

# THE COMMONWEALTH SPECIAL EDUCATION ENDORSEMENT PROGRAMS

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**ORIENTATION** (56 SLIDES)

Funded by the Virginia Department of Education

# PLEASE NOTE:

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To activate your grant funding/discounts, you must complete all orientation tasks and sign the CSEEP Orientation Verification.

# Commonwealth Special Education Endorsement Programs (CSEEP) for Endorsement in

- The Commonwealth Special Education Endorsement Program (CSEEP) for provisionally licensed special educators
- The Paraprofessional Preparation for Extraordinary Teaching (PPET) program for non-licensed school division personnel

# CSEEP Programs for Endorsement in

- The Virginia Consortium for Teacher Preparation in Vision Impairment
- ACSD Consortium for Endorsement in Adapted Curriculum

# Who is a “CSEEP participant?”

- For the purpose of this orientation, any person who has been accepted into any of the CSEEP programs (see previous slide) and who maintains his/her eligibility is considered a CSEEP participant.
- Where there are differing requirements for the programs, these differences are noted on the applicable slide.



# CSEEP: Award Winning Programs!

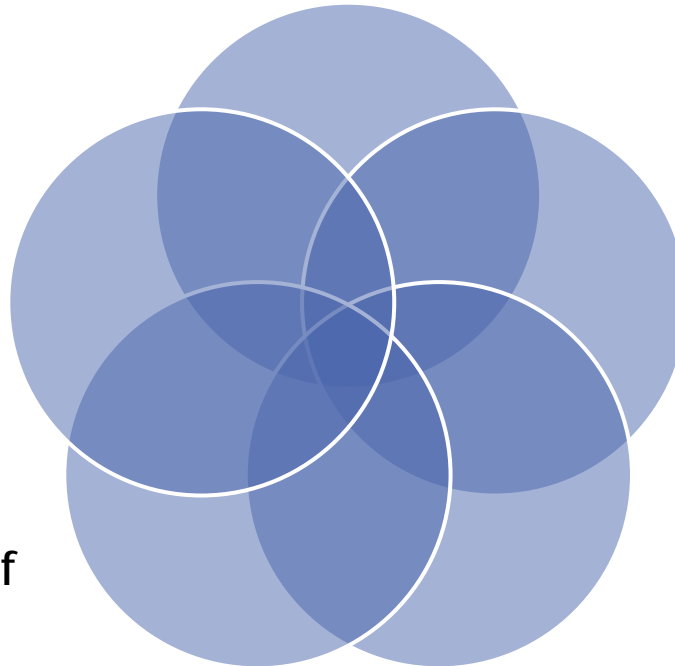
2013 Recipient of the  
Innovation in Teacher  
Education Award  
from SRATE

2005 Recipient of  
the Christa  
McAuliffe Award  
for Teaching  
Excellence from  
the AASCU

2010 Recipient of  
the Charles Clear  
Research Award  
from the VERA

2006 Recipient of

2007 Finalist,





# Program History

The Commonwealth Special Education Endorsement Program (CSEEP) was initiated in the fall of 1997 to help special education teachers accomplish their endorsement goals and to bring them together as part of the larger special education community within Virginia. CSEEP began with 62 special education teachers and 51 mentors throughout the Commonwealth. To date, over 2018 teachers from more than 125 school divisions have attained full licensure.



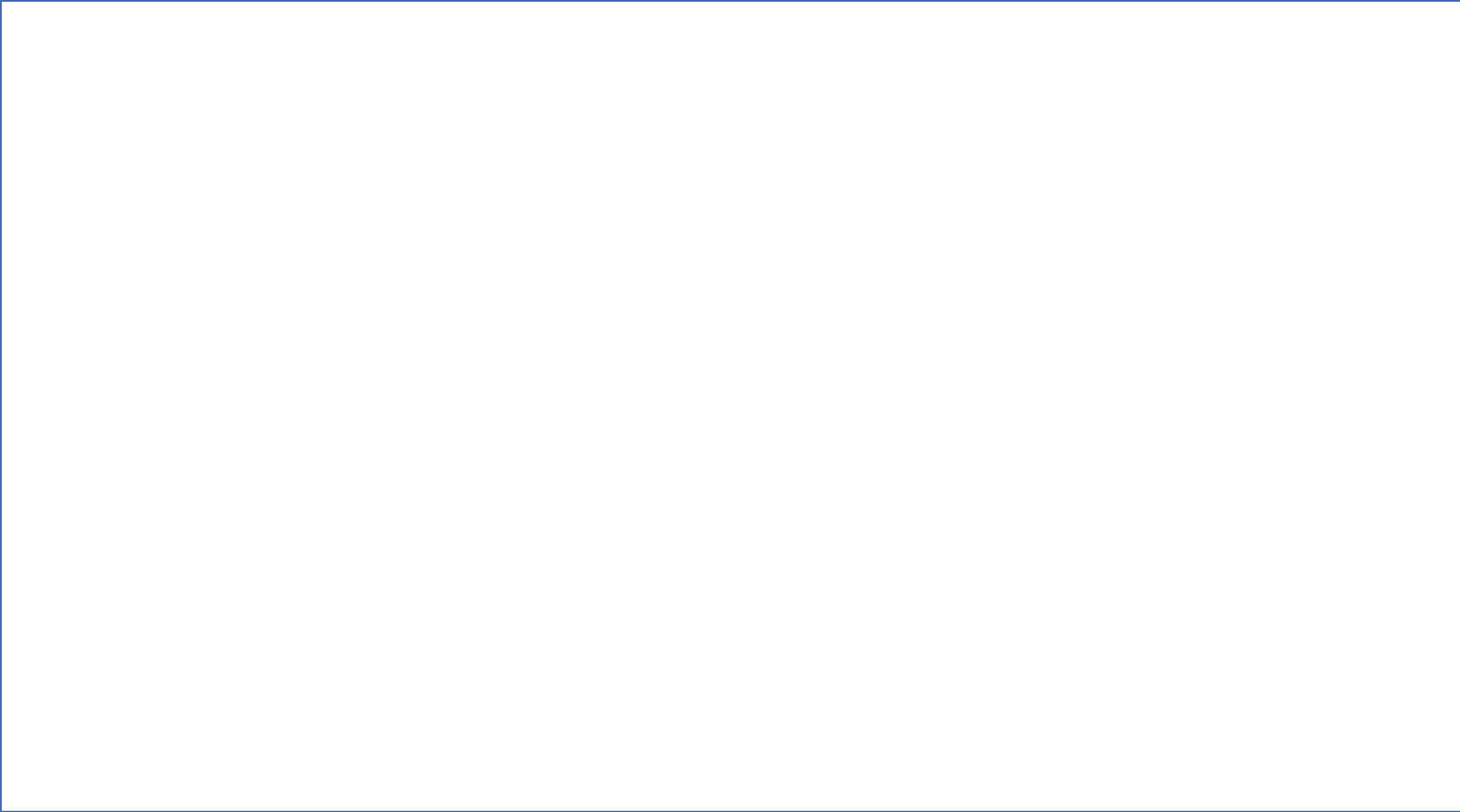
# Program Goal 1: Utilize Technology

- Utilize satellite, television, interactive technology, the Internet, and other electronic communication to provide high quality special education courses to identified individuals throughout the Commonwealth of Virginia

## Program Goal 2: Collaboration

- Establish a collaborative relationship among the Commonwealth's school systems, the Virginia Department of Education, and Old Dominion University to facilitate full licensure for special education teachers with provisional licenses and qualifying non-licensed school personnel.





## Program Goal 5: Student Outcomes

- Assess P-12 student academic and non-academic change over time.

## Program Goal 6: Teacher Retention

- Assess teacher retention of grant participants.

## Grant Statistics: Public School Division Representation

- Over 95% of Virginia's public school divisions have participated in the Commonwealth Special Education Endorsement Programs.

