



## **Center for Professional Education Policies and Procedures**

### **Teachers adding Endorsements**

## Conceptual Framework

### Vision Statement

The Vision of the Seattle Pacific University School of Education is to influence the region, the nation, and the world through the equipping of educational leaders for public and private schools.

### Mission Statement

The Mission of SPU SOE is to equip educators for service and leadership in schools and communities by developing their professional competence and character, to make a positive impact on learning.

### The Four Commitments

The School of Education's mission statement and the mission statement and Education Plan of the University share a common commitment to themes, informed by our Christian faith and values as articulated in *Micah 6:8: And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.* The themes include the commitment to leadership and service in the community, and the commitment to character and competence. All of these commitments are focused on the professional and personal growth of our graduates, and speak to the conception of educator as master of a particular discipline, but also as a person who finds meaning and hope in a professional vocation, a "calling." For this reason, the commitments include professional competence, and leadership in one's area of responsibility, but they also include a commitment to character and to a larger vision of service to the educational community and beyond. . Through its integration of service, leadership, character and competence, the School of Education's mission captures the distinctiveness of a Christian University that prepares educators who are capable and committed to have a positive impact on the learning of a diverse community of K-12 learners.



**SERVICE:** Effective educators are committed to service, an idea that is deeply imbedded in the language of education. The goal at Seattle Pacific is to find ways to integrate the idea of "vocation" and Christian service in a winsome and appropriate way in the predominantly secular field of education. This need has prompted such terms as "servant leadership," an approach to leadership and service in which serving others is emphasized and "service learning," a form of experiential education that combines occupational and/or academic learning with service to community. Both of these aspects of service shed light on ways in which SPU candidates can fulfill their mission of service in an ever-changing world.

**LEADERSHIP:** Effective educators acknowledge the responsibility of each educator for the learning and growth of children. It is inspirational, but also participatory. It includes demonstration of the ability to motivate and direct others, to create and support principle-based ideas, to accomplish tasks in group situations, to help teams work toward goals, and to manage them to completion. Leadership involves bringing groups together in order to share learning, and construct meaning and knowledge collectively and collaboratively.

**COMPETENCE:** Effective educators demonstrate competence in carrying out their respective roles in learning communities. As competent practitioners, SOE graduates are expected to demonstrate excellence and mastery in their ability to plan and deliver instruction, use technology to support the learning of all students, and address the diverse needs of all students and their communities.

**CHARACTER:** Effective educators demonstrate character which acknowledges the dispositional implications of teaching and learning. Graduates will be able to motivate and lead people, they must have a heart for service to students and the community, and they must be able to demonstrate significant professional expertise, but all of these within a framework of strong personal values and support for the explicit and implicit ethical standards for professional educators.

# Center for Professional Education (CPE)

## Policies and Procedures for Teachers Adding Endorsement(s)

### Entrance Requirements

#### Program Application:

Candidate must complete all application materials and fulfill all application requirements before being admitted to the program. Requirements include:

- Copy of current valid Washington State Teaching Certificate
- Completed Application form
- Official transcripts (if not adding related endorsement)
- Course Substitution Form (if not adding related endorsement and the Candidate would like prior coursework considered as meeting endorsement coursework requirement)
- Application Fee

Information specific to the desired endorsement is sent to candidates following inquiry to [endorse@spu.edu](mailto:endorse@spu.edu)

### Program Requirements

#### Course Requirements:

**PATHWAY 2 - Adding a "Related Endorsement"**: If adding a Pathway 2 Endorsement (see *Pathway Chart for Adding Endorsements*), Candidates must successfully complete EDCN 5730 Field Experience. This five quarter credit graduate course includes the Pedagogy Assessment referenced on the Pathway Chart. The teaching requirement for EDCN 5730 is to plan and teach a unit of study one period/day for a minimum of three weeks in the new endorsement setting under guidance of a mentor teacher with an appropriate endorsement. A Candidate may only enroll in EDCN 5730 after we have received passing WEST-E scores. Consequently, Candidates should take the WEST-E at least one quarter before they plan to take EDCN 5730.

