



Center for Professional Education
Add-on Endorsement Handbook
2024-2025

Policies and Procedures for K-12 Educators
Adding the following Endorsements:

- ELL
- Reading
- Health Fitness
- Special Education
- Elementary Education
- Library Media

Applying to the Program:

CPE Application: The application is online and is separate from the general university application; CPE endorsement candidates do not need to complete any other applications to SPU. No candidate can be admitted without a clear Washington State Teaching Certification on file with OSPI. Other credentials, such as Substitute Certificates, are not eligible for endorsement. The application fee is \$200.00 and cannot be waived. A second, free application will be required two months prior to Field Experience, the capstone course in the program. Both applications are short and focused on collecting necessary data for program accreditation.

Apply Before Taking Classes: Candidates are subject to the endorsement requirements in place at the time of program application and admission; therefore, candidates are strongly encouraged to apply prior to taking courses. If admitted *after* completing coursework, only courses that meet the current plan of study will be transferred.

Timeline Once Admitted: Students are provided 5 years from acceptance date to complete coursework. Most programs can be completed in 1 or 1.5 years for students working steadily through the courses.

Non-Matriculated Status & Financial Aid:

- Participants in the endorsement program are considered non-matriculated students. The program will lead to an endorsement on a WA teaching certificate but not a degree. Therefore, they are not eligible for financial aid.
- The [WASC Retooling Scholarship](#) may be applied to the program—questions should be directed to the WASC program director, as this program is run independently from SPU.

Academic Expectations and Full Course Completion:

- **Expected Workload:** Self-paced courses are equal to 20 work hours per credit—so students should plan on devoting approximately 60 study hours to a 3-credit course.
- **B or Higher Grades Required:** Because students are working toward endorsement in a new subject area, a score of a solid B or higher is necessary in each course. Courses may not be taken for a Pass/Fail score—a letter grade is needed.
- **Assignment Completion Policy:** No student should opt to not complete assignments within a course once the B percentage has been reached—we require completion of ALL course assignments in order for the course to be applied toward the endorsement recommendation. This is due to the fact that we are sending a recommendation to OSPI verifying that students have been trained in all necessary competencies.

Disability Services: CPE students may access services through SPU's Disability Office. If you believe you would benefit from accommodations, please email dss@spu.edu to begin the process. Since CPE Add-on Endorsement students work in self-paced, self-programs, it is important for you to self-initiate any necessary accommodations as soon as you are aware of the need for accommodations.

SPU Library Services: CPE students have access to most Ames Library services, and can utilize the collections and databases available through <https://spu.edu/library>.

Transcript Reviews & Alternative Coursework: CPE may accept course substitution credits from past coursework from 2–4-year accredited colleges or universities if those courses meet the required competencies of the endorsement. Coursework must have been taken within the last 10 years to be considered, and must have been taken for credit, with a B or higher grade having been earned.

Add-on Endorsement students may submit documentation for transcript review: a) corresponding course syllabi or course descriptions, b) transcript for each proposed course c) any supplemental materials or rationale. Transcripts may be unofficial at time of review, but for approved courses, an official transcript must be sent. Allow two weeks for transcript review results.

If during the program a student would like to take an alternative course outside of the SPU program of study, they should email endorse@spu.edu to discuss this option. The endorsement office does not do alternative course research on behalf of students but we will review course descriptions or syllabi and advise on whether the course will meet competencies. Students should not enroll in alternative course options until they have received approval from the endorsement office.

For all approved course substitutions, an official transcript must be sent to SPU. After students have ordered the transcript, please email the electronic receipt of order to endorse@spu.edu to alert the program coordinator.

Admitted students will receive complimentary transcript reviews. Prospective students will need to pay a fee of \$75.00, [payable here](#).

Independent Plan of Study and Candidate Responsibility: This is a self-motivated program open only to teaching professionals, meaning students complete courses at their own pace within the 5-year period of enrollment. It is a student's responsibility to keep up with course offerings and program requirements. Students should regularly check the program website and create their own reminders for course registrations, and should not plan to wait for emailed reminders. No refunds or special accommodations will be made for students who missed necessary courses—students must take ownership of their plan of study.

