



The Commonwealth Special Education Endorsement Programs

**Administrative Manual
11th Edition**

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SECTION I. POLICIES AND PROCEDURES

OVERVIEW

Each day in Virginia's schools, more than 20,000 students with disabilities are taught by over 2,500 educators who have minimal preparation for the challenges they face. At issue is the need for highly qualified and fully licensed special education teachers, which is expanding at a faster rate than the capacity of traditional teacher preparation programs to respond.

Concomitantly, Virginia schools and teachers, like all schools and teachers across the United States, are subject to the increasing pressure of the heightened teacher preparation standards presented by the *Every Student Succeeds Act* and the *Individuals with Disabilities Education Improvement Act*.

Old Dominion University's (ODU) response to the growing educational needs of Virginia's children with disabilities, the shortage of special educators, and teacher preparation mandates was to design and to implement the Commonwealth Special Education Endorsement Programs. The primary mission of these programs is to ensure a high-quality education for Virginia's children with disabilities through the provision of readily accessible paths to full licensure for provisionally licensed special education teachers and qualifying non-licensed school division personnel.

Through grants funded by the Virginia Department of Education (VDOE), the Darden College of Education and Professional Studies of Old Dominion University provides online endorsement programs for special educators and non-licensed school division personnel in the Commonwealth of Virginia. A collaboration has been developed among Virginia public schools and universities, state-operated programs, the Virginia Department of Education, and Old Dominion University to accomplish the following program goals:

- 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;
- Establish a collaborative relationship among the Commonwealth's public school systems and state operated programs, the Virginia Department of Education, and Old Dominion University to facilitate full licensure for special education teachers with provisional licensure and qualifying non-licensed school personnel who wish to become special educators;
- Integrate content knowledge, technology standards, instructional strategies, and the Virginia Standards of Learning throughout the course work, using evidence-based practices;
- Evaluate all components of the project including curriculum design, course content, teacher application of knowledge and skills, and overall success in providing full endorsement for special education teachers in Virginia;
- Assess teacher retention of grant participants; and
- Assess P-12 student academic and non-academic change over time in grant participants' classrooms.

The Commonwealth Special Education Endorsement Programs (CSEEP) are designed to overcome the significant geographic, opportunity, and cost barriers that prevent these teachers

and school personnel from having access to the special education courses necessary to complete the requirements for full licensure. Many participants in the Commonwealth Special Education Endorsement Programs are place-bound in locations that are distant from established licensure programs. CSEEP courses are delivered via web conferencing and asynchronous online methods. Classes are tailored to the needs of working professionals, and most are delivered in convenient formats. All classes necessary for a special education teaching endorsement are delivered each academic year.

Other participants often are unable to assume the costs of additional course work. To address these barriers, key components of CSEEP include classes scheduled at times convenient for working professionals, a variety of course delivery modalities, and tuition assistance and/or discounts for grant participants.

The Commonwealth Special Education Endorsement Programs are a clear success: to date, they have enabled over 2000 teachers to achieve full licensure and to acquire the skills necessary to educate their students with disabilities. As another measure of CSEEP's success, several national awards have recognized this innovative, effective, and streamlined teacher preparation program. The Commonwealth Special Education Endorsement Programs are funded annually by the Virginia Department of Education. Additional years of grant funded tuition support will be contingent upon Virginia Department of Education grant awards.

ELIGIBILITY & APPLICATION PROCESS

Eligible participants must meet the criteria for one of the following programs:

Commonwealth Special Education Endorsement Program for Provisionally Licensed Special Educators (CSEEP) Seeking Endorsement in *Special Education: General Curriculum K-12* *

An applicant must:

1. be employed full-time in the Commonwealth of Virginia and assigned to teach students with disabilities who access the general curriculum in a public school division or VDOE-operated program in [Superintendent's Study Regions 1, 2, 3, 6, 7 or 8](#);
2. hold a valid special education provisional license with a *special education: general curriculum K-12* endorsement;
3. be recommended by the employing public school division or VDOE-operated program in [Superintendent's Study Regions 1, 2, 3, 6, 7 or 8](#); and
4. be currently admitted to ODU. If you are not currently admitted to ODU, you must complete the graduate non-degree entry process with the ODU Admissions office prior to submitting a CSEEP application.

CSEEP Program Application Process

To apply, each participant must submit a **complete** application packet. The complete packet must be received at the address below by the designated deadline. The complete packet consists of:

1. a completed CSEEP Participant Application Form (Appendix B) with appropriate signatures;
2. official college transcripts from all universities attended other than Old Dominion University. No grade reports will be accepted;
3. a copy of the *special education: general curriculum license K-12* information from the Virginia Department of Education. This information consists of:

- a provisional license with endorsement in *special education: general curriculum K-12* including;
 - the endorsement requirements for *special education: general curriculum K-12*; and
 - the professional studies requirements for *special education: general curriculum K-12*; and
4. copies of any licensure test scores or certificates, if available (i.e., Virginia Communication and Literacy Assessment [VCLA]; Reading for Virginia Educators [RVE]; Behavior Intervention and Support training; Dyslexia Awareness training; and/or Child Abuse and Neglect training ; Test scores are not required for entry into CSEEP, but must be included with application, if available.