# Term of Grant Award

Funding is awarded on an annual basis. Additional years of grant funded tuition support will be contingent upon Virginia Department of Education grant awards.



# CSEEP Participant Responsibilities

- You must have already been admitted to ODU as a non-degree seeking graduate student. This is a separate process from applying to the CSEEP programs and will enable you to register for classes.
- As an ODU student, you are responsible for registering correctly and on time and dropping classes before the drop/add deadline, if necessary.

# CSEEP Participant Responsibilities

- You are responsible for your academic performance. Any interaction about your academic performance must take place between you and your instructor.
- You are responsible for managing your student financial and registration records through LeoOnline.
- You are responsible for activating your ODU student email account and frequently checking your ODU email.

# CSEEP Participant Responsibilities

- CSEEP participants are required to provide a clearance background check when registering for a



## CSEEP Participant GPA Requirements

All graduate students must maintain a 3.00 grade point average to remain eligible to register for classes at ODU. Although the grant accepts a B-\*, all B- grades must be offset with B+ or A grades to meet graduate GPA requirements at ODU.

\*The VI Consortium requires a B or better in all grant-funded coursework

## For PPET/VI/ACSD Participants Only: Teacher Candidate Internship

PPET, VI, and ACSD participants without provisional licenses will have to arrange a teacher candidate internship (student teaching) through Old Dominion University's Office of Clinical Experiences (OCE) in order to achieve full 10-year licensure. All OCE requirements for student teaching must be met. For complete details, please review the information at this link: \_\_\_\_\_

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# How Much Do I Pay?

- For each approved class that you take, pay your portion of tuition\* into your student account before the tuition deadline. Do not wait for a bill from ODU.
- Please also pay any additional fees included in your student account. Check your account to determine your fees—they vary by location.

\* Tuition charges are based on Virginia Department of Education funding and ODU's tuition rates. You will be informed of your portion of tuition in your course approval letter.