Program Timeline:

1. Apply for the program. (Request application link from endorse@spu.edu)
2. Complete all required courses as outlined in the plan of study.
 - a. Submit transcripts for review if applicable—email endorse@spu.edu for details.
 - b. Once approved toward plan of study, submit official transcripts for all coursework completed outside of SPU, email endorse@spu.edu for submission instructions.
3. Pass applicable state testing (WEST-E/NES) and have official scores sent electronically to SPU.
 - a. Scores may take up to 5 weeks to arrive—plan ahead and test at **least 5 weeks prior** to your Field Experience application date!
4. [Apply online](#) to join the next EDCN 5730 Field Experience cohort. (Only open to candidates once majority of coursework and testing have been completed.) Fall app due 7/31, Winter app due 10/31, Spring app due 1/31.
5. Complete Field Experience course & be recommended for endorsement through OSPI.

Admitted Candidate Retention and Appeals

Add-on Endorsement Timeframe and Retention: The average endorsement candidate will typically complete all endorsement requirements within 2-3 calendar years. Since the Professional Educator Standards Board (PESB) updates endorsement competencies regularly, **a candidate needs to complete the endorsement program within 5 years of admitted date.**

1. If a candidate does not complete the endorsement requirements in 5 years, the candidate will need to re-apply and submit to an evaluation of courses based on current endorsement program requirements. Additional courses may be required.
2. If two calendar years lapse without any progress or communication from the candidate toward program completion, and the candidate is nonresponsive to outreach, the candidate's file will be closed and archived, and the candidate will be considered withdrawn. The candidate will need to re-apply if still interested in adding the endorsement.
3. If a candidate withdraws from the program but later requests re-admittance, they will need to pay to reapply, and may also face additional program requirements as they will be re-admitted under the new coursework program.

Academic Appeals: The University provides a process whereby a student may appeal an academic decision, including, but not limited to, grades on course activities, evaluations, course grades, decisions on program admissions, and decisions on fulfillment of program and graduation requirements.

Academic appeals can be made only on grounds of unfair treatment against the stated standards, not against the professional judgment of the faculty member(s). The intent is always to resolve the appeal at the most immediate level. Only if a resolution cannot be obtained at the first level, is the process moved upward.

In each case, the student shall bring the appeal in writing to the person or committee who made the original decision, cc'ing endorse@spu.edu. If a resolution is not obtained at that level the student may appeal to the next level in the school or University administrative structure.

Appeal Guidelines: Appeals on final grades must be submitted within one quarter of the grade being awarded. For appeals on academic decisions such as grades on course activities, evaluations, course grades, and decisions on program admissions, the levels to be followed, in order, are as follows: Faculty member at the course level, Graduate program director, Dean, Vice president for academic affairs, President

1. An appeal must be made in writing within **five calendar days** of receiving the decision from the faculty member or committee.
2. Every attempt shall be made at each level to resolve the issue according to ethical practices, accreditation standards and University policy.
3. The person making the appeal should provide the necessary supportive information to substantiate the appeal.
4. If, for any reason, a case is appealed beyond the faculty member or faculty committee, an appeal file shall be created. This file will contain written documentation related to the case including, but not limited to, the student's written appeal and the faculty response. The appeal file shall be open to all principals in the case, including the student appellant.

Rush Processing Fee: Applications to the overall endorsement program must be received **90 days prior** to an application to a Field Experience cohort. If a candidate does not meet this deadline, a \$75.00 expedited processing fee may apply.

Field Experience Withdrawal or No Credit

Field Experience Withdrawal: In some circumstances, it is necessary for an endorsement candidate to withdraw, be reassigned, or be suspended from internship. Each situation involving withdrawal, suspension, or reassignment is unique and considered on a case-by-case basis. Some procedures related to withdrawal, suspension, and reassignment from internship include the following:

1. Voluntary withdrawal is precipitated by the endorsement candidate who will communicate intent and rationale to the field supervisor and program chair. Common reasons for voluntary withdrawal include illness, family emergencies, or a change in professional goals.
2. Candidates who withdraw from Field Experience without the recommendation of the field supervisor, mentor teacher, or program administrators must petition for reapplication.
3. A NC grade in Field Experience is preceded by one or more of the following:
 - Pattern of unsatisfactory performance on program standards or assessments
 - Failure to adhere to the Disposition and Academic Expectations for CPE Field Experience Candidates (distributed at the start of the Field Experience course).
 - Referral by the building administrator or mentor teacher for unsatisfactory performance or violation of professional conduct
 - Referral by program administrators or instructors for unsatisfactory academic performance or violation of professional conduct
 - Candidates petitioning for readmission to internship may appeal the decision for removal from internship according to University policies entitling students to due process.
 - After a candidate receives a NC in EDCN 5730, the candidate *may* be given one additional chance to enroll in the course, depending on the situation and submission of appropriate recommendation from both supporting administrator and mentor teachers must be submitted. Additionally, a re-admittance interview may be scheduled for candidates hoping to re-enter the program after withdrawal.

Add-on Endorsement Field Experience Preparation Timeline

Follow this detailed roadmap to prepare successfully for your capstone practicum, EDCN 5730. This is a 10-week course is offered Fall (Sept-December) Winter (Jan-March) and Spring (March-May). Visit the course registration page to access the application and view specific dates for each offering.

❖ **Three Months Prior to Course Start Date: Pre-Application Preparation Tasks:**

1. Determine your capacity for completing this 5-credit graduate-level course; choose a quarter in which you have capacity to devote 10-15 classroom hours and 40-60 study hours toward this capstone course.
2. Schedule your WEST-E / NES test (scores take about two weeks to be processed, and numerical score is required for application submission.)
3. Obtain mentor and administrator agreement signatures.
 - a. Mentor agreement will ask for mentor's teaching certification number.
 - b. If prospective mentor has extensive subject experience but no endorsement, they may email a resume to endorse@spu.edu for approval.
 - c. Mentors work on a volunteer basis.
4. Discuss your unit plan scheduling with mentor teacher.
5. Carefully review all Field Experience documents, posted in the first page of the Field Experience application.

❖ **Application tasks (application is due two months prior to course start date)**

1. Submit your application, complete with mentor & admin signatures and official WEST-E score report.
2. Applications are due: Fall 2024 due 7/31/2024, Winter 2025 due 10/31/2024, Spring 2025 due 1/31/2025.
3. You may submit your application with some of your coursework still pending. There will be a section of the application where you will be able to list your coursework completion plan.

❖ **Two weeks after your application submission:**

1. Our office will contact you with your application decision, clearance to register for the course if appropriate, and registration deadline. Full course cost is due at time of registration.

❖ **At least two weeks before your course start date:**

1. Our office will contact you to notify you that the Canvas course page is live for your review. You may use this course preview opportunity to prepare your two-week unit.

❖ **On your course start date:**

1. You'll be introduced to our Field Experience supervisor via email and will schedule a 30 minute zoom introduction chat within week one of the course.
2. During your introduction chat, you will map out a personalized schedule for your 10-week course, including choosing when to submit your two-week unit plan for review and revision, and when to teach your two-week unit plan and schedule observations.

SPU's EDCN 5730: Field Experience Pedagogy Assessment Overview

What is Field Experience?

- Field Experience is a 10 week, 5-credit 5000-level course in which endorsement candidates demonstrate full proficiency in their new subject area. A 5-credit graduate-level course requires 10-15 hours of in-classroom teaching and observation time and 40-50 background hours of writing, reading, and prep. Observations are conducted via video recordings sent to an SPU supervisor via GoReact software. The core of the course is collaboration with an SPU supervisor to receive curricular and pedagogical coaching. Students are required to display knowledge and skills in their new subject area and to document their ability to effectively impact learning in the new content area. **EDCN 5730 students will all come into the course with teaching experience, but are expected to approach the class willing and open to learning and refining their pedagogy alongside their mentor and supervisor.**

Field Experience prerequisites:

- Complete majority of required coursework and/or submit official transcripts if courses were completed outside SPU.
- Pass the WEST-E/NES test(s) for the new endorsement subject area.
- **SELF-PLACEMENT: Locate an appropriate classroom placement** (or verify your own classroom is appropriate) and **an on-campus mentor** teacher who holds the endorsement the candidate is seeking and has 3+ years' experience in that subject.