Continuance Requirements

- CSEEP participants must attain a B- or better in grant-funded course work; maintain 3.0 GPA; and meet [ODU's requirements for graduate students](#);
- A [clearance check](#) must be on file with ODU's Teacher Education Services before registering for any practicum coursework; and
- All graduate students must complete the [Responsible Conduct of Research modules](#) before 12 graduate hours have been completed.

Exit Requirements

- [Virginia Communication and Literacy Assessment](#) scores as per the [Virginia Board of Education](#);
- [Reading for Virginia Educators](#) scores as per the [Virginia Board of Education](#);
- [VDOE Assessments/Training for Initial Licensure](#); and
- ODU Exit Requirements.

Paraprofessional Preparation for Extraordinary Teaching (PPET) Program for School Personnel Seeking Endorsement in *Special Education: General Curriculum K-12**

An applicant must:

1. Be employed full-time and assigned as a paraprofessional, long term substitute teacher under a contract, or other personnel in a public school division or VDOE-operated program in [Superintendent's Study Regions 1, 2, 3, 6, 7 or 8](#);
2. hold a baccalaureate degree from a regionally accredited college or university;
3. be recommended by the employing school division or state-operated program (the principal or designee must sign the participant application form);
4. be seeking initial licensure in special education with endorsement in ***special education: general curriculum K-12***; and
5. be currently admitted to ODU. If you are not currently admitted to ODU, you must complete the **graduate** non-degree entry process with the ODU Admissions office prior to submitting a PPET application.

PPET Program Application Process

To apply, each participant must submit a **complete** application packet. The complete packet must be received at the address below by the designated deadline. The complete packet consists of:

1. a completed PPET Participant Application form (Appendix C) with appropriate signatures;

2. official college transcripts from all universities other than Old Dominion University. No grade reports will be accepted; and
3. copies of any licensure test scores or certificates, if available (i.e., Virginia Communication and Literacy Assessment [VCLA]; Reading for Virginia Educators [RVE]; Behavior Intervention and Support training; Dyslexia Awareness training; and/or Child Abuse and Neglect training ; Test scores are not required for entry into PPET but should be included with application, if available.

Continuance Requirements

- PPET participants must attain a B- or better in grant-funded course work; maintain 3.0 GPA; and meet [ODU's requirements for graduate students](#);
- A [clearance check](#) must be on file with ODU's Teacher Education Services before registering for any practicum coursework; and
- All graduate students must complete the [Responsible Conduct of Research modules](#) before 12 graduate hours have been completed.

Exit Requirements

- [Virginia Communication and Literacy Assessment](#) scores as per the [Virginia Board of Education](#);
- [Reading for Virginia Educators](#) scores as per the [Virginia Board of Education](#);
- [VDOE Assessments/Training for Initial Licensure](#); and
- ODU Exit Requirements.

The Virginia Consortium for Teacher Preparation in Special Education Adapted Curriculum (SD Consortium)*

The Virginia Consortium for Teacher Preparation in Special Education Adapted Curriculum (SD Consortium) is comprised of five state-approved teacher preparation programs in *special education: adapted curriculum* K-12. Participating universities are George Mason University; Norfolk State University; Radford University; James Madison University; and Old Dominion University. The consortium's primary goal is to prepare teachers across the commonwealth to be highly skilled and effective in teaching learners with severe and multiple disabilities. The program is designed to accelerate the training for teachers with newly-issued provisional licenses and to increase the number of fully endorsed teachers by providing training to full-time pre-service personnel. SD Consortium courses will be delivered via distance formats using videoconferencing and web modalities. Faculty experts in severe disabilities from the five universities teach the required classes. Applicants must have bachelor's degrees from regionally accredited universities.

George Mason University is the lead university for this consortium. More information on the consortium in general can be found at this [GMU link](#).

Consortium goal: to provide the coursework and field experiences required for a Virginia teaching endorsement in *special education: adapted curriculum* K-12 to individuals who hold a bachelor's degree from a regionally accredited university.

Eligibility

Admission and tuition support is awarded preferentially in the following order:

1. Teachers holding Virginia provisional licenses with *special education: adapted curriculum* K-12 (AC) endorsements and currently employed by a Virginia public school division or state-operated program.

2. Unendorsed individuals with bachelor's degrees from regionally accredited universities who are working in Virginia public school divisions or state-operated programs as instructional assistants in AC classrooms who wish to become endorsed in AC.
3. Individuals with bachelor's degrees from regionally accredited universities who are working in Virginia public school divisions or state-operated programs and who wish to become endorsed in AC.

