



# Endorsement Program Orientation and Application

Middle Georgia Regional Educational Service Agency

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# **MIDDLE GEORGIA RESA**

## **ENDORSEMENT APPLICATION INSTRUCTIONS**

According to GAPSC Rule 505-3--1, Endorsements are, "A planned sequence of courses and experiences, typically 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 online at [www.mgresa.org](http://www.mgresa.org) AND submit the following:

- Completed Application (please be sure all sections 1-4 are complete and signed)
- Copy of Teaching Certificate
- Completed MGRESA Endorsement Candidate Agreement Form
- Payment for course by registration deadline

If your district or school is paying, we need the name, address and email address of the person receiving the invoice (section #3 of Application).

**Submit all documents to [mgresapl@mgresa.us](mailto:mgresapl@mgresa.us) or fax to 478-988-7176.**

- ❖ An email will be sent on the first day of class with instructions on how to login and begin your class. You may be required to log on for an orientation webinar on the first day at a designated time - if so, you will receive instructions for that as well.
- ❖ Once enrolled, expect an email from GAPSC with instructions on how to log into your MyPSC account and accept MGRESA as your provider.
- ❖ Upon program completion, an endorsement transcript will be provided. Log into your MyPSC account, complete an application for upgrade, and upload the MGRESA Endorsement Transcript. Your system will automatically receive an email to verify your employment.
- ❖ Remember, you must have district approval and have the course of study in your TKES Goals/Plan in order to use the credit for certificate renewal.

## **Candidate Endorsement Orientation and Application**

Middle Georgia Regional Education Service Agency (MGRESA), 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. MGRESA 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. Please read each section of this document carefully.

Complete and upload the form to the course orientation assignment. You may wish to retain a copy for reference.

### **MGRESA Conceptual Framework Guiding Principles**

At Middle Georgia RESA, we believe:

- A service agency must have a customer-service focus.
- Building trust within and among our districts and schools is an essential component of our success.
- We should focus on building capacity in our service area.
- Data-driven, research-based, job-embedded professional learning provided consistently over time will increase student achievement.
- We can assist schools and districts in developing essential 21st century skills.

### **Mission Statement**

Middle Georgia RESA serves stakeholders in developing knowledge, skills, and best practices in order to build capacity for district effectiveness and school improvement to support student achievement.

### **Vision Statement**

Growing educators, growing students

## Interpersonal Leadership Dispositions Rubric

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.

**Candidate Instructions:** During each course, your instructor will provide you with formative feedback on your development and demonstration of the Interpersonal Leadership Dispositions. At the end of each course, the instructor will score the Professional Dispositions Rubric. Your instructor will help you identify the areas where improvements are indicated and help you make a plan to grow, if necessary.



### Interpersonal Leadership Dispositions: Assessing Social and Emotional Aspects of Leading Change

The GaPSC Interpersonal Leadership Dispositions Assessment is a tool for assessing the frequency with which educational leaders demonstrate behaviors consistent with the dispositions of fully effective leaders. The purpose of the GaPSC Interpersonal Leadership Dispositions Assessment is to support development of educational leaders capable of cultivating conditions for organizational learning. As you prepare to rate leaders' dispositions, consider the interactions you have with them in the context of their role as a leader.

When you interact with the leader, how frequently do you observe the following actions?	Never	Occasionally	Frequently	Always
	1	3	5	7
<b>VISIONARY</b>				
Articulate a clear and compelling vision for the school or district				
Instill a sense of purpose throughout the school and community				
Describe ideals that reflect a compelling purpose				
Express confidence about achieving organizational goals				
Effectively communicate a clear direction for the future				
<b>ETHICAL</b>				
Maintain appropriate confidentiality in all communications				
Model personal integrity				
Demonstrate honesty and fairness in all interactions				
Demonstrate consistency between expressed beliefs and behavior				
Reinforce the importance, significance, and expectations of ethical behavior				
<b>RESPONSIVE</b>				
Model care and genuine concern for all students, staff, and community members				
Demonstrate respect for and interest in learning about the values and traditions of diverse cultures and ethnicities				
Respect the rights, value, dignity, and worth of each individual				
Advocate for protecting the civil and human rights of all individuals				
Welcome and engage individuals representing diverse backgrounds including but not limited to religion, ethnicity, and gender				
<b>REFLECTIVE</b>				
Seek to understand others' priorities, values, and beliefs by actively listening to diverse points of view				
Demonstrate sensitivity to others' needs				