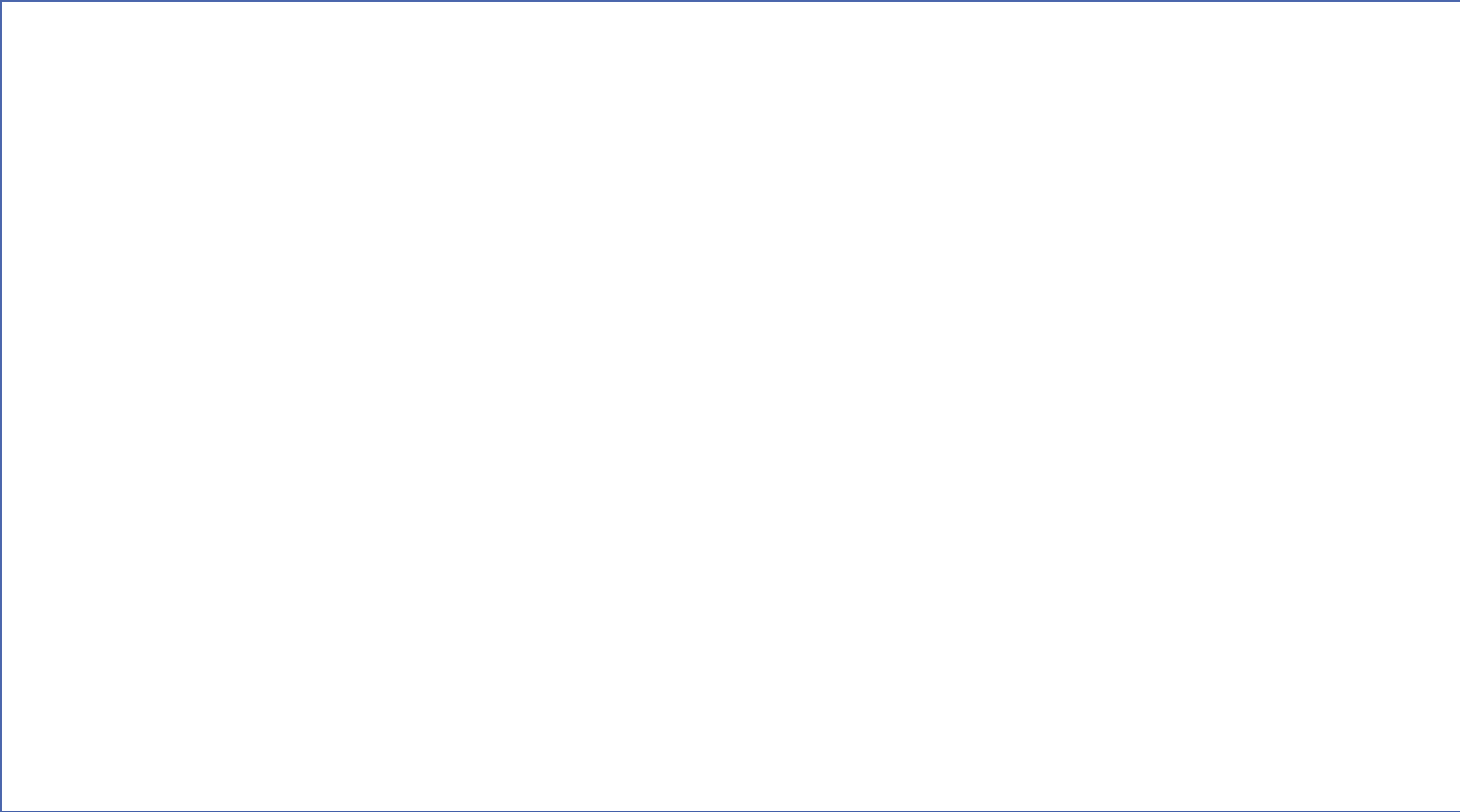




# How Will I Know Which Courses to Take?

- You



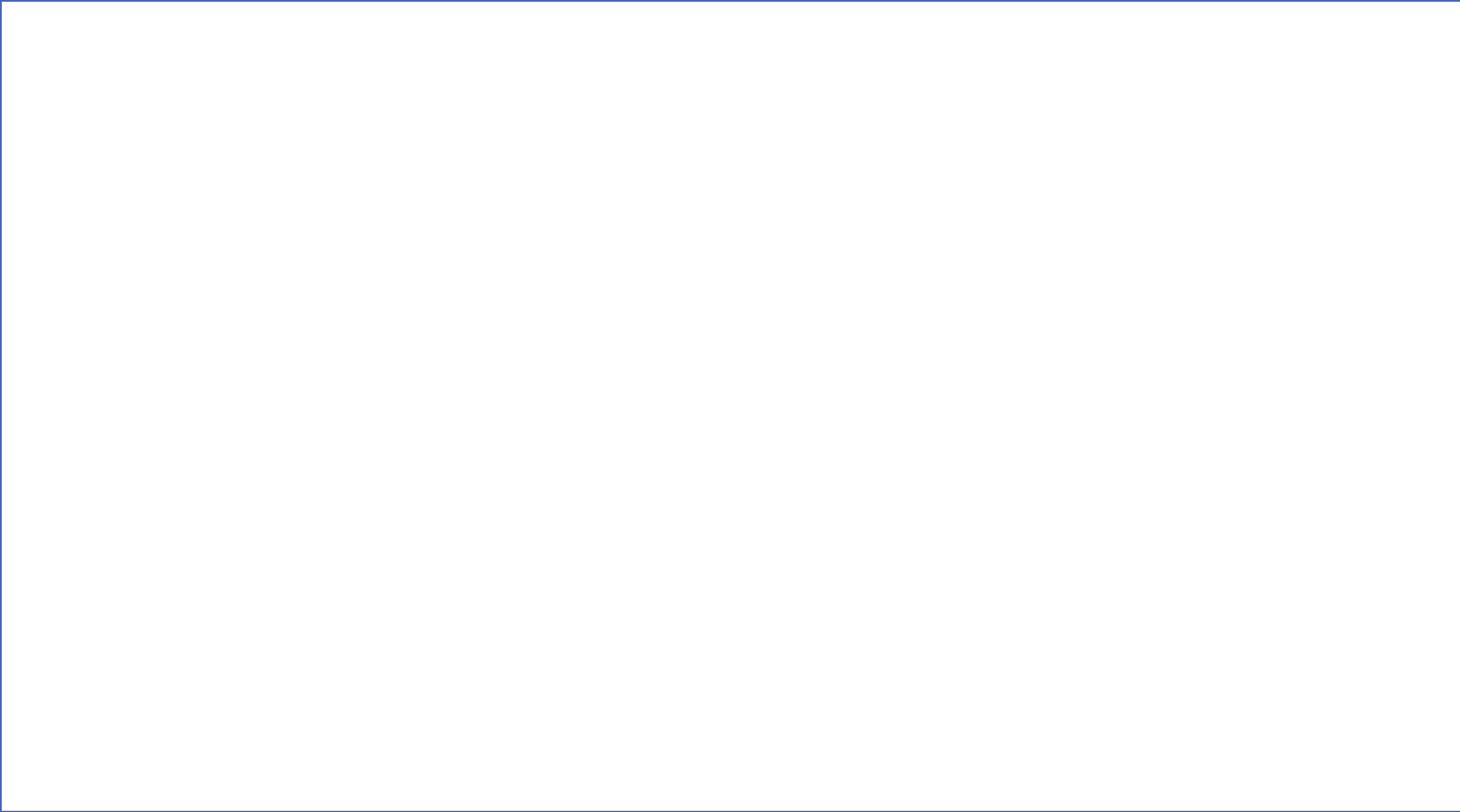


# What Type of Classes are Not Eligible for Funding?

- If you have received credit for a program competency with previous course work, the grant will not fund additional classes that meet the same competency.
- The grant cannot fund classes required only for the master's degree.
- The grant cannot fund classes taken at another university.

# How Many Courses May I Take Each Year?

- When funds are available, the grant will fund 3 courses per award term (typically 3 semesters) and may approve more in certain cases.
- When only a discount is available, you may take as many as you desire.
- You may, of course, take additional courses with funding from another source.



# I Want (or Need) to Take a Class at Another University

- If you choose to take a class at another university, you must have the grant office confirm in advance that the class is credit-bearing and meets your licensure requirements.
- As your official licensure program, we will also need a transcript at the completion of the class that reflects a passing grade.
- The grant cannot fund classes taken at other universities.







# Keep Your Grant-Funded Course Grades at B- or Above\*

What happens if I make a grade below B-?

- Your file is moved to inactive. No further grant funding/discounts will be provided by the grant program for any following session or semester until the course has been successfully retaken at your expense.

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# Inform The Grant Office If You Drop a Course

- Let the grant office know if you drop a grant-funded course at any point during the semester. The grant will withdraw any funds and/or reverse any grant-related discounts applied to your account. You may be responsible for the full cost of tuition, fees and late/collection charges, depending on when you dropped the class.

# Inform the Grant Office of Any Changes in Your Status

- Let us know of any changes to your home address, employer, teaching assignment, license changes, name, etc.
- Email the office as quickly as possible and/or fill out the online Employer Verification Form.
- If necessary, send in a new participant application from the website or manual.
- We will not automatically receive this information from ODU/Leo Online—you are our only source.

# Remember the Two Semester Rule

- Your file is considered inactive when you let 2 consecutive semesters pass without registering for an approved course if one is available.
- You will receive a letter regarding inactivity. You will have to reapply to the program, including being added to a waiting list, to regain grant funding.

# Check Your ODU Email Account

- You are responsible for checking your ODU email account for messages from us. This is our primary mode of communication.
- You can apply [here](#) for your ODU email address. Follow the links to open a new account. You may forward mail from this account to your home/work account from this same page.

