

5.504(b) Additional Endorsement Programs of Study Guidance

Additional Endorsement Program of Study for Individual Educators

Educators who do not qualify to [add endorsements](#) by test only are required to complete a program of study with an approved educator preparation provider (EPP) in addition to submitting qualifying scores on the required assessments. In addition to the list of approved specialty areas programs offered as additional endorsements, providers must submit a description of the processes used to assess individual educator qualifications to determine needed coursework and/or clinical experiences. The following should be considered in designing an individual program of study leading to an additional endorsement:

1. **General Education:** Providers should not require general education coursework as part of programs of study for additional endorsements.
2. **Professional Education:** Providers should not require professional education coursework as part of programs of study for additional endorsements unless the coursework is directly related to pedagogical content knowledge associated with the specialty area in which the educator is seeking additional endorsement. For example, if an educator is seeking additional endorsement in math 6-12, courses in math pedagogy may be appropriate.
3. **Specialty Area:** Providers should use the applicable specialty area standards as a focus for determining a program of study for the additional endorsement. In determining the exact coursework to be required for each educator, the provider will consider previous coursework and relevant experiences in lieu of specialty area coursework. In some cases, no coursework may be needed or required.
4. **Coursework:** Providers should determine the coursework needed, if any. In evaluating for relevant knowledge and skills, the provider should undertake one or more of the following activities:
 - a. An examination of the educator's transcript(s),
 - b. An examination of the educator's professional experience and competence in the knowledge and skills required of the endorsement area as verified by an employer,
 - c. Opportunities for educators to test out of courses, if appropriate, and
 - d. Administration of other tests or assessments of the knowledge and skills deemed appropriate by the provider.

If the provider has an initial licensure preparation program approved as a dual endorsement and an educator already holds an endorsement in one of the specialty areas, the provider may recommend the educator for the second endorsement of the dual endorsement program. The candidate must meet the provider's requirements to receive the recommendation.

5. **Clinical Experiences:** Providers may require supervised clinical experience in the additional endorsement area. Clinical experience requirements may be satisfied in a variety of ways. Because additional endorsements apply to licensed educators, clinical practice (student teaching semester year-long internship or job-embedded) will not be required.

The educator's prior or current teaching experience may count as clinical experience. The EPP will consider the following:

- a. When the teaching experience occurred,
- b. In what specialty area the teaching experience occurred,
- c. Whether the educator received appropriate supervision and support, and
- d. The results of the local evaluation or other assessment of the educator's performance.

Additional Endorsement Program of Study for a Group or Cohort of Educators

Providers that seek to offer an additional endorsement program of study to a group or cohort of educators must submit a program proposal for review. The provider must document the need for the program and provide a rationale that supports the content of the additional endorsement program of study. The proposal must describe the process used by the provider to assess educator qualifications prior to enrollment (see 4 and 5 above) to ensure the program of study is appropriate (e.g., for admission to an additional endorsement program of study for Early Childhood Education Pre-K-3, the educator must already hold the endorsement in Early Development and Learning Pre-K-K, Special Education Preschool/ECE Pre-K-3 and/or Elementary Education K-5/K-6).