Establishes communication processes that make it safe for people to express themselves				
Listen and respond appropriately to criticism				
Take feedback into consideration when making decisions				
<b>COLLABORATIVE</b>				
Value and utilize unique expertise of various staff and stakeholders				
Offer others active roles in making decisions about matters that affect them				
Ensure structures and processes foster broad participation in decision making				
Model shared governance by mentoring others in leadership activities				
Demonstrate trust by sharing information and decision-making opportunities with multiple people				

### **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. The 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. You may find the InTASC standards are very helpful as you accomplish your Professional Learning Goals (PGPs) as they have progression rubrics and suggestions for evidence.

#### **Helpful resources:**

[InTASC Learning Progressions At A Glance](#)

#### **Full document with learning progressions:**

[InTASC Learning Progressions for Teachers](#)

### **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. Georgia Professional Standards Commission (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:**

[Standards for Students | ISTE](#)

[Standards for Educators | ISTE](#)

## **MGRESA Academic Integrity Expectations**

As professional educators enrolled in one of the Middle Georgia 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. MGRESA students 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 MGRESA Professional Learning Director. Working with others may be allowed with prior approval from the instructor.

Academic dishonesty is a violation of 505-6-.01 The Code of Ethics for Educators, Standard 4 Honesty, and is required to be reported to the Georgia Professional Standards Commission for sanctions.

The following are examples of some, but not all, acts that are considered dishonest behavior:

1. Plagiarism (representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source).
2. Cheating (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work).
3. Performing work or taking an examination for another student.
4. Falsification and/or misrepresentation of data (submitting made up data or sources).
5. Facilitating academic dishonesty is the act of providing completed course work for the purposes of allowing another student to use the work as their own.

## **Dismissal from Middle Georgia RESA's Endorsement Programs**

**A candidate may be dismissed from an MGRESA Endorsement Program for failure to** adhere to the agreed upon conditions and guidelines as acknowledged by candidate signature on the MGRESA Candidate Agreement Form, which outlines admission, attendance, progress, and coursework completion expectations; or a violation of the MGRESA Academic Integrity Expectations; or non-adherence to Standards 1-11 written in the GAPSC Code of Ethics ([GAPSC Code of Ethics for Educators](#)).

## **Appeals Process**

1. Should a candidate experience an issue or grievance, he or she should formally address the instructor in writing and copy the MGRESA Professional Learning Director.

2. If the candidate desires further action or review, the Middle Georgia RESA Professional Learning Director should be contacted in writing. The MGRESA Professional Learning Director will set up a formal meeting with the Candidate and the Instructor to hear the complaint.
3. If dissatisfied with the decision, the candidate can formally appeal to the Middle Georgia RESA Executive Director.
4. The Middle Georgia RESA Executive Director, the MGRESA Professional Learning Director, and a Representative from the system will collaborate to make the final decision.
5. The candidate will be notified in writing of the final decision.

## **Commitment to Candidates with Disabilities**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, MGRESA ensures that our programs are accessible to qualified educational professionals with documented and verified disabilities. If you believe that you are eligible for accommodations, please contact Dr. Damita James, 504 Coordinator, at [djames@mgresa.us](mailto:djames@mgresa.us) or 478-988-7174 to receive the process and documentation procedures. Please note that in order to provide reasonable accommodations, candidates must begin the process at least three weeks in advance of beginning program course work.

**Complete and submit the following two documents along with a copy of your GAPSC Certificate.**



# Middle Georgia RESA Service Endorsement Application

Please check the program for which you are applying:

Coaching  Teacher Leader  Teacher Support & Coaching

<b>NAME:</b>		Certificate#:	DOB:
SCHOOL SYSTEM:	SCHOOL:	E-MAIL:	
TELEPHONE:	(FOR DATA PURPOSES ONLY) GENDER:	ETHNICITY:	

The above teacher 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. As a professional colleague, please assist by responding in the appropriate section.