# Complete the Evaluation Forms\*

- Grant funding and/or finishing paperwork will be withheld until the following forms are submitted (No reimbursements will be applied). You will be responsible for fees charged to your account in this case.
- The Pre or Post Task Rating Form is completed online at the beginning and end of your grant participation.
- The Employer Verification Form is completed at the beginning of each fall semester.
- These forms are available on our web site at the [Assessment link](#).

# Plan Ahead

- You have received a year of grant funding/discounts for one academic year with possible continuation based on availability of funds/discounts, and
- You have less than 3 years from the beginning of the term of your provisional license to complete endorsement requirements, so,
- Plan to finish well before your deadline.



# For PPET/VI/ACSD Grant Recipients

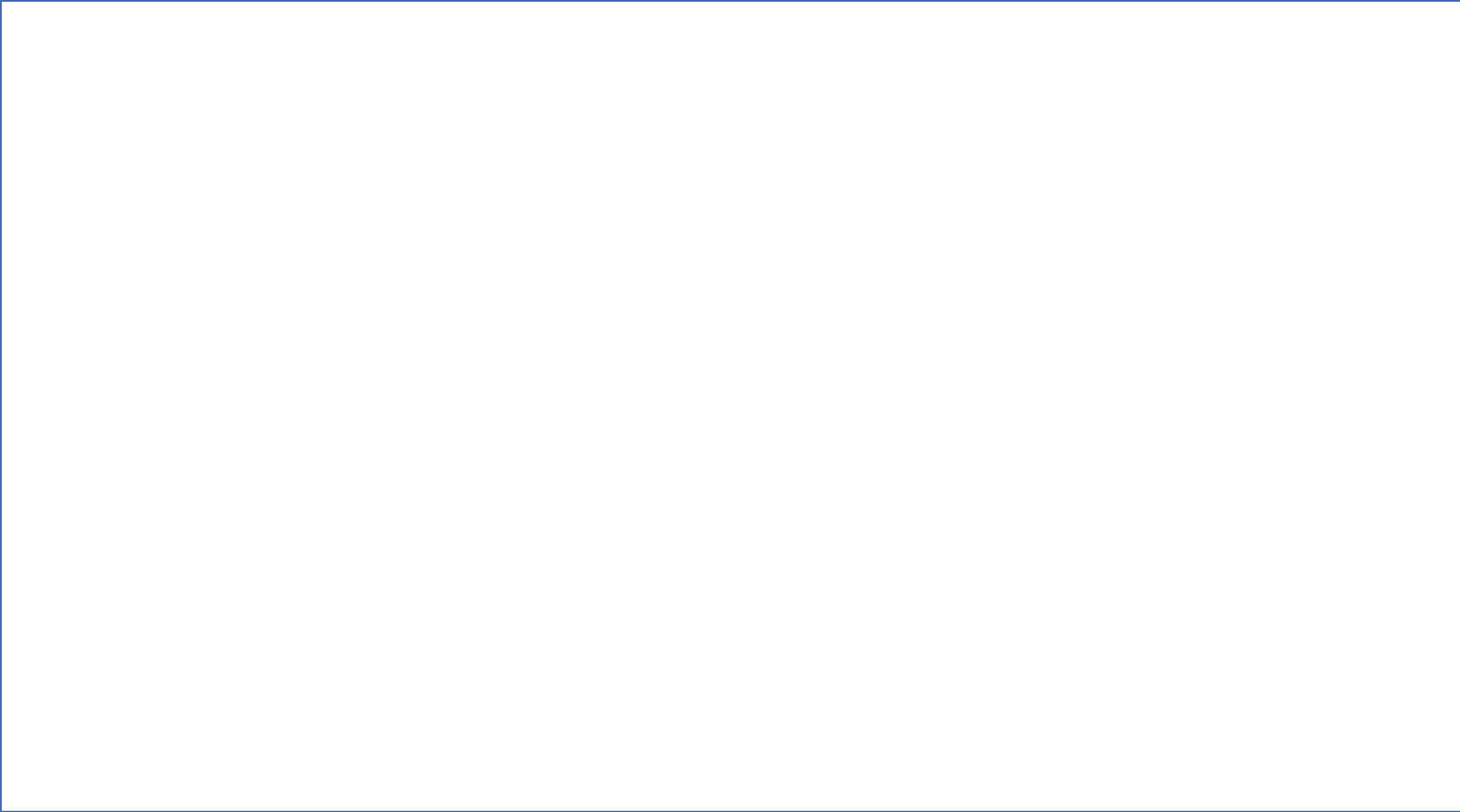
- If you have been granted a provisional license, notify the CSEEP office of your new status **immediately**.
- You will need to follow the application procedures for the CSEEP grant as stated on the website, including submitting additional materials as required. Transfer into the CSEEP grant is not automatic.

