

Pioneer RESA Endorsement Procedures

Enrollment in Courses

Candidates desiring to enroll in an endorsement program must register online at <https://fcweb.pioneerresa.org/>. **Please register using your certificate number and name as it appears on your teaching certificate.** Make sure to enter all information, including your date of birth, into the registration system. Course transcripts, verification of enrollment and program recommendations to GaPSC will be made using this information. **Please update your information in the registration system account whenever you have had a change in name, address, location, position, or email address. Please do not create an additional account in the system.**

1. Candidates are strongly encouraged to enter endorsement programs beginning with the first course in the series.
2. Candidates desiring to join endorsement programs during the second course must request approval from the Professional Learning Coordinator in writing. If permitted, they must understand that completing the program the following year is their responsibility. Pioneer RESA cannot guarantee annual offerings.

A completed endorsement application and a current copy of the candidate's certificate are also required and must be turned in to Pioneer RESA for approval one week prior to the course start date. Candidates are responsible for securing appropriate signatures.

Please email the completed application package to:

Gifted:
Marilyn Delgado
mdelgado@pioneerresa.org

ESOL:
Wreatha Turner
wturner@pioneerresa.org

All eligibility requirements for the endorsement must be met. Candidates must be employed in the applicable position to participate in the endorsement.

Verification of Pioneer RESA as Your Endorsement Provider

You will receive an email from GaPSC during the first course of the endorsement asking you to verify Pioneer RESA as your provider. **You must complete this verification in order to receive your endorsement at the end of the program. Your Pioneer RESA student ID number is your teacher certification number.**

If you cannot remember your certification number, you may go to www.gapsc.com/Certification/Lookup.aspx and enter your name. Your certificate number will be under your name and will say PSC account number.

Pioneer RESA Online Learning Platform - "CANVAS"

Pioneer RESA utilizes an online learning platform for submission of assignments and other course requirements. This online learning platform is separate from the Pioneer RESA registration system used to register for courses. You will be given login information by your instructor.

Attendance and Submission of Assignments

Endorsement Candidates are expected to attend all sessions; arriving on time and staying until the end of the class. Only one absence per course is allowed. Excessive absences, tardiness, or leaving early will result in a candidate being dropped from the program.

All assignments must be completed and submitted to the instructor by the applicable deadline. To earn credit for the course, all assignments must be completed by the course end date unless prior approval has been granted by the instructor. Extensions longer than two weeks beyond the course end date require approval by the Pioneer RESA Professional Learning Director and will only be granted due to extenuating circumstances. School systems hosting an endorsement cohort may impose stricter guidelines for submission of assignments.

End of Course Evaluations

Candidates are required to complete an evaluation of the course at the end of each course. This information provides valuable information for continuous improvement of our programs. Instructions on how to complete the evaluation will be provided by your instructor.

Completion of Endorsement

All endorsement requirements must be completed within a two year period from time of enrollment in the first course. Candidates who do not complete the program, according to the attendance roster signed by the instructor, or who do not complete required assignments as verified by the Course Achievement Forms signed by the instructor, will not be awarded credit for the courses and/or endorsement.

Appeals Process

Instructors shall notify participants that criteria have not been met for completion of the PLU activity or endorsement program, and that credit will not be issued. A participant desiring to appeal the recommendation of the instructor for certification credit may appeal the recommendation according to the following procedures.

Within one week of receiving notice for not completing PLU activity requirements, the participant must notify the instructor in writing of his/her desire to appeal. With the notification, the participant must also state in writing the substantial reasons that support the appeal. The instructor and participant will schedule a meeting at which to discuss the appeal. Results of the meeting will be given to the participant in writing within one week of the meeting.

If the result of the process does not resolve the case, the participants may submit a written notification of appeal and reasons to Allison Funk, the Pioneer RESA Professional Learning Director, at afunk@pioneerresa.org, with a copy sent to the instructor. The instructor will arrange a meeting with the participant and the program coordinator to discuss the appeal. The participant will be notified of the decision in writing within one week of the meeting.

Acceptance of Courses or Credits Issued by Another Provider

Candidates may request that credit for courses taken from other RESAs, colleges/universities, or school systems that is not older than two years be applied toward completion of Pioneer RESA endorsements.

1. 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. Only one course from another institution may be awarded for credit toward completion of a Pioneer RESA endorsement.
2. Courses considered for credit must have been completed within two years of the request date. Transcript/course review form must be approved before the cohort begins.

Withdrawal from Endorsement

Candidates who desire to withdraw from the endorsement program must notify their instructor in writing using the candidate withdrawal form below. Refunds for endorsement courses will not be made after the second class meeting.