Course application and registration:

- This free application will include signed agreements from your mentor and administrator, proof of your WEST-E / NES test scores, and your Field Experience site information. All documents can be found on page one of the online application.
- **Application deadlines for 2024-25: Fall 2024—July 31st, Winter 2025—October 31st, Spring 2025—January 31st. You will need to have WEST-E/NES results before you apply, so **plan to test about a month prior to the application due date.****
- If you apply for but do not join a particular cohort, you **will** need to re-apply with up-to-date signatures from your mentor and admin.
- Once you have your official test score results, you may submit an application, **even if you have not yet completed coursework**. You will have the opportunity on the application to list your plan for completing courses still pending.
- After you submit your application, it will be reviewed by CPE. If approved, you will be cleared to register and will be able to do so through our website. The full cost, \$1485.00, is due at time of registration.

Course overview:

- **Written Requirements.** In addition to the classroom teaching, this course requires collaborative development of a unit plan, evidence of positive impact and reflection papers, evaluations and a professional growth plan. More details will be available via Canvas upon course registration.
- **Classroom Teaching:** This course is designed to work within a full-time teacher's schedule, even if not currently teaching in the new subject area. You are responsible for finding a classroom for field experience in which to teach one class period over period of approximately 10 days (in other words, at least 10 hours total).
- **Formal Observations by SPU Supervisor:** You will record a minimum of two lessons from the unit plan for the purpose of formal observation and evaluation by the assigned SPU Supervisor.
- **Formal Observation by Mentor Teacher: It is your responsibility to locate a Mentor Teacher.** In most cases, the mentor teacher is the host teacher of the classroom where you completing your field experience. The mentor is required to have an endorsement in the subject area and have a minimum of 3 years' experience teaching in that subject area. If you are already teaching in your new endorsement area, mentors play a minimal, but still vital, role of providing as-needed guidance. Mentors submit observation paperwork for one formal observation, which should be a different lesson than the SPU Supervisor has reviewed.

Frequently Asked Questions

- Q. If I am currently teaching in the new subject area and/or have many years of experience teaching this subject, do I have to complete a field experience?**
- A:** Yes. EDCN 5730 is a requirement of SPU's endorsement program. SPU requires that one of our faculty members observe and document effective instructional skills in the new endorsement area before we recommend a candidate for an endorsement. Since SPU is listed as the recommending agency, we feel a moral obligation to only recommend candidates whom we have seen demonstrate effective instructional strategies.
- Q. How can I complete a field experience while I am teaching full-time?**
- A.** SPU's program is designed specifically for current teachers who are pursuing an additional endorsement. The field experience allows a teacher to complete while spending as little as one period a day over approximately 10 days in another classroom, often during a preparation period. If your current placement fulfills the requirements for the new endorsement, you are welcome to use your own classroom as your observation site. (For example, if you are working in a Special Education classroom and pursuing a SPED Endorsement).
- Q. How can I complete a field experience if I'm not currently working in a school?**
- A.** Students who do not have easy access to a classroom setting have two options: 1) contact fellow teachers in the subject area to see if they will allow you to teach in their classroom for 10 days, or 2) contact a school district Human Resources department to find a placement for the field experience. CPE does not provide placement for candidates or establish MOUs with school districts, but we will assist you with any correspondence required by a school district to secure your placement.
- Q. Will SPU find a classroom placement for me or assign a mentor teacher?**
- A.** It is the candidate's responsibility to secure an appropriate setting (classroom) for their Field Experience. In addition, the candidate must find a mentor teacher who holds the endorsement the candidate is pursuing *and* three years of experience in that endorsement area. SPU cannot assist with this process.
- Q. Who will be my Field Supervisor be for the Field Experience?**
- A.** Instructors will be assigned via email on, or a few days before, the course start date.
- Q. How long does it take to receive the added endorsement after the course is complete?**
- A.** If all other program requirements are met, the candidate can expect to receive instructions for claiming their new endorsement via OSPI approximately ***one month*** after the course close date.