

SPU's Center for Professional Education

Library Media Endorsement *Program Timeline*

Thank you for your interest in SPU's Endorsement programs! Please review the timeline below:

- 1) **Apply to the SPU endorsement program.**
 - a. Candidate must hold a current WA State Teaching Certificate to apply.
 - b. Application fee is \$200.00 and is non-refundable.
 - c. If you have taken prior coursework that might substitute toward the program of study, submit a CSSA to request a transcript review at time of program application.

- 2) **Complete all required coursework (see page 2 for Plan of Study).**

**Classes offered through Highline College: Students must apply at Highline and receive a Highline College Student ID number before they can register for classes at Highline. Once Highline courses are completed, students should request an official Highline transcript be sent to SPU.*

 - a. As the endorsement programs are open-ended, each candidate is responsible for keeping track of deadlines and enrolling in necessary courses.
 - b. Each candidate is provided **five years** from date of admission to complete the program of study.
 - c. Candidates are required to have an official transcripts sent to SPU upon completion of any coursework completed outside of SPU.

- 3) **Pass the appropriate WEST-E/NES test.**
 - a. Choose SPU as an electronic recipient during your test session.

- 4) **Complete the Field Experience Practicum.**

After steps 1-3 are completed, the candidate is eligible to request placement in EDCN 5730: Field Experience Pedagogy Assessment. Express intent by contacting endorse@spu.edu. Cohorts tend to fill quickly. To avoid being waitlisted, consult the chart below:

Complete requirements 1-3 and express intent by...	To participate in field experience...
July 31 st	Fall Quarter (September-December)
October 31 st	Winter Quarter (January-March)
January 31 st	Spring Quarter (March-June)

NOTE: Application to the endorsement program must occur 90 days prior to requesting placement in EDCN 5730 Field Experience. Otherwise, you will be subject to a **\$75.00 expedited processing fee**.

(Plan of Study is outlined on page 2 of this document)

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Library Media Endorsement *Plan of Study*

For course information and registration, visit ce.spu.edu, and type the course number into the search box.

Required Program Coursework (credits)	School/Format	Quarter Offered	Cost
LIBR 130: School Libraries (5)	Highline City College/Online	Winter	\$554
LIBR 160: Computers in Libraries (5)	Highline City College/Online	Spring	\$554
LIBR 178: Tech Service/Cataloging for Small Libraries (5)	Highline City College/Online	Fall	\$554
LIBR 190: Library Administration and Management (5)	Highline City College/Online	Summer	\$554
LIBR 195: Collection Development (3)	Highline City College/Online	Summer	\$350
EDLR 5043: Instructional Leadership as a School Library Media Specialist (4)	Seattle Pacific University/Online	Fall	\$460
Capstone: Candidate must complete all coursework, order Highline official transcript, and pass WEST-E testing to be eligible to enroll.			
EDCN 5730: Field Experience (3) <i>Course placement must be requested in advance of enrollment date. See EDCN 5730 overview for deadlines.</i>	Seattle Pacific University/ Candidate-selected classroom placement	Summer, Winter, Spring Quarters	\$1450

1. Please Note: Tuition Prices are subject to change.
2. PESB Endorsement Competencies for Special Education: <http://program.pesb.wa.gov/standards/list>
3. PESB retooling scholarships: <http://pathway.pesb.wa.gov/current-educators/educator-retooling>

Note on Registration:

REGISTERING FOR HIGHLINE COLLEGE COURSES: The majority of the courses will be taken through our partner, Highline College (www.highline.edu), and therefore, students must apply to be a student at Highline and pay all applicable fees. Students cannot register for courses until they receive a Highline College Student ID number. For more information, visit:

Admissions: <http://admissions.highline.edu/admissions.php>

Registration: <https://registration.highline.edu/>

You can find registration information on the Highline College website, and you may also contact lisinquiry@highline.edu for further assistance.

Highline College & Seattle Pacific University use **Canvas** as their platform for online courses, for an introduction to online course at Highline, please visit the Canvas Help page on their Highline College website: <http://its.highline.edu/canvasfag.php>.