Tuition Assistance

Funding of students admitted to the consortium will be dependent on available funding and contingent on the student's compliance with consortium requirements. Funding amounts will vary by semester.

Program Application Process

1. Download and complete the [SD Consortium Application](#)
2. Complete the [graduate non-degree application](#) process with ODU, including reactivating a student record or changing student status with ODU if necessary.
3. Submit the following to the [CSEEP Office](#) (scans to CSEEP@odu.edu):
 - SD Consortium application (see #1 above);
 - official transcripts from any university attended but ODU;
 - copies of any other assessment scores for teacher licensure (e.g., VCLA);
 - copy of the face of the applicant's provisional license and all the pages that came with it (if applicable); and
 - a CSEEP application.

Continuance Requirements

- SD participants must attain a B- or better in grant-funded course work; maintain 3.0 GPA; and meet [ODU's requirements for graduate students](#);
- A [clearance check](#) must be on file with ODU's Teacher Education Services before registering for any practicum coursework; and
- All graduate students must complete the [Responsible Conduct of Research modules](#) before 12 graduate hours have been completed.

Exit Requirements

- [Virginia Communication and Literacy Assessment](#) scores as per the [Virginia Board of Education](#);
- [VDOE Assessments/Training for Initial Licensure](#); and
- ODU Exit Requirements.

The Virginia Consortium for Teacher Preparation in Vision Impairment (VI Consortium)*

The VI Consortium is the only academic program for preparing teachers of students with visual impairments in Virginia and is comprised of three universities: George Mason University, Old Dominion University, and Radford University. Its primary goal is to prepare teachers to be highly skilled at working with students with blindness and visual impairments. Completion of the VI program meets the Virginia Department of Education's required competencies for teachers of students with blindness and visual impairments. Classes are offered through a combination of video conferencing, asynchronous classes, and face-to-face meetings. Through video conferencing, participants are able to experience real-time, interactive, multipoint instruction among the three universities. George Mason University is the lead university for this consortium. More information on the consortium in general can be found at this [GMU link](#).

Consortium goal: to provide the coursework and field experiences required for a Virginia teaching endorsement in *blindness and visual impairments* K-12 to individuals who hold a bachelor's degree from a regionally accredited university.

Eligibility

Admission and tuition support is awarded preferentially in the following order:

1. Teachers holding Virginia provisional licenses with *blindness and visual impairment*, PreK-12 (BVI) endorsements and currently employed by a Virginia public school division or state-operated program.
2. Individuals with bachelor's degrees from regionally accredited universities who are working in Virginia public school divisions or state-operated programs and who wish to become endorsed in VI.
3. Individuals with bachelor's degrees from regionally accredited universities who wish to become endorsed in BVI.

Tuition Assistance

Funding of participants admitted to the consortium will be dependent on available funding and contingent on the student's compliance with consortium requirements. Funding amounts will vary by semester.

Program Application Process

1. Complete the online [VI Consortium application](#);
2. Complete the [graduate non-degree application](#) process with ODU, including reactivating a student record or changing student status with ODU if necessary.
3. Submit the following to the [CSEEP Office](#) (scans to CSEEP@odu.edu):
 - o official transcripts from any university attended but ODU;
 - o copies of any other assessment scores for teacher licensure (e.g., VCLA, RVE);
 - o copy of the face of the applicant's provisional license and all the pages that came with it (if applicable);
 - o a current resume; and
 - o a CSEEP application.

Continuance Requirements

- VI Consortium participants must attain a B or better in grant-funded course work; maintain 3.0 GPA; and meet [ODU's requirements for graduate students](#);
- A [clearance check](#) must be on file with ODU's Teacher Education Services before registering for any practicum coursework; and
- All graduate students must complete the [Responsible Conduct of Research modules](#) before 12 graduate hours have been completed.

Exit Requirements

- [Virginia Communication and Literacy Assessment](#) scores as per the [Virginia Board of Education](#);
- [Reading for Virginia Educators](#) scores as per the [Virginia Board of Education](#);
- [VDOE Assessments/Training for Initial Licensure](#); and
- ODU Exit Requirements.

* Due to changing University requirements, national accreditation standards, and Commonwealth licensure regulations, the programs in the Darden College of Education and Professional Studies are under constant revision. Any changes resulting from these factors supersede the program requirements described in the catalog and this manual. Students are encouraged to obtain current program information from their advisors and the [Darden College of Education](#) and Professional Studies.

Application Procedures

Grant applications must be mailed to the grant office according to the schedule found on the [CSEEP website](#). Applications not received by the office by the appropriate due dates will be considered for the following semester. Grant personnel will review and respond to complete applications. Official notification of acceptance, a course approval letter, and registration procedures then will be sent to the participant. Use the grant office contact information to send all required CSEEP documents. It is the applicant's/participant's responsibility to make sure all required CSEEP documents are received at this address by the designated deadline.