**PATHWAY 3 - Adding an "Unrelated Endorsement"**: If adding an endorsement in an unrelated endorsement area, in addition to meeting the Pathway 2 requirements (Passing the WEST-E and successfully completing EDCN 5730) Candidates must meet minimum college level content and methods course requirements. If a program has not been formally developed and outlined through SPU's Center for Professional Education, the Candidate will work with the Certification Officer to develop an "Approved Plan of Study" to meet this requirement. The "Approved Plan of Study" must be completed and the WEST-E passed before the Candidate can enroll in EDCN 5730 Field Experience.

#### Testing Requirements:

Candidates must pass the appropriate WEST-E at least one quarter prior to enrolling in EDCN 5730 Field Experience. WEST-E information is available at: <http://www.west.nesinc.com/>

### Program Completion

Upon completion of above requirements, the Candidate will submit Institutional Application for an Additional Endorsement and check for \$48.00 (OSPI certification fee) payable to Seattle Pacific University. Upon successful program completion, and receipt of Institutional Application and \$48.00 check, the Center for Professional Education will issue a Temporary Permit to the Candidate which will indicate the added endorsement. CPE will send verification to OSPI to have a new teaching certificate issued and sent to SPU. Upon receipt of the new teacher certificate, CPE will verify the information is correct before mailing the new certificate to the Candidate.

## Appeal Process

Variation in policy and procedures are considered on case by case basis through written appeal to the Certification Officer at Seattle Pacific University.

### Academic Appeals

If a student decides to appeal an academic decision, he or she should contact the advisor for more detailed information and assistance. 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 in extraordinary circumstances, when a resolution cannot be obtained at the first level, is the process moved to the next level.

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

### 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:

1. Faculty member at the course level
2. Graduate program director
3. Dean
4. Vice president for academic affairs
5. President

Academic petitions regarding general University matters such as decisions on registration policies, graduation requirements, or other *Graduate Catalog* academic regulations may be made in the following order:

1. Graduate program director or SAS (Check with advisor for the appropriate venue for petition.)
2. Graduate Policy and Evaluation Committee
3. Dean
4. Vice president for academic affairs
5. President

The decision of the president in any student appeal shall be final:

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.

## Pathways Chart for Adding Endorsements

Current Endorsement Held	Endorsement(s) Available	
Once you hold an endorsement then have 90 days experience in:	You can add an endorsement via <b>Pathway 1</b> by passing the <b>WEST-E</b> in:	You can add an endorsement via <b>Pathway 2</b> by passing the <b>WEST-E &amp; Pedagogy Assessment</b> in:
Bilingual Education; Bilingual Education – Supporting; K-12 Bilingual Education	English Language Learners	Designated World Language*
Designated Arts: Dance; Designated Arts: Dance – Primary; Designated Arts: Dance - Supporting	Theatre Arts	None
Designated Arts: Music – Choral; Designated Arts: Choral Music – Primary; Designated Arts: Choral Music – Supporting; K-12 Choral Music	None	None
Designated Arts: Music – General; Designated Arts: General Music – Primary; Designated Arts: General Music – Supporting; K-12 Music	None	None
Designated Arts: Music – Instrumental; Designated Arts: Instrumental Music – Primary; Designated Arts: Instrumental Music – Supporting; K-12 Instrumental Music	None	None
Designated Arts: Theatre Arts; Designated Arts: Drama – Primary; Designated Arts: Drama – Supporting; 4-12 Drama	None	Dance
Designated Arts: Visual Arts; Designated Arts: Visual Arts – Primary; Designated Arts: Visual Arts – Supporting; K-12 Art	None	None
Designated CTE: Agriculture Education; Agriculture Education – Primary; 4-12 Agriculture	Biology; Earth and Space Science; Science	Middle Level Science
Designated CTE: Business and Marketing Education; Business Education – Primary; 4-12 Business Education; Marketing Education – Primary; 4-12 Marketing Education	None	None
Designated CTE: Family and Consumer Science Education; Family and Consumer Science Education – Primary; 4-12 Family and Consumer Science Education; 4-12 Home and Family Life Education	None	None
Designated CTE: Technology Education; 4-12 Technical Education; Technical Education – Primary; 4-12 Industrial Arts	None	Middle Level Science
Designated Science: Biology; Biology – Primary; Biology – Supporting; 4-12 Biology	Chemistry; Earth and Space Science; Physics; Science	Middle Level Mathematics; Middle Level Science
Designated Science: Chemistry; Chemistry – Primary; Chemistry – Supporting; 4-12 Chemistry	Biology; Earth and Space Science; Physics; Science	Mathematics; Middle Level Mathematics; Middle Level Science
Designated Science: Earth and Space Science; Designated Science: Earth Science; Earth Science – Primary; Earth Science – Supporting; 4-12 Earth Science	Biology; Chemistry; Physics; Science	Middle Level Mathematics; Middle Level Science
Designated Science: Physics; Physics – Primary; Physics – Supporting; 4-12 Physics	Biology; Chemistry ; Earth and Space Science; Science	Mathematics; Middle Level Mathematics, Middle Level Science
Designated World Language; All World Language Endorsements; e.g.; K-12 Chinese; French – Primary; German - Supporting	Designated World Language*	
Early Childhood Education; Early Childhood Education – Primary; Early Childhood Education - Supporting ; P-3 Early Childhood Education	None	None
Early Childhood Special Education; Early Childhood Special Education – Primary; P-3 Early Childhood Special Education	Early Childhood Education	None

