

Responsibilities of the Grant Participant

The participants are responsible for:

- completing the application process;
- reading and complying with Paraprofessional Preparation for Extraordinary Teaching (PPET) program policies and procedures as outlined herein.
- reading the TELETECHNET Student Handbook, available on campus in the Student Services Office, at TELETECHNET sites, and online at:
http://web.odu.edu/webroot/orgs/STU/stuserv.nsf/pages/student_handbook (Select link for Distance Learning from ODU's home page and choose Student Handbook.)
- registering for approved courses, as outlined in your "Course Approval Letter," by using Old Dominion University's *LEO* Line, *LEO ONLINE*, or contacting your local ODU TELETECHNET site directors;
- **paying for tuition: \$100 per course plus an administrative fee of \$9.00 per semester;**
- completing all course requirements and **receiving a minimum of a B- in each endorsement course;**
- retaking any courses after receiving an unacceptable grade (**AT THE PARTICIPANT'S OWN EXPENSE**).
If the participant earns a grade of less than B-, the participant will be required to retake the course at his/her own expense the next time this course is scheduled through TELETECHNET. The equivalent course may be taken at another college or university after receiving approval from the program director. There will be no further tuition assistance from the PPET grant until this course has been successfully completed with a minimum of a B- grade. If the participant refuses to retake the course, participation in the grant program will be terminated.
- Maintaining full-time employment in a school division in the Commonwealth of Virginia as a paraprofessional, substitute teacher, or other nonprofessional education/nonlicensed;
- 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 Paraprofessional Preparation for Extraordinary Teaching Program participants);
- maintaining continuous enrollment in the grant program, provided that approved course work is available;
- completing and submitting all required evaluation and assessment forms by appropriate due dates as indicated in mailings;
- applying for and maintaining an Old Dominion University e-mail address as this will be the primary means of receiving grant communications. ODU e-mail accounts are activated upon registration and available at <http://season.odu.edu>. Mail can be forwarded from this address;
- Notifying the employing agency and the grant office if the assigned mentor is unable to perform the requirements as stated in the "*Responsibilities of the Special Education Mentor*."
- **notifying the grant office within two weeks of any changes in personal information (e.g., address, telephone number, and teaching assignments);** and,
- making sure all required documents are received by the specified deadlines.