Send all complete application packets to:

CSEEP Grant Office

Child Study Center, Room 217

Old Dominion University

Norfolk, VA 23529-0136

Fax number: (757) 683-4129

Email: CSEEP@odu.edu

Provisional Licensure

The Provisional License is a nonrenewable license valid for a period not to exceed three years issued to an individual who has allowable deficiencies for full licensure as set forth in this chapter....Individuals shall complete all requirements for licensure, including passing all licensure assessments, for a renewable license within the validity period of the Provisional License. The individual shall have a minimum of an earned baccalaureate degree from a regionally accredited college or university, with the exception of those individuals seeking the Technical Professional License.

([Virginia Licensure Regulations for School Personnel](#), Virginia Department of Education, 2018.)

Teacher Candidate Internship (Student Teaching) for Non-Provisionally Licensed Participants

Full (10 year) renewable teaching licenses in Virginia require two components: course work and supervised classroom experience in the endorsement area sought. PPET participants do not hold special education teaching licenses and therefore cannot meet the supervised classroom experience requirement in their current job placements. Because of their current non-licensed status, PPET participants have two ways to meet the experience component of full licensure: (a) employment as a special educator under a provisional license or (b) teacher candidate internship (student teaching).

- (a) Employment as a Special Educator.** PPET participants are eligible for hire by any school division on a *provisional* license at any point after they have completed a qualifying bachelor's degree and a course on legal aspects of special education and characteristics of disabilities (SPED 400/500 at ODU). The provisional license requires that the participant complete all necessary remaining coursework in the areas on the license and a year of successful teaching in the endorsement area

stated on the license before the expiration date of the license. In this scenario, PPET participants would not have to arrange for student teaching as long as their employers will officially verify their teaching in the endorsement area in lieu of student teaching.

- (b) Teacher Candidate Internship (Student Teaching).** PPET participants who are not holding provisional licenses and plan not to obtain employment/licensure before finishing the PPET program will have to arrange a teacher candidate internship through [Old Dominion University's Office of Clinical Experiences](#) (OCE). **Teacher Candidate Internship Requirements** can be found on the [OCE website](#). The PPET grant will approve a teacher candidate internship for eligible participants. This must be arranged in advance through the CSEEP office.

RESPONSIBILITIES & EXPECTATIONS

The Commonwealth Special Education Endorsement Programs: Alternative Licensure through Distance Education are a collaborative effort among the Virginia Department of Education, local public school divisions, VDOE-operated programs, and Old Dominion University. Each organization makes important contributions toward the development and implementation of the Commonwealth Special Education Endorsement Programs. As a result of this collaborative approach, teachers and prospective teachers experience continuity and support throughout the licensure process. **Therefore, the quality and success of the Commonwealth Special Education Endorsement Programs depends upon each organization and each individual fulfilling key responsibilities.**

Responsibilities of the Virginia Department of Education

The Virginia Department of Education, on behalf of the Virginia Board of Education, has the responsibility for the issuance of licenses for instructional personnel. In addition, the Virginia Department of Education provides the grant funds (when available) that support the Commonwealth Special Education Endorsement Programs. This funding includes:

- a percentage of the tuition costs associated with licensure requirements (when available); and,
- administrative support through Old Dominion University.

Responsibilities of Public Schools and State-Operated Programs

All Virginia public school divisions and state-operated programs with eligible teachers of special education may participate in the Commonwealth Special Education Endorsement Programs. The participating agency must:

- recommend individuals for participation in the Commonwealth Special Education Endorsement Programs; and

provide data concerning teacher effectiveness as requested.

Responsibilities of Old Dominion University

Old Dominion University faculty serves as program administrators and course instructors. The CSEEP staff is responsible for:

- offering distance courses as scheduled;
- coordinating and disseminating instructional materials and evaluations;
- tabulating data from survey instruments;
- monitoring and recording grades from assignments;
- responding to questions and requests from participants and supervisors;

- managing correspondence for the Commonwealth Special Education Endorsement Programs;
- managing the Commonwealth Special Education Endorsement Programs budget;
- evaluating the Commonwealth Special Education Endorsement Programs;
- validating completion of endorsement requirements; and
- advising participants.