Login Credentials

You will have two accounts for the endorsement, Canvas & Pioneer RESA. Please maintain your username (typically your school system email address) and your password(s) for easy access. If you cannot remember your login information for the Pioneer RESA registration system, **do not** create a new account. Please contact the Professional Learning Department at Pioneer RESA for assistance.

Pioneer RESA Registration System

<https://fcweb.pioneerresa.org/>

Used to register for Courses

Used to complete course evaluations

Canvas Online Learning Platform

<https://pioneerresa.instructure.com>

Used for course assignments

Transcript/Course Review

Application for Credit

Candidate Name _____ Date _____

System _____ School _____

Email _____ Phone _____

Endorsement Program ☐ ESOL ☐ Gifted

Name of Course _____

Institution _____ Instructor _____

Dates of course _____ *(must be within two years of today's date)*

Please attach a syllabus and transcript of course.

Attached: Yes ☐ No ☐

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 credit declined

Rationale

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

Allison Funk, Pioneer RESA

Date

Withdrawal From Endorsement Class

All withdrawals from Pioneer RESA endorsement classes must be submitted in writing to the Course Instructor and subsequently to the Professional Learning Office at Pioneer RESA. Upon receipt of the withdrawal form, Pioneer RESA will remove the candidate's name from the class roster. **No refunds will be allowed if the withdrawal form is submitted after the 2nd class of each course.** If the withdrawal is after the first course, please note that in order for the first course to count toward the endorsement, the endorsement must be completed within two years of the start date of the first course.

Date Form Submitted to Instructor: _____ Endorsement: _____

Name of Participant: _____

Name of Instructor: _____

Course: _____ Date Course Began: _____

System: _____ Course Site: _____

Reason for Withdrawing:

Signature of Participant: _____ Date: _____

(To be completed by Instructor)

Withdrawal form submitted no later than the 2nd class of course: _____ Yes _____ No

Signature of Instructor: _____ Date: _____

Please email the completed form to:

Gifted:
Marilyn Delgado
mdelgado@pioneerresa.org

Wreatha Turner
wturner@pioneerresa.org

ESOL:

Endorsement Application Packet

Candidate Name _____ (as appears on teaching certificate)	Email: _____ (school system email)
School System _____	School _____
Endorsement: ____ ESOL ____ Gifted	
Cohort and/or Endorsement Location _____ School Year _____	

Please verify that the following items are completed and included in your application packet for Pioneer RESA's endorsement program. These items must be emailed to Pioneer RESA one week prior to the first class. Pioneer RESA reserves the right to remove participants from the course if the application package is not complete. All participants must complete online registration at www.pioneerresa.org.

Please email the following **REQUIRED** items to Pioneer RESA:

1. **registration packet (2 pages)**
2. **copy of teaching certificate**

Years of experience _____ Certification Level _____ Certificate # _____

Certification areas _____

What are your reasons for obtaining this endorsement?

I understand that the Georgia Professional Standards Commission has granted this endorsement to Pioneer RESA and that it requires instructors and participants to adhere to the rigorous guidelines of the endorsement. Failure to adhere to the endorsement guidelines will result in a failure to receive credit for the course. I acknowledge that regular attendance is critical and that only one absence per course is allowed for credit to be awarded. All assignments must be completed to mastery.

Signature of Candidate *Date*

Office Use Only: Approved by _____ Allison Funk, Director of Professional Learning	Date _____
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Pioneer Regional Educational Service Agency
P.O. Box 1789

Endorsement Eligibility and Approval Form

Candidate Name _____ DOB _____
(as appears on teaching certificate)

School System _____ School _____

Endorsement: _____ ESOL _____ Gifted

Cohort and/or Endorsement Location _____ School Year _____

The above teacher wishes to be enrolled in a Pioneer RESA Endorsement program. Your signature below acknowledges your approval for the teacher's enrollment. It further verifies your knowledge of the teacher's qualifications for this program.

Curriculum Director/Professional Learning Coordinator or System-Level Designee

Please verify that the above candidate holds a clear renewable Georgia teaching certificate and has demonstrated successful classroom teaching experience.*

Signature

Title

Date

Will system be covering tuition costs? _____ YES _____ NO *required*

Supervising Administrator or Building Level Administrator (Principal, AP)

To assure the teacher's potential for success in the Endorsement Program, please verify that the above candidate exemplifies personal and professional characteristics and practices such as the following:

- ☐ 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 into teaching

Signature

Title

Date



Pioneer Regional Educational Service Agency

P.O. Box 1789

1342 Highway 254 | Cleveland, Georgia 30528 | Phone # 706-865-2141 | Fax # 706-865-6748