



Online Teaching Endorsement Application

Program Description

CPRESA offers the Online Teaching Endorsement program, aligned with Georgia Professional Standards Commission [Rule 505-3-.95](#) that upon successful completion results in the Online Teaching Endorsement added to a teaching certificate.

The goal of the Online Teaching Endorsement is to prepare individuals to teach classes within online and blended learning environments.

Cohorts

The Endorsement is divided into three fully online asynchronous courses consisting of 5 PLUs each and must be taken in sequence. Completion of the three courses is required in order to add the Online Teaching endorsement to an existing level 4 professional teaching certificate or higher. Dates (once finalized) can be found on the course registration page.

Districts wishing to offer a cohort should contact the CPRESA Professional Learning Office.

Admission Requirements

Admission to the program requires the recommendation of candidates by school and system administrators. Candidates must be approved for admission prior to being eligible to register for the first course. Courses must be completed in sequence.

Eligibility requirements include documentation of the following:

- A valid Georgia Standard Professional or Performance-Based Certificate;
- A current contract with a Georgia school system;
- Recommendations from the school principal and one additional system administrator;
- Proficiency with technology and a commitment to post-graduate level work;
- Mastery of Georgia Standards of Excellence for the grade/content taught; and
- Professional dispositions or habits of professional action and moral commitments to all students.

Cost

Tuition is \$350 per course for CPRESA teachers. Total cost for the endorsement is \$1050 plus the cost of books.

Format: Online Asynchronous Courses

Online coursework is to be completed weekly. Candidates are required to show proficiency through evidence of planning for and teaching online modules with their students.

Attendance Policy

Candidates are expected to complete all coursework in a timely manner. Unforeseen circumstances may result in a candidate missing a deadline. Candidates should contact the instructor immediately; the instructor will complete an **Incomplete Course Agreement**, and the candidate will have ten days to complete all missing work. A consistent lack of progress in coursework will result in being dropped from the course; the candidate will be accountable for the course fee.

Program Rigor

Potential candidates for any endorsement should understand that the rigor of the program is expected to be equivalent to a graduate degree program. The candidate's research and writing demonstrate an analytical ability such that ideas are not presented merely in a simplistic summary but provide an original investigation and analysis. All assignments are developed to align with GaPSC Endorsement rules and InTASC standards, and candidates are expected to complete work on time. The syllabus for each course should be reviewed by each potential candidate prior to application and registration.

The series of courses includes: 1) Foundations of Online Instruction; 2) Designing Online Instruction; 3) Teaching Online Courses. Each course requires 50 contact hours including clinical practice in the candidate's classroom as well as successful completion of all coursework.

Note: Students are not required for OTE1 and OTE2, but are required for OTE 3. Candidates are required to show proficiency through evidence with students in an LMS.

Employer Recommendation Required

Endorsement candidates must be recommended by their employer prior to beginning any endorsement program. The application process requires the direct supervisor to attest to the candidate's professionalism and expertise necessary for completing a rigorous program.

Required Texts

Candidates are expected to have in their possession all required texts.

[Click here for a list of required texts.](#)

Program Application Process - All Candidates Must Complete

Application Deadline: July 12, 2024: Potential candidates will be enrolled when the Professional Learning Office receives a **complete application consisting of four documents:** 1) Electronic Application; 2) Recommendation form with appropriate commitments and signatures 3) Georgia Teaching Certificate; and 4) Endorsement Candidate Agreement and MOU. **Mail or Scan Employer Recommendation form (number 2 below) teaching certificate (number 3) and Endorsement Candidate Agreement and MOU (number 4) to:**

**Director of Professional Learning
Coastal Plains RESA
245 N. Robinson St.
Lenox, Georgia 31637
Fax: 229-546-4167**

Scan and email to the CPRESA Registrar: erinstephens@cpresa.org

1. [Click here](#) to access the OTE **Electronic Application**.
2. [Click here](#) to access the **Supervising Administrator Form**.
3. [Click here](#) to access your Mypsc account and **print your current certificate**.
4. [Click here](#) to access the **Endorsement Candidate Agreement and MOU**.

More Information

For additional information regarding the Online Teaching Endorsement program, please contact the [Professional Learning Office Registrar](#).

Online Teaching Endorsement Overview

Note: Students are not required for this OTE1 and OTE2, but are required for OTE 3.

Candidates are required to show proficiency through evidence with an LMS.

Course 1: Foundations of Online Instruction

The purpose of this course is an orientation to the highly interactive online classroom.

As a result of course mastery, candidates will know and be able to do the following:

- Experience the wealth of possibilities available through online courses
- Acquire authentic knowledge about the characteristics of online learners
- Observe the techniques used to build the capacity of online learners to independent growth and group collaboration
- Participate in the various online activities available to online participants
- Develop practical working knowledge in using a Learning Management System (LMS)

Course 2: Designing Online Instruction

The purpose of this course is to provide online instructors with practical and useful experiences in virtual instruction. Participants will further delve into methods of online teaching.

As a result of course mastery, candidates will know and be able to do the following:

- Develop and refine working knowledge of using a learning management system (LMS)
- Identify and analyze learning styles of students
- Develop an online evaluation plan
- Demonstrate effective online instructional interface
- Demonstrate successful online communication and motivational strategies
- Create appropriate writing for the Web
- Understand copyright and fair use policies and law

Course 3: Teaching Online Courses

The purpose of this course is to provide online instructors with practical and useful experiences web-based in developing supportive instructional materials for online curriculum. Increasing online participant's success requires instructors to know how to teach asynchronously, but how to write and develop support materials unique to the online genre of learning.

As a result of course mastery, candidates will know and be able to do the following:

- Develop a deep understanding of the instructional design components making up a high quality course
- Utilize the systematic steps of analyzing, designing, developing, implementing and evaluation to create, teach, and evaluate a web-based unit of instruction
- Become fully functional and comfortable within the online interface
- Prepare a syllabus for an online course
- Write specific goals, objectives, and performance objectives for lessons
- Develop an interactive learning environment
- Understand and apply fair use and copyright guidelines
- Work within the LMS as an instructor

Note: Candidates are required to show proficiency through evidence with an LMS.