Responsibilities of the Grant Participants

The participants are responsible for:

- completing the application process, including admittance to ODU;
- reading and complying with Commonwealth Special Education Endorsement Programs policies and procedures outlined in the latest administrative manual;
- viewing the online orientation prior to the first semester of grant participation;
- reading the materials provided in the grant welcome packet;
- reviewing the [How to Succeed as an ODU Online Student page](#);
- registering for or dropping approved courses by using Old Dominion University's [Leo Online](#);
- completing all course requirements and receiving a minimum of a B- (exception: **BVI** course work requires a B or better) in each endorsement course;
- retaking any courses after receiving an unacceptable grade (at the participant's own expense). (For more information, see Frequently Asked Question #9.);
- becoming aware of all Old Dominion University policies and procedures as they relate to registration and continuation (procedures and regulations as stated in the Old Dominion University Catalog are also in effect for all Commonwealth Special Education Endorsement Program participants), including but not limited to:
 - purchase of a web-based portfolio system like LiveText, as specified;
 - completion of the Responsible Conduct of Research training modules;
 - completion of an ODU Office of Clinical Experiences Clearance Check;
 - completion of the Special Education Exit Exam and Educational Benchmarks Inventory; and
 - any other required procedures.
- maintaining continuous enrollment in the grant program, providing approved course work is available;
- maintaining eligibility for funding/discounts by continuing to meet entrance and continuance criteria;
- completing and submitting all required evaluation forms by appropriate due dates as indicated in grant publications and mailings;
- activating your MIDAS and ODU email accounts. Information is available on the Information Technology Services (ITS) [website](#). Participants must also refer to the information included in their acceptance packets. You may forward your ODU email to another email account. Your ODU email account will be the primary means of receiving grant communications. Additionally, ODU's Office of Finance utilizes email billing notification in lieu of paper bills;
- notifying the grant office within two weeks of any changes in personal information (e.g., address, telephone number, name, or teaching assignments); and;
- making sure all required documents have been received in the CSEEP office in Norfolk by the specified deadlines.

VDOE Statement of Expectation

The Virginia Department of Education has the expectation that 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.

Employment in Private Schools

CSEEP does not accept applications from, nor admit, teachers or other personnel employed in nonpublic (private) schools and agencies.

SECTION II. COURSE REGISTRATION & DELIVERY

REGISTRATION

1. Once accepted, participants will receive an acceptance packet that will include a course approval letter. This letter will summarize all courses needed to complete endorsement course work requirements that will be funded by the grant. Course work that has not received prior written approval will not be funded by the grant.
2. Grant funding and/or discounts will be applied only to the tuition of CSEEP-approved courses.
3. To register for course work, participants must use the Old Dominion University [Leo Online system](#). For details, participants must refer to the information included their acceptance packets. For further assistance in registering for classes, grant participants may contact the Registrar's Office.

COURSE SCHEDULE, DESCRIPTIONS, & LISTS

Please refer to [Leo Online schedule](#) for upcoming course offerings. Course descriptions for the CSEEP/PPET programs, VI Consortium, and SD Consortium can be found in the [current catalog](#).

CSEEP/PPET PROGRAM COURSES

- SPED 313. Fundamentals of Human Growth and Development: Birth to Adolescence
- SPED 400/500. Foundations of Special Education: Legal Aspects and Characteristics
- SPED 402/502. Instructional Design I: Learner Characteristics and Assessment
- SPED 411/511. Classroom and Behavioral Management Techniques for Students with Diverse Needs
- SPED 415/515. Instructional Design II: Curricular Procedures and Individualized Education Planning
- SPED 417/517. Collaboration and Transitions
- SPED 418/518. Developing Instructional Strategies for Mathematics for Students with Diverse Learning Needs
- SPED 610. Characteristics of Students Accessing the General Curriculum
- SPED 611. Instructional Strategies for Students Accessing the General Education Curriculum
- TLED 468/568. Language Acquisition and Reading for Students with Diverse Learning Needs
- READ 680. Reading to Learn Across the Curriculum

VI CONSORTIUM PROGRAM COURSES

- SPED 432/532. Characteristics of Students with Visual Impairments
- SPED 433/533. Braille Code

- SPED 434/534. Medical and Educational Implications of Visual Impairments
- SPED 435/535. Orientation and Mobility
- SPED 436/536. Curriculum and Assessment of Students with Visual Impairments
- SPED 437/537. Assistive Technology for People with Sensory Impairments
- SPED 638. Teaching Methods for Students with Visual Impairments
- SPED 639. Braille Reading and Writing

SD CONSORTIUM PROGRAM COURSES

- SPED 670. Transition and Community-Based Instruction
- SPED 671. Positive Behavior Supports
- SPED 672. IEP, Assessment & Program Planning for Adapted Curriculum
- SPED 673. Communication and Severe Disabilities
- SPED 674. Characteristics of Students with Severe Disabilities
- SPED 675. Foundations of Language and Literacy for Diverse Learners
- SPED 676. Curriculum and Methods-Severe Disabilities
- SPED 677. Consultation and Collaboration
- SPED 678. Individualized Supports and Specialized Care of Students with Significant Disabilities

For grant participants without provisional licenses only (to be taken after all other course work is complete):

- SPED 486/586. Teacher Candidate Internship for Special Endorsement.

