

THE COMMONWEALTH SPECIAL EDUCATION ENDORSEMENT PROGRAMS

ORIENTATION (56 SLIDES)

Funded by the Virginia Department of Education

PLEASE NOTE:

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 *Special Education: General Curriculum*

- 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 *Visual Impairments; Special Education: Adapted Curriculum*

- 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!

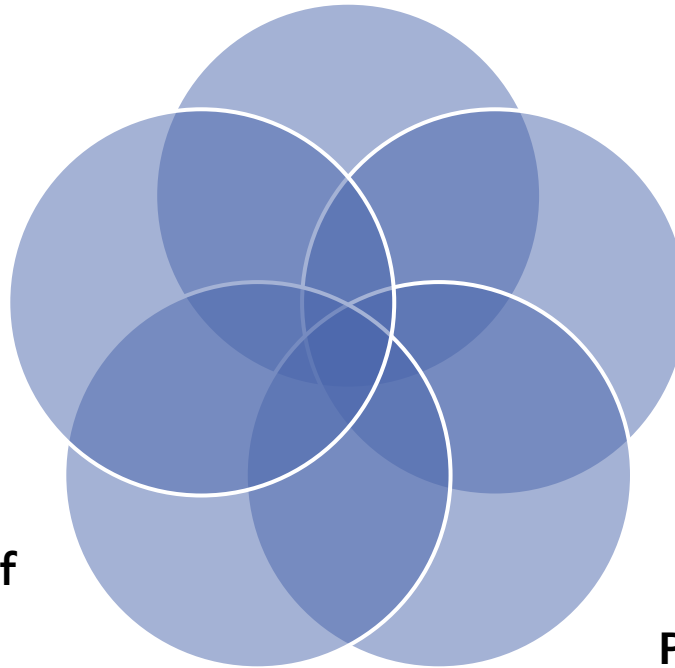
2013 Recipient of the
Innovation in Teacher
Education Award
from SRATE

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
the Exemplary
Program Award
from ACRES

2007 Finalist,
Distinguished
Program in Teacher
Education from
ATE



Meet the Grant Directors and Staff



- **Dr. Stephen Tonelson, Program Director**
- **Dr. Robert Gable, Program Co-Director**
- **Dr. Ann Maydosz, Program Co-Director**
- **Jackie Royster, Grant Administrator**
- **Tracy Murray, Grant Support Specialist**

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 3: Curriculum

- Integrate content knowledge, technology standards, instructional strategies, and the Virginia Standards of Learning throughout the course work, using evidence-based practices.**

Program Goal 4: Evaluation

- 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.**

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 course that requires a field experience even if currently employed in a school.
- The clearance process can take up to eight weeks or longer to complete. The clearance process includes fingerprinting, a social service/child protective service check, and a review of each candidate's name through the Virginia State Police Sex Offender Registry.
- Read more at this link:
<https://www.odu.edu/success/academic/teacher-education/placement/background-checks>

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: [Teacher Candidate Internship \(Student Teaching\)](#).

FREQUENTLY ASKED QUESTIONS ABOUT THE CSEEP GRANTS



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.

When Will the Grant Pay Its Portion of My Tuition?

- The grant funds (if available) are deposited into the student accounts well after the tuition deadline—sometimes as much as 6 weeks later. This allows us to give the Finance Office a comprehensive list.
- You may receive a late notice but will not be responsible for late fees if you have paid your portion and completed all required CSEEP forms by the designated deadline.
- If you receive a bill for tuition after the 6-week period but have paid your portion and completed all forms by the designated deadlines, contact the grant office.

How Will I Know Which Courses to Take?

- You will receive 2 course approval letters each academic year. One will list approved courses for the fall semester and the other will list approved courses for the spring and summer semesters. These letters will be sent to your ODU email address and will arrive before the pre-registration date.

I Have a Provisional License. What Type of Courses Will the Grant Fund?

- Remember that the grant can only fund the courses that we determine are necessary for the endorsement(s) stated on your license.
- For example, if your license states *special education: general curriculum*, we can neither approve nor fund classes for *early childhood special education* or *hearing impairments*.

I Don't Have a Provisional License Yet. What Type of Classes Will the Grant Fund?

- For those students in the PPET program, the grant will fund only ODU classes necessary for endorsement in *special education: general curriculum*.
- For those students in the VI or ACSD Consortia, the grant will fund only ODU classes necessary endorsement in *visual impairment* or *special education: adapted curriculum*, respectively.

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 Have a Provisional License. What Happens if I Can't Finish My Course Work Before My License Expires?

- Consult your school division's HR department to determine if you are eligible for an extension if one is available.
- You should plan to complete all requirements before the expiration date of your license. We recommend completing your course work in the spring semester prior to your expiration date.

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.

HOW DO I MAINTAIN MY GRANT ELIGIBILITY?*

*Your continued participation in the CSEEP programs is contingent on the availability of funds and your fulfillment of the responsibilities as outlined in the manual, the website, the welcome packet, communications from the program, and this orientation.

Read the Administrative Manual

Available on the [CSEEP website](#) ---> click
on Administrative Manual

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.
- You must inform the grant office when the course has been retaken successfully.
- You may have to re-apply, including being added to a waiting list, to rejoin the program. In the VI & ACSD consortia programs, it may not be possible to rejoin the program.

*Note that the VI Consortium requires a B or better in all grant-funded coursework

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.

I've lost my grant eligibility. What happens now?

- If you would like to continue seeking endorsement in special education, you must now apply to Old Dominion University's Post Baccalaureate Endorsement (PBE) Program. The PBE Program has entrance and continuance requirements that are different from CSEEP's and you must apply to the PBE Program and be accepted in order to continue taking classes at ODU.
- Please refer to the [ODU Special Education program webpage](#) for additional information on this program.

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

Exit Requirements: CSEEP, PPET & VI Consortium

○ During your final semester of classes, we will send you an email asking you to complete the following exit requirements:

1. Post Task Rating Form;
2. An evaluation of the CSEEP program;
3. Proof of completion of the CPR/AED, Dyslexia Awareness, and Behavior Intervention and Support trainings (if not previously provided);
4. Licensure test scores (VCLA; RVE [not required for adapted curriculum endorsement], if not previously provided);
5. Educational Benchmarks Inventory; and
6. Special Education Program Exit Assessment.

These assessments are mandatory: you must complete them before you can receive your VDOE final licensure paperwork.

- 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

Please be aware that if you do not present a College Verification Form provided by your program to the Virginia Department of Education upon your or your school division's request for licensure, you will be subject to a transcript review by the VDOE.

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-year, renewable license after completing an alternative route program like CSEEP, you may experience limited reciprocity with other states like North Carolina, for example.

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...

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
- 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?

- You are responsible for the information in this orientation. [Click this link to sign the CSEEP Orientation Verification that you have viewed the orientation and understand your benefits and responsibilities as a grant participant.](#) This is required as a condition of your grant funding.
- Thank you for your time! We want you to complete licensure through our program, so please use this orientation as a resource whenever you have questions about the grant.