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**I AM FINISHED.  
WHAT HAPPENS NOW?**

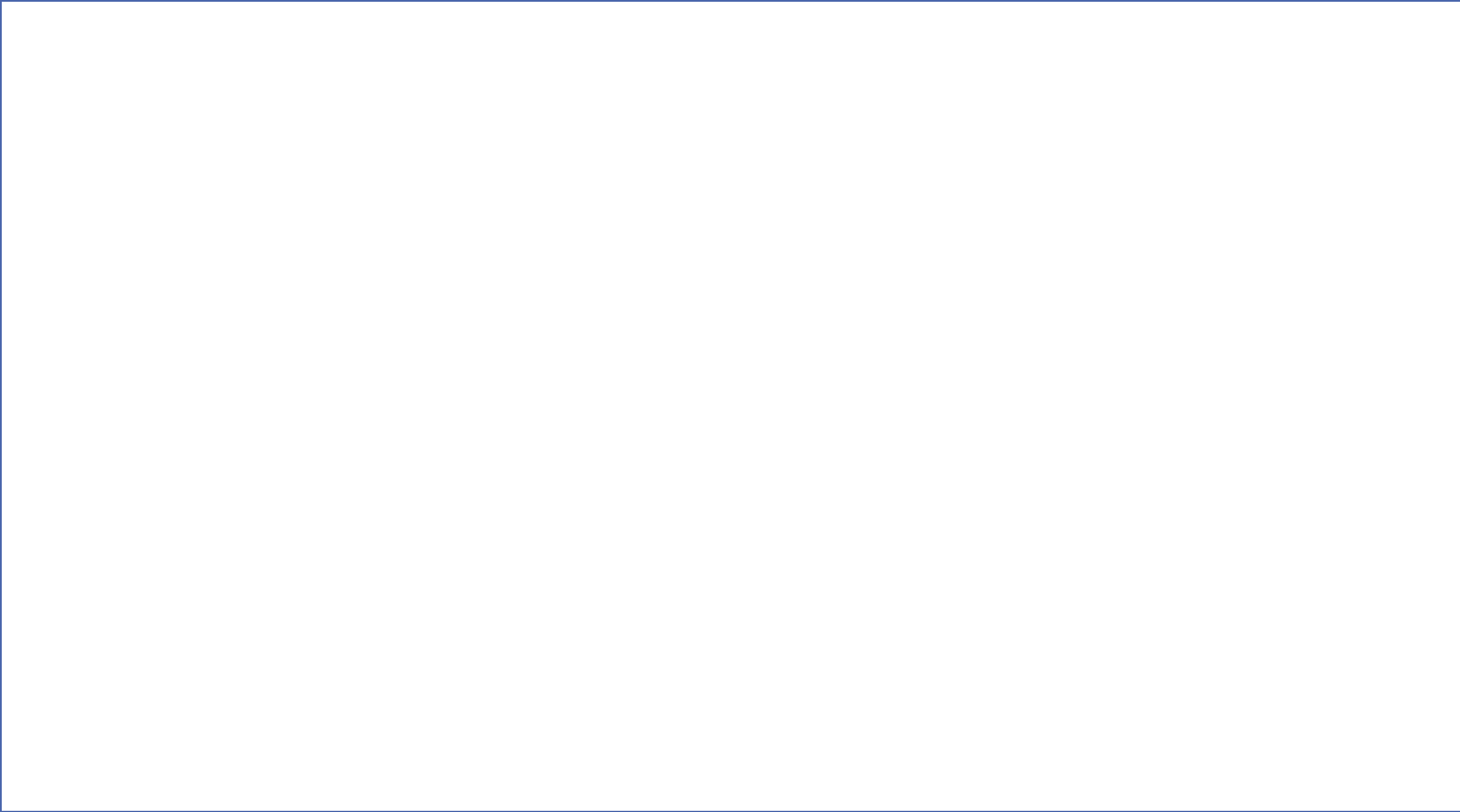
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- Once these requirements have been met and you have passed all approved courses according to grant requirements, including student teaching/internship (if required), we will send a signed College Verification Form to your home.
- When you receive the College Verification Form, you will need to give it and current transcripts to your licensure specialist in your school or division.
- Your school or division will add a Verification of Experience Form and send all documents with an application and fees to the VDOE. Your license will then come from the VDOE. This process may take 6 weeks or more.