SECTION III. FREQUENTLY ASKED QUESTIONS

1. How do I get more information about these programs?

Visit [our website](#) for an orientation, information, data, and forms for the CSEEP programs.

2. Can participants use course work from other universities to satisfy endorsement requirements?

Yes. Course work taken at another university may be used to satisfy endorsement requirements upon the discretion of the grant advisor at Old Dominion University. An official copy of the transcript and a course description will be requested before attributing credit.

3. How will participants know what courses to take and when to take them?

The advisor will review transcripts and the Virginia Department of Education's documentation (if applicable) to determine remaining courses necessary for full endorsement. This information will be provided to the participant in the course approval letter(s).

4. Where will participants take the courses?

Participants will take courses via on-campus meetings (where available), web conferencing, and asynchronous modalities.

5. How will grant participants complete practicum requirements?

For provisionally licensed teachers, practicum requirements can be completed within the participant's current classroom setting since the student population matches the specific endorsement course work expectations. Non-licensed participants may have to arrange to complete practicum hours in an appropriate classroom, including contacting the Office of Clinical Experiences (OCE), if necessary, for an official placement.

6. Will participants be required to complete a teacher candidate internship (student teaching)?

Provisionally licensed teachers will have their school divisions verify their classroom experience with official paperwork to the Virginia Department of Education in lieu of student teaching. Program participants without valid provisional licenses will have to arrange student teaching experiences through Old Dominion University's Office of Clinical Experiences (OCE). All OCE requirements for student teaching must be met.

7. Can participants be endorsed in more than one area through the program?

No. All CSEEP & PPET participants must seek the *special education: general curriculum* endorsement. Participants in the VI Consortium may seek endorsement only in *blindness and visual impairments K-12*. Participants in the SD Consortium may seek endorsement only in *adapted curriculum*.

8. How many courses can a participant take in a year?

In the CSEEP program, participants may receive tuition assistance for one course per semester (three total in an academic year, which includes fall, spring, and summer semesters) when funds are available. Additional course work may be discounted at the discretion of the CSEEP office. VI and SD participants may receive tuition assistance for unlimited courses per year when adequate funds are available.

9. Does the grade a participant receives in a course affect continued participation in the grant?

Yes. CSEEP, PPET, and SD Consortium participants must earn a minimum grade of B- in each endorsement course supported by grant funds/discounts. Participants in the VI Consortium program must earn a B or better in each endorsement course supported by grant funds/discounts. If a participant earns a grade of less than B- (exception: BVI course work requires a B or better) in a grant-funded/discounted course, tuition support/discounts from CSEEP will cease at the end of the session or semester in which the course was taken. The participant will be placed on inactive status and no other funds/discounts will be applied to the participant's account for following sessions or semesters.

To regain grant funding/discounts, the participant may retake the course at their own expense and document successful completion of the course to the grant office. The participant may also have to reapply to the grant, including being placed on a waiting list. The equivalent of this course may be taken at another college or university after receiving approval from the grant advisor. There will be no further tuition assistance/discounts from CSEEP until the course has been successfully retaken, documented, and the grant office has been informed.

There are also university requirements associated with earned grades and grade point averages (GPAs). See **question #15** for further information.

10. What are the consequences for dropping a class after the drop/add deadline?

If a participant drops a grant funded/discounted course after the drop/add deadline, the participant will be required to inform the CSEEP grant office directly. Grant funds/discounts will be withdrawn from the participant's student account and the participant may then be required to pay the entire tuition of the dropped course including any added fees. The participant may choose to file a tuition appeal.

11. What are the consequences if a participant receives an incomplete (I) grade in a grant-funded/discounted course?

If a participant receives an I grade in a course supported by grant funds/discounts, the individual will have one semester to satisfactorily complete any outstanding course work and receive a grade of B- or better (exception: BVI course work requires a B or better). It is the participant's responsibility to contact his or her instructor immediately upon receiving an I grade and complete the required course work. An I will automatically change to an F at the end of the following semester if the instructor has not entered a change of grade. At that point, the conditions as stated in **question #9** will apply. It is also the participant's responsibility to know what grade he or she has received for each class.

12. In addition to course requirements, are there any other responsibilities of grant participants?

Yes. See Grant Participant Responsibilities in the preceding Responsibilities section. Additionally, grant participants are asked to complete the Pre-Task Rating Form within 2 weeks of notification of acceptance to the grant program and the Post Task Rating Form during the last semester of participation. If the Pre/Post Task Rating Form (PTRF) is not submitted within the specified time period, further tuition assistance/discounts or the College Verification Form required by the Virginia Department of Education will be withheld until complete. Any fees assessed by the university on the participants' accounts will be the responsibility of the participant.

