PROGRAM ADMINISTRATOR CERTIFICATION

Program Description

Division of Education Faculty (https://spu.edu/academics/college-humanities-education-arts/faculty-staff?d=Education)

Division of Education Certification Programs Website (https://spu.edu/academics/college-humanities-education-arts/graduate-programs/certification-programs)

Applicants who otherwise qualify to enter the Educational Leadership program and already have a master's or other advanced degree need not complete a second master's degree to obtain certification as a school principal or program administrator.

It is necessary to complete only the school principal or program administrator certification courses (21 credits) and internship (9 credits). The same guidelines and procedures for program admission apply.

This program is approved by the Professional Educator's Standards Board (PESB) (http://www.pesb.wa.gov/). Its successful completion will qualify you for a Washington Residency P–12 Certificate as a school principal or program administrator.

The Program Administrator Certification program fulfills in part the specialization requirement for the Doctor of Education degree (https://spu.edu/academics/college-humanities-education-arts/graduate-programs/doctoral-programs/doctor-of-education-edd) (EdD) at Seattle Pacific University. Students who wish to apply certificate coursework to a doctoral program may consult with the director of doctoral programs.

Admission Requirements

Applicants must submit the following items to the Graduate Admissions (http://spu.edu/graduate-admissions).

- Online application (http://admissions.spu.edu/apply/) and $50 application processing fee.
- Official transcript(s) from each college/university attended.
  - If your degree is not from a U.S. college or university, please arrange for your transcript to be evaluated by a NACES member (http://www.naces.org/)-recognized credential service. Acceptable credential services include, but are not limited to, World Education Services (http://www.wes.org/) (WES) and Foundation for International Services (http://www.fis-web.com/) (FIS).
- Copy of Residency Teacher or ESA certificate, front and back (if applicable).
- Personal statement (1–2 pages).
- Résumé.
- Two letters of recommendation (one supervisory, one professional).
  - Recommendations must come from present principals and other school administrators who recommend support of the applicant's pursuit of administrative certification.
  - At least one of the letters must be from a school-district level administrator who affirms district support for the candidate to conduct a year-long district-based administrative internship for a program administrator.

Contact

If you have questions about graduate education or certification programs:

- Email: gradadmissions@spu.edu
- Phone: 206-281-2091

Internship

A year-long (9-credit) internship is a part of the Principal Certification-only or Program Administrator-only program. It is a vital, integrative experience in which you perform administrative activities while being supervised in a school-district setting. The primary objective is for you, the intern, to acquire and practice the skills of effective management and leadership. Internship experiences will center on those competencies and skills defined in the Washington Administrative Code and by the National Policy Board for Education Administration.

Each applicant to the Educational Leadership program must have at least three years of documented successful school-based experience in an instructional role with students, as either a certificated classroom teacher or in an ESA role.

Those in the program administrator program are not required to hold a teaching or ESA certificate but they must have at least one year of documented successful school, district, or school-site experience.

Second Certificate Option

Applicants who have earned Residency Principal or Program Administrator Certification from SPU may earn the other certificate (either Principal (https://spu.edu/academics/college-humanities-education-arts/graduate-programs/certification-programs/principal) or Program Administrator (https://spu.edu/academics/college-humanities-education-arts/graduate-programs/certification-programs/program-administrator)) by completing 6 additional internship credits, along with an elective course that matches your interests.

A valid teaching or ESA certificate is required for those who wish to add a principal certificate.

You must complete all coursework for the second certificate within three years of earning the previous certificate.

Program Administrator Certification

30 Credits Minimum

Code	Title	Credits
School Administration Core		
EDAD 6581	Leadership for School Culture	3
EDAD 6583	Culturally Sustaining Practice	3
EDAD 6584	School Finance	3
EDAD 6585	School Law	3
EDAD 6586	Human Resources Management	3
EDAD 6588	Supervision of Instruction	3
EDAD 6589	Engaging Communities	3
Section Credits Required		21
Internship		
EDAD 6941	Program Administrator Internship	9
Section Credits Required		9
Total Credits		**30**