

# State of Michigan K–12 School Administrator Certification

- Post-Master’s K–12 Basic Administration Certificate
- Central Office/Superintendent Endorsement Certificate

The State of Michigan K–12 School Administrator 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 voluntary credential, reinstated by legislative approval in August 2006, coincides with an ongoing process of Michigan state certification available through designated postsecondary institutions (including Eastern Michigan University) for the Basic (Initial) Certificate in K–12 Administration (school/assistant principal licensure). The Central Office/Superintendent Endorsement requires the successful completion of the basic (initial) school principal certificate.

Please Note: The Basic Certificate in K–12 Administration can also be earned as part of the Master’s Degree Program in Educational Leadership at Eastern Michigan University. The district level leadership endorsement may be earned as post of the Specialist Degree Program in Educational leadership at Eastern Michigan University.

## Career Opportunities

The State of Michigan K–12 School Administrator Certification corresponds with Eastern Michigan University’s masters and specialist degree programs in educational leadership, which are designed to prepare graduates for entry-level school and district administrative positions. The coursework provides voluntary opportunities for students to fulfill requirements for state-endorsed credentialing for basic K–12 administrative certification or central office/superintendent endorsement. Local school boards may continue to hire a principal, superintendent, or anyone in an administrative position, with the exception of special education administrators, without certification.

## Accreditation

The EMU College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE) the Educational Leadership Constituent Councils (ELCC), and approved by the Michigan Department of Education for the preparation of educational administrators.

## Number of Credits

### State of Michigan Basic (Initial) K–12 Administrative Certificate:

- 18 credit hours (minimum) of required EMU Educational Leadership courses (with an approved master’s degree) to be determined with the program advisor

### Central Office/Superintendent Endorsement

- 21 credit hours (minimum) of required EMU Educational Leadership Specialist program courses (with an approved master’s degree) along with the Basic (Initial) Certificate in K–12 Administration (principal/assistant principal licensure) to be determined with the program advisor

Complete your application for admission to Eastern Michigan University  
on the Web — <http://www.emich.edu/admissions/apply/>

## Course Sequence

Most courses available in:

- Brighton • Detroit • Flint • Gaylord • Jackson
- Livonia and • Monroe
- Ypsilanti (during the week in the evenings and on weekends through the Weekend University)
- Online

## Program of Study

### State of Michigan Basic (Initial) K–12 Administrative Certificate

(Minimum 18 credit hours compiled from the following list. Courses must have program advisor approval prior to the beginning of the program)

- EDLD 509 Educational Leadership in a Pluralistic Society (3 credit hours)
- EDLD 513 Community Education and Community Relations (3 credit hours)
- EDLD 514 Organization and Administration of K–12 Schools (3 credit hours)
- EDLD 515 Instructional Leadership (3 credit hours)
- EDLD 517 Leadership for School Improvement (3 credit hours)
- EDLD 612 Economics of Public Education (3 credit hours)
- EDLD 617 Adm. Human Resources (3 credit hours)
- EDLD 620 The Principalship (3 credit hours)
- EDLD 630 Legal, Ethical and Prof. Issues in School Adm. (3 credit hours)
- EDLD 687 The Administrative Internship (2 credit hours)

## Central Office/Superintendent Endorsement

(Minimum 21 credit hours compiled from the following list. Courses must have program advisor with approval prior to the beginning of the program)

- EDLD 740 Organizational Theory (3 credit hours)
- EDLD 714 Data-Based Decision Management (3 credit hours)
- EDLD 710 Educational Leadership and the Change Process (3 credit hours)
- EDLD 660 Grant Writing (2 credit hours)
- EDLD 631 Human Relation Skill for Administrators (3 credit hours)
- EDLD 625 Superintendency and District-Level Leadership (3 credit hours)
- EDLD 617 Adm. Human Resources in Educational Adm. (3 credit hours)
- EDLD 616 Educational Facilities Planning (3 credit hours)
- EDLD 615 Collective Negotiations (3 credit hours)
- EDLD 609 Team Building and Consensus Decision Making (3 credit hours)
- EDLD 787-789 The Administrative Internship (2–4 credit hours)
- Select 800 level EDLD doctoral courses

## Admission Requirements

1. Applicants must meet the admission requirements of the Graduate School.
2. Applicants must have completed a master's degree from an accredited University with a minimum GPA of 3.3 on a 4.0 scale.
3. Foreign students must submit scores on the Test of English as a Foreign Language (TOEFL) of 550 (total) or the Michigan English Language Ability Battery (MELAB) of 77.
4. Applicants must submit confidential appraisal forms from two professional supervisors and/or supervising professors that address the quality of the applicant's professional work. Applicants may receive these forms from the department office. Recommendation forms are due with the Application for Graduate Admissions form.
5. Applicants must present evidence of a valid teaching certificate or sign a waiver indicating that they do not seek certification.
6. Applicants must submit a résumé that details their professional and educational experiences.
7. On the graduate application, students must complete the personal statement of accomplishments and academic goals portion describing the reasons for requesting admission. This essay must be a minimum of 250 words and will be reviewed as an indicator of writing ability.

## Admission Process

The admission process for the post-master's certificate is as follows:

1. The Office of Admissions will receive and gather all required documents. Completed applications that contain the required GPAs, confidential appraisal forms and the résumé will be forwarded to the coordinator of advising for the educational leadership program.
2. Completed applications will be reviewed by the faculty review committee. Those applications that include acceptable GPAs, the résumé, recommendations, test scores, goal statements and confidential appraisal forms will be admitted, assigned an adviser and invited for an advising interview. Applications may be deemed "questionable" due to a combination of low GPA, low test scores, fair or poor recommendations, poor writing ability and/or statements that are inconsistent with the student's goals as an administrator.
3. These applications will be reviewed by the full faculty, giving special consideration to the student's life experiences, verbal skills, writing skills, educational background, and GPAs.
4. Those applications which are accepted will be notified.
5. All decisions by the faculty regarding admissions are final.

## For More Information

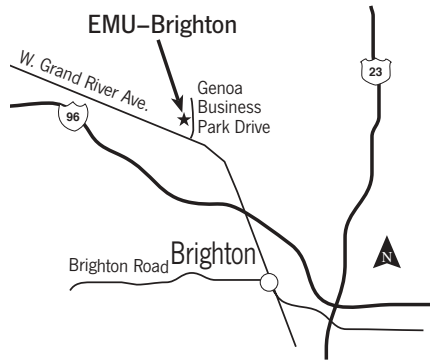
For more information about the program, admissions, etc. visit our website [www.emich.edu/coe/lc](http://www.emich.edu/coe/lc) or contact:

Dr. Jaclynn Tracy, Department Head  
Department of Leadership and Counseling  
[jtracy@emich.edu](mailto:jtracy@emich.edu) or 734.487.0255

**Site/Location**

**EMU–Brighton**

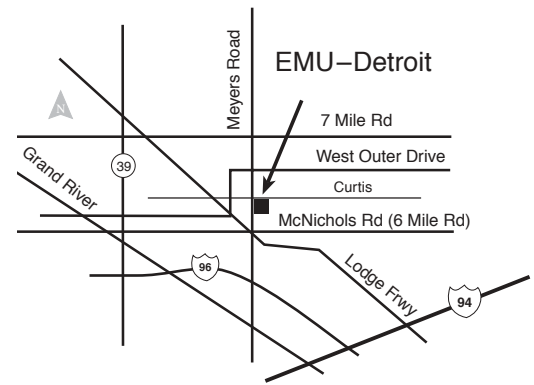
2250 Genoa Business Park Drive  
Suite 120  
Brighton, