioneer RESA endorsement.
5. Courses considered for credit must have been completed within three years of the request date.
6. A course taken in Pioneer RESA's endorsement program is automatically accepted for credit if the course has been taken three years prior to the date requested. The application is required, but fee is not required.

### **General**

1. **Candidates who desire to withdraw from the endorsement program must notify Pioneer RESA in writing.**
2. **Refunds for endorsement courses will not be made after the second class meeting.**
3. Requests for "Independent Study" cannot be granted due to our approved program delivery models.

**Transcript/Course Review  
Application for Credit**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

System \_\_\_\_\_ School \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Endorsement Program \_\_ ESOL \_\_ Gifted \_\_ Online Teaching \_\_ Reading

Name of Course \_\_\_\_\_

Institution \_\_\_\_\_ Instructor \_\_\_\_\_

Dates of course \_\_\_\_\_ (*must be within three years of today's date*)

***Please attach a syllabus (or detailed course description) and transcript of course.***

Attached: Yes \_\_\_ No \_\_\_

***A transcript/course review fee of \$25 must be submitted with the paperwork.***

Transcript/Course Review fee Submitted: Date paid \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Please state why you were not able to complete the endorsement program at the previous institution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----Bottom portion to be completed by Pioneer RESA-----

Course Accepted

**Course Transfer Fee of \$25** (required in addition to course review fee if course is accepted)

Date paid \_\_\_\_\_ check \_\_\_\_\_ credit card \_\_\_\_\_

Course credit declined

Rationale

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course accepted will substitute for the following course in the endorsement program:

\_\_\_\_\_  
\_\_\_\_\_

Susan Proctor, Professional Learning

Date