# Completion of an Approved Alternative Route Licensure Program

- The CSEEP programs are considered an alternative route to licensure and as such, do not require participants with provisional licenses to complete student teaching.
- Therefore, when final paperwork (VDOE's College Verification Form) is completed, the Office of Clinical Experiences must indicate that you did not complete an approved program. The VDOE considers only those programs that require student teaching to be approved programs. All CSEEP program completers' College Verification Forms are completed this way.



# Completion of an Approved Alternative Route Licensure Program

- You should also be aware that some states do not honor teaching licenses that did not require an official student teaching/internship experience.
- Despite the fact that the VDOE may provide you a full, 10-



# Statement of Expectation from the Virginia Department of Education

The Virginia Department of Education has the expectation that CSEEP grant recipients will complete the necessary courses and internships for special education licensure and teach special education in a Virginia public school for a period of at least 2 years.

ADDITIONAL NOTES...

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# ODU's Master's Degree Program (MSEd in Special Education)

- Completion of the grant program does not result in a master's degree!
- You must apply to the master's program and be accepted before the completion of 12 graduate credit hours.
- Your application must include meet all program requirements:  
<http://www.odu.edu/cdse/academics/sped>

# ODU's Master's Degree Program (MSEd in Special Education)

- You can pursue the master's degree and continue in the CSEEP program simultaneously if compatible programs are available.
- Please inform the CSEEP office if you are admitted to the master's program—we'll need to change our database.

# CSEEP Contact Information

- Telephone:
  - Hampton Roads area: (757) 683-5372
  - Others: 1-800-968-2638 extension 5372
- Email:
  - [cseep@odu.edu](mailto:cseep@odu.edu)
- Mail:
  - CSEEP Grant Office
  - Child Study Center, Room 217
  - Old Dominion University
  - Norfolk, VA 23529-0136
- Fax: (757) 683-4129

# CSEEP Website

<http://www.odu.edu/education/programs/cseep>

## What's there?

- Pre/Post Task Rating form
- Employer Verification (eligibility check) form
- Participant application forms and much more...

# Other Important ODU Websites

- Office of the Registrar:

<http://www.odu.edu/ao/registrar/> How to register, academic calendars, etc.

- Office of Finance:

<http://www.odu.edu/af/finance/> How to pay your bill, refund and deadline information, etc.

- LeoOnline:

<http://www.leonline.odu.edu/> Locate your UIN, register, student account, course schedules, order transcripts, etc.

- Information Technology Services:

<http://www.odu.edu/occs> Activate email; get technical support

# I Have Finished the CSEEP Orientation! Now What Do I Do?

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