



Pioneer RESA Endorsement Procedures

Enrollment in Courses

Candidates desiring to enroll in an endorsement program must register online at <https://fcweb.pioneerresa.org/>. A completed endorsement application and a current copy of the candidate's certificate must be turned in to the instructor during the first class. Candidates are responsible for securing appropriate signatures. All eligibility requirements for the endorsement must be met. Candidates must be employed in the applicable position to participate in the endorsement.

Please register using your first and last name as they appear 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. *You may update the information in the registration system account whenever you have had a change in name, address, location, position, or email address. Please update rather than create a new account in the system.*

1. Candidates are strongly encouraged to enter endorsement programs beginning with the first course in the series.
2. No candidates may join the endorsement program starting with the third or fourth course.
3. Candidates desiring to join endorsement programs during the second course in the series must make a written request to the 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.

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.** Should you not receive an email from PSC regarding verification, you may still go into your MyPSC account under Programs and verify.

If you cannot remember your certification number, you may go to <http://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

Pioneer RESA utilizes an online learning platform for submission of assignments and other course requirements. This online learning platform is separate from the 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. The course evaluation is accessed through your account in the registration system at <https://fcweb.pioneerresa.org/>.

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 the Pioneer RESA Professional Learning Director at sproctor@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. Candidates must complete a Transcript/Course Review Application for the course and submit the syllabus for the course to Pioneer RESA. **A \$30 fee to review the transcript is required.** The Professional Learning Coordinator will review applications for alignment to Pioneer RESA's approved course syllabus and standards.
2. 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.
3. Courses considered for credit must have been completed within two years of the request date.

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. Please maintain your username (typically your email address) and your password(s) for easy access.** If you cannot remember your login information for the registration system, please contact the Professional Learning Department at Pioneer RESA for assistance.*

Registration System

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

Used to register for Courses

Used to complete course evaluations

Online Learning Platform

<https://pioneerresa.instructure.com>

Used for course assignments



Candidate Name _____ Email: _____

School System _____ School _____

Endorsement: ___ ESOL ___ Gifted ___ Reading ___ STEM

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 faxed or mailed to Pioneer RESA 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 fax or mail the following items to Pioneer RESA (see bottom of page):

___ registration packet (2 pages)

___ 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 _____ Date _____



Endorsement Eligibility and Approval Form

Candidate Name _____ D.O.B. _____

School System _____ School _____

Endorsement: ___ ESOL ___ Gifted ___ Reading ___ STEM

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

Supervising Administrator or building level administrator (principal, AP)

To assure the teacher's potential for success as a candidate 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



**Transcript/Course Review
Application for Credit**

Candidate Name _____ Date _____

System _____ School _____

Email _____ Phone _____

Endorsement Program __ ESOL __ Gifted __ Reading __ STEM

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__

A transcript/course review fee of \$30 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 credit declined

Rationale

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

Susan Proctor, 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 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: _____

Name of Participant: _____

Name of Instructor: _____

COURSE: _____ **DATE Course Began:** _____

System: _____ **Course Site:** _____

Reason for Withdrawing:

Signature of Participant: _____ **Date:** _____

Withdrawal form submitted no later than 2nd class of course: _____ **Yes** _____ **No**
(To be completed by Instructor)

Signature of Instructor: _____ **Date:** _____

Instructor: Please email or fax the completed form to:

Ms. Marilyn Delgado
mdelgado@pioneerresa.org
FAX: 706-865-6748