The State of Michigan Central Office/Superintendent Endorsement Certification is a state-supported post-master’s professional development option for prospective and current educators who seek enhanced training in school and/or district leadership, management and instruction. This credential, reinstated by legislative approval in January 2007, coincides with an ongoing process of Michigan state certification available through designated postsecondary institutions (including Eastern Michigan University). The Central Office/Superintendent Endorsement typically requires the successful completion of the basic (initial) school principal certificate.

The Central Office/Superintendent Endorsement Certificate may also be earned as part of the Specialist or Doctoral Degree Program in Educational Leadership at EMU.

**Admission Requirements**

For admission an applicant must:

1. Complete the Graduate School Application online at [emich.edu/graduate/apply/](http://emich.edu/graduate/apply/).
2. ALL APPLICATION MATERIALS MUST BE SUBMITTED ONLINE.
3. Have earned a valid master’s degree from an accredited institution of higher education. Official transcripts must be submitted.

Official electronic transcripts can be sent to transcripts_admissions@emich.edu.

4. International students must meet the language requirements of the Graduate School.
5. Applicants must have a master’s GPA of 3.3 or better.
6. Submit recommendations from two professional supervisors and/or supervising professors that can address the quality of the applicant’s professional work.
7. Submit a resume detailing their professional and educational goals.
8. Complete a personal statement describing the reasons to pursue a graduate certificate program in academic advising including career and educational goals. The essay must be a minimum of 250 words and will be reviewed as an indicator of writing ability.

**Admission Process**

The rolling admission process for the certificate is as follows:

1. The Office of Admissions will receive and gather ALL required documents online.
Contact the Office of Admissions via:

Email: documents_admissions@emich.edu
Phone: 734.487.3400

2. Completed applications that contain the required GPAs, recommendation forms, and the resume will be forwarded to the coordinator of advising for the educational leadership program.

3. Completed applications will be reviewed by the faculty review committee. Those applicants who have submitted acceptable GPAs, the resume, personal statement and recommendation forms will be admitted and assigned an advisor. The certificate program must be completed within a three-year period.

An application may be deemed “questionable” due to a combination of low GPA, fair or poor recommendations, poor writing ability and/or statements that are inconsistent with the student’s goals as an administrator. These “questionable” applications will be reviewed by the faculty who will assess verbal skills, writing skills, educational background and GPAs.

4. All applicants will be notified.

5. All decisions by the faculty regarding admissions are final.

**Program of Study**

Courses must have program advisor approval prior to the beginning of the program. 21 credit hours (minimum) of EMU educational leadership specialist program courses are required and determined with the program advisor.

- EDLD 710 Leadership Theory (3)
- EDLD 714 Data-Driven Decision Mgmt for Ed. Ldrs (3)
- EDLD 725 Superintendence & Dist. Level Ldrshp (3)
- EDLD 726 Leadership for System-Level Learning & Professional Growth (3)
- EDLD 727 Allocation and Management of District & Community Resources (3)

- EDLD 740 Advanced Organizational Theory (3)
- EDLD 787-789 Internship in Ed. Admin (2-4)

A two-credit hour internship is required in addition to the 18 hours of coursework.

**Internship**

See the Leadership & Counseling website for details.

**Advisor Information**

Ron Flowers, Ed.D.
Department Head
rflowers@emich.edu

**Additional Department Information**

Information regarding the following can be found on the department website:
- Course Substitutions / Program Changes
- Courses Outside the Program
- Internships

7/24/2017