13. When should the participant pay his or her portion of the tuition?

The participant portion of the tuition must be paid on or before the designated ODU tuition payment deadline. The participant must not wait for a bill, nor should the participant wait for the posting of the grant funds/discounts. Waiting to pay may result in a late or collection fee. In the case that late or collection fees are applied, the participant will be responsible for their portion of the tuition as well as any late or collection fee on their portion. For all tuition and academic deadlines, please check the websites of the ODU Offices of Finance and the Registrar. Any tuition assistance is added to participants' accounts after the tuition deadline.

14. What is the procedure for receiving an endorsement once the participant has completed the course work requirements?

The grant office must receive all required assessment documents (Post Task Rating Form and any other assessment instrument(s)) before processing a recommendation for endorsement. Once endorsement requirements have been met, the grant director will send an official letter indicating completion of the program to the grant participant. Participants are responsible for providing their employing education agencies a copy of the letter of verification. The employing agency then will make application to the Virginia Department of Education for licensure.

15. Are there other grade requirements that CSEEP and PPET participants must meet?

All graduate students (CSEEP participants included) must maintain a 3.00 grade point average to remain eligible to register for classes at ODU. Although the grant accepts a B- (exception: BVI course work requires a B or better), all B- grades must be offset with B+ or A grades to meet graduate GPA requirements at ODU. All grant participants must adhere to the [graduate policies and procedures](#).

QUESTIONS RELATED TO SEEKING ENROLLMENT IN THE ODU MASTER'S DEGREE PROGRAM

1. May a student who is in the CSEEP programs also pursue a master's degree at ODU?

Many grant participants choose to enter the master's degree program to seek a teaching endorsement and a master's degree concurrently, as some programs have many courses in common. For entrance criteria, applications, and updated information, please visit the [program website](#). **Note that ODU does not offer a master's degree with endorsement in *blindness and visual impairment K-12*, nor is the ODU master's degree program with endorsement in *adapted curriculum K-12* compatible with the SD consortium program.**

2. May a student who currently is in the Old Dominion University Special Education Master's Degree Program also participate in the grant?

Yes. If an individual meets the established grant criteria, they may become a grant participant.

3. How many courses can be transferred into the master's degree program?

An individual may transfer up to 12 graduate credit hours into the master's degree program at the discretion of the graduate program director. Regardless of the number of graduate hours completed or where these hours were completed, only 12 credit hours can be transferred into the graduate degree program.

4. If a student currently is enrolled in the CSEEP grant, what is the maximum number of hours they can complete before applying to the master's program?

An individual must apply and be accepted into the Old Dominion University Special Education Master's Program before the completion of 12 graduate credit hours. Any credit hours earned beyond 12 will not be transferred into the master's program.

**APPENDIX A:
OLD DOMINION UNIVERSITY CONTACT INFORMATION**

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE/FAX/EMAIL</u>
Stephen W. Tonelson, Program Director	Old Dominion University Child Study Center, Rm. 210 Norfolk, VA 23529	757/683-6295 (phone) 757/683-4129 (fax) stonelso@odu.edu
Robert A. Gable, Program Co-Director	Old Dominion University Child Study Center, Rm. 214 Norfolk, VA 23529	757/683-3157 (phone) 757/683-4129 (fax) rgable@odu.edu
Ann S. Maydosz, Grant Advisor	Old Dominion University Child Study Center, Rm. 209 Norfolk, VA 23529	757/683-5372 (phone) 757/683-4129 (fax) amaydosz@odu.edu
Tracy A. Murray, Program Coordinator	Old Dominion University Child Study Center, Rm. 217 Norfolk, VA 23529	757/683-5372 (phone) 757/683-4129 (fax) tmurray@odu.edu

OTHER IMPORTANT OLD DOMINION UNIVERSITY CONTACTS:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE/FAX/EMAIL</u>
<u>Office of the Registrar</u>	Old Dominion University Rollins Hall Norfolk, VA 23529	757/683-4425 (phone) 757/683-5357 (fax) register@odu.edu
<u>Office of Admissions</u>	Old Dominion University Rollins Hall Norfolk, VA 23529	757/683-3685 (phone) 757/683-3255 (fax) admit@odu.edu
<u>Student Financial Aid Office</u>	Old Dominion University Rollins Hall Norfolk, VA 23529	757/683-3683 (phone) 757/683-5920 (fax) finaid@odu.edu
<u>Office of Finance</u>	Old Dominion University Rollins Hall Norfolk, VA 23529	757/683-3030 (phone) 757/683-5407(fax) tuition@odu.edu

Participant Application Form

The Commonwealth Special Education Endorsement Programs (CSEEP)

(Note: To qualify for CSEEP, applicants must hold a current and valid Virginia provisional teaching license with a special education: general curriculum K-12 endorsement.)