**OPTION 1: SYSTEM APPROVAL - CREDITS TO BE USED FOR RE-CERTIFICATION**

**1. Central Office Personnel such as Curriculum Director, Professional Development Director or Endorsement Coordinator**

Your signature verifies that the candidate has **DISTRICT APPROVAL** and met the following prerequisite professional certification: **A valid, level 4 or higher Professional, Advanced Professional, or Lead Professional teaching certificate, Leadership certificate, Service Field certificate, or Life certificate.** *With this signed application, we affirm that the candidate will serve as a Coach, Teacher Leader, or TSC from a local unit of administration or school administrator as is required for program admission.*

**X Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. Supervising Administrator or Building-Level Principal**

To assure the teacher's potential for success as a candidate in the Endorsement Program and as a professionally certified teacher, please verify that the above candidate exemplifies the following research-based personal and professional characteristics:

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

**X Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. Indicate Party Responsible for Payment (invoice will be sent to individual listed below)**

Bill the **DISTRICT**: Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_  
 Bill the **SCHOOL**: Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_  
 **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:** \_\_\_\_\_

**OPTION 2: OPTIONAL INDIVIDUAL APPLICATION**

**DISCLAIMER:** Choosing to obtain an endorsement without District Approval **MAY** affect whether credits can be used for candidate re certification. However, being recommended by MGRESA for the award of an endorsement will result in an additional field being added to the candidate's Teaching Certificate. Regardless of route candidates must complete a GAPSC Certification Application to add a field upon conclusion of the endorsement. **In lieu of System Approval submit three Professional References by individuals detailing your ability to meet the criteria listed above. Reference letters should be from Administrator's, Instructional Coaches, College Professor's, etc. Must either be in a signed, sealed envelope or faxed directly to MGRESA at 478-988-7176.**

Please print this application and secure the necessary signatures. Scan and email the **Application, Candidate Agreement** and a copy of your **Teaching Certificate** to [mgresapl@mgresa.us](mailto:mgresapl@mgresa.us) or fax to (478) 988-7176.  
 If you have any questions please call 478-988-7170 or email [mgrespl@mgresa.us](mailto:mgrespl@mgresa.us)



## MGRESA 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:

<b>Candidate Name:</b> _____ <b>Date:</b> _____. <b>Endorsement:</b> _____	
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 appropriate professional behavior as outlined in the MGRESA Professional Dispositions. The instructor will provide formative feedback regarding progress during each course. The instructor will score the summative assessment, MGRESA Professional Dispositions Rubric, and help make a plan to increase my effectiveness, when necessary.	
2. I understand that the Georgia Professional Standards Commission (GAPSC) has recognized MGRESA as an approved Education 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> course work (assignments, assessments, forums, etc). I understand that I will upload my work to Moodle for assessment.	
4. I understand that course content requirements and assignments will be completed by due dates to mastery as designated by the endorsement and indicated in the course syllabus (85-80%). I understand that I am required to re-accomplish and re- submit any substandard work.	
5. I understand that failure to adhere to the MGRESA Endorsement guidelines and standards for mastery will result in failure to receive credit for the course and a non-recommendation for the award of the endorsement.	
6. Face-to-face Courses: I understand that an endorsement course has different face-to-face attendance guidelines. <b>With prior approval</b> , I may miss five hours (one class meeting) and still receive credit for a course. I know that I am responsible for all missed work and that time over five hours cannot be made up.	
7. Blended/Online Courses: I understand that online work is required for all endorsements. I also understand that I am expected to attend <b>ALL</b> face-to-face and/or online orientations and class closings, as designated by the delivery model.	
8. I understand that I am expected to complete a minimum of one course module per week and that I must notify the instructor <u>and</u> <a href="mailto:mgresapl@mgresa.us">mgresapl@mgresa.us</a> if circumstances arise that prevent adherence to the module submission expectations. Supporting documents, such as an FMLA form, must be submitted with request for extension.	
9. I understand that if I fall two or more modules/weeks behind, my instructor will notify the MGRESA Professional Learning Director. As a good steward of school district funds, the Professional Learning Director is required to notify the system when candidates are not progressing.	
10. I understand that I am responsible for procuring course materials. Outstanding fees must be paid for all courses and prior to the recommendation of endorsement award.	

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_.