Current Endorsement Held	Endorsement(s) Available	
Once you hold an endorsement then have 90 days experience in:	You can add an endorsement via <b>Pathway 1</b> by passing the <b>WEST-E</b> in:	You can add an endorsement via <b>Pathway 2</b> by passing the <b>WEST-E &amp; Pedagogy Assessment</b> in:
Elementary Education; Elementary Education – Primary; K-8 Elementary Education	Early Childhood Education	Middle Level Mathematics; Middle Level Science; Middle Level Humanities; Reading
English Language Learners; English as a Second Language; English as a Second Language – Primary; English as a Second Language – Supporting; K-12 English as a Second Language	None	Designated World Language*
English Language Arts; English/Language Arts – Primary; 4-12 English/Language Arts	None	Middle Level Humanities; Social Studies; History; Theatre Arts
Health/Fitness; Health/Fitness – Primary; Health/Fitness – Supporting; K-12 Physical Education	None	Dance
History; History – Primary; History – Supporting; 4-12 History	Social Studies	Middle Level Humanities; English Language Arts
Library Media; Library Media – Primary; Library Media – Supporting; K-12 Learning Resources	None	None
Mathematics; Mathematics – Primary; Mathematics – Supporting; 4-12 Mathematics	None	Physics; Middle Level Mathematics
Middle Level Humanities	English Language Arts; Social Studies; History	None
Middle Level Mathematics	None	Mathematics
Middle Level Math/Science	None	Mathematics; Science
Middle Level Science	None	Science; Middle Level Mathematics
Reading; Reading – Primary; Reading – Supporting; K-12 Reading	None	None
Science; Science – Primary; 4-12 Science	Biology; Chemistry; Earth and Space Science; Physics	Middle Level Science
Social Studies; Social Studies – Primary; 4-12 Social Studies	History	Middle Level Humanities; English Language Arts
Special Education; Special Education – Primary; K-12 Special Education	None	Early Childhood Special Education, Elementary Education
Traffic Safety Education	None	None
<b>Both</b> English Language Arts and Social Studies	Middle Level Humanities	None

\* Designated World Language endorsement pathways also require passing the ACTFL Oral Proficiency Interview (OPI) [except Latin] and Written Proficiency Test (WPT). The Designated World Language Programs approved in Washington state are Chinese, French, German, Japanese, Latin, Norwegian, Russian, Spanish, and Swedish.

For the latest information on endorsement testing, please visit <http://www.pesb.wa.gov/Assessment/WEST-E/WEST-E.asp>.

**The following endorsements may only be added through a complete college program (Pathway 3):** Designated Arts: Music – Choral, General, Instrumental; Designated CTE: Agriculture Education, Business and Marketing Education, Family and Consumer Sciences Education, Technology Education; Bilingual Education; Health/Fitness; Visual Arts; Special Education; and Traffic Safety Education.

**The following pre-2007 endorsements are not eligible for Pathway 1 or 2:** 4-12 Anthropology, 4-12 Computer Science, 4-12 Comparative Religion, English – Primary, English – Supporting, 4-12 English, 4-12 Economics, 4-12 Geography, 4-12 Health, 4-12 Instructional Technology, 4-12 Journalism, Middle Level – Primary, 4-12 Philosophy, 4-12 Political Science, 4-12 Psychology, 4-12 Sociology, 4-12 Speech.