Last Name _____

First Name _____

Middle Name _____

Preferred Name _____

Date of Birth _____

Gender: F ___ M ___ Prefer not to say ___

Ethnicity (Please check one) American Indian/Alaskan Native ___ Black (non-Hispanic) ___ White (non-Hispanic) ___ Asian ___ Hawaiian Native/ Other Pacific Islander ___ Hispanic Unspecified

Home Address _____

Home Telephone # () _____

University ID Number (UIN) _____

Employing School Division _____

Employing School Name _____

Employing School Address _____

Employing School Telephone #() _____

Employing School Staff Email _____

Employing School Principal's Name _____

Your ODU Email _____

Grade level(s) currently serving _____ Disability(s) currently supporting (check all that apply) LD ___ ED ___ ID ___ autism ___ TBI ___ OHI ___ multiple disabilities ___ developmental delay ___

Title of current position _____

State any and all Virginia teaching license endorsements (if any) _____

Name of college/university awarding B.A./B.S. degree: _____

Undergraduate Major (e.g., English) Date Degree Awarded _____

Do you or will you pay out-of-state tuition? Yes ___ No ___

I have read and agree to comply with the guidelines set forth in the administrative manual for the Commonwealth Special Education Endorsement Programs (online at www.odu.edu/cseep). I certify that I meet the eligibility requirements and agree to fulfill the participant responsibilities of the Commonwealth Special Education Endorsement Program as stated in the CSEEP Administrative Manual. By signing this application, I am also consenting to complete and submit all required CSEEP evaluation documents. I understand that I must have graduate non-degree status at ODU to participate in CSEEP.

Signature of Teacher _____ Date _____

(Please continue to the second page of the form)

Principal or Designee's Recommendation (Required)

As a representative of _____ school division/state-operated program, I recommend this individual to participate in the Commonwealth Special Education Endorsement Programs. We agree to fulfill our responsibilities as outlined in the CSEEP Administrative Manual (Online at www.odu.edu/cseep). By signing below, I am agreeing to participate in the CSEEP evaluation procedures, if any.

Print name of Principal/Designee _____

Signature of Principal/Designee _____ Date _____

Old Dominion University is an equal opportunity, affirmative action institution.

Please mail applications to: CSEEP Grant Office, Child Study Center, Room 217, Old Dominion University, Norfolk, VA 23529. FAX: 757-683-4129.
EMAIL: CSEEP@odu.edu. OFFICE: 757-683-5372.

(Revised 9/21)

Participant Application Form Paraprofessional Preparation for Extraordinary Teaching (PPET)

(Note: To qualify for PPET, applicants must have a bachelor's degree from a regionally accredited university, be employed by a Virginia public school or state-operated program, and be seeking a Virginia teaching license with a *special education: general curriculum K-12 endorsement.*)

Last Name _____

First Name _____

Middle Name _____

Preferred Name _____

Date of Birth _____

Gender: F ___ M ___ Prefer not to say ___

Ethnicity (Please check one) American Indian/Alaskan Native ___ Black (non-Hispanic) ___ White (non-Hispanic) ___ Asian ___ Hawaiian Native/ Other Pacific Islander ___ Hispanic Unspecified

Home Address _____

Home Telephone # () _____

University ID Number (UIN) _____

Employing School Division _____

Employing School Name _____

Employing School Address _____

Employing School Telephone #() _____

Employing School Staff Email _____

Employing School Principal's Name _____

Your **ODU** Email _____

Grade level(s) currently serving _____ Disability(s) currently supporting (check all that apply) LD ___ ED ___ ID ___ autism ___ TBI ___ OHI ___ multiple disabilities ___ developmental delay ___

Title of current position _____

State any and all Virginia teaching license endorsements (if any) _____

Name of college/university awarding B.A./B.S. degree: _____

Undergraduate Major (e.g., English) Date Degree Awarded _____

Do you or will you pay out-of-state tuition? Yes ___ No ___

I have read and agree to comply with the guidelines set forth in the administrative manual for the Commonwealth Special Education Endorsement Programs (online at www.odu.edu/cseep). I certify that I meet the eligibility requirements and agree to fulfill the participant responsibilities of the Commonwealth Special Education Endorsement Program as stated in the CSEEP Administrative Manual. By signing this application, I am also consenting to complete and submit all required CSEEP evaluation documents. I understand that I must have graduate non-degree status at ODU to participate in CSEEP.

Signature of Teacher _____ Date _____

(Please continue to the second page of the form)

Principal or Designee's Recommendation (Required)

As a representative of _____ school division/state-operated program, I recommend this individual to participate in the Commonwealth Special Education Endorsement Programs. We agree to fulfill our responsibilities as outlined in the CSEEP Administrative Manual (Online at www.odu.edu/cseep). By signing below, I am agreeing to participate in the CSEEP evaluation procedures, if any.

Print name of Principal/Designee _____

Signature of Principal/Designee _____ Date _____

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EMAIL: CSEEP@odu.edu. OFFICE: 757-683-5372.

(Revised 9/21)