**Endorsement Scheduling Timeline**

PLTS students should operate from this timeline in working with their faculty advisor and synod of candidacy for a fall semester endorsement interview:

February/March: The student attends an Endorsement Preparation Workshop led by Student Services outlining the information below:

March: The student submits an [Endorsement Interview Scheduling Notification Form](https://www.plts.edu/students/EndorsementInterviewSchedulingNotification.pdf) to [Student Services](mailto:studentinformation@plts.edu)

March: The student begins the process outlined on the [Endorsement webpage](https://www.plts.edu/students/candidacy-licensure/endorsement.html) so that the faculty advisor can participate in the scheduling process

February: The student will begin checking in with their faculty advisor and synod of candidacy about possible dates for an interview in Fall 20YY

March: The student will attend a PLTS Endorsement Preparation Workshop led by Student Affairs focused on what to consider in writing their essay and in preparing for their interview

Summer: Student is in CPE/Student writes essay

Summer: Student [requests transcript](https://www.callutheran.edu/students/registrar/transcripts.html) to be sent to synod of candidacy

August: Student confirms date/time/location and modes (on campus/Zoom) with faculty advisor and synod of candidacy

September 1, 20YY: Essay due to PLTS [Student Services](mailto:studentinformation@plts.edu), faculty advisor, and synod of candidacy

September: The student distributes CPE evaluations to their synod of candidacy and their faculty advisor

September: Student submits [Endorsement Interview Confirmation Form](https://www.plts.edu/students/EndorsementInterviewSchedulingConfirmation.pdf) to [Student Services](mailto:studentinformation@plts.edu). Room and/or Zoom will be booked by Student Services. This information will be sent to the student for distribution to faculty advisor and synod of candidacy.

              September-December: Endorsement Interview

***Scheduling may take longer than what this timeline outlines, and this timeline provides a roadmap for students to follow with their faculty advisor and synod of candidacy to schedule their interview. Student should review information on Endorsement webpage to make sure all materials, forms, and releases are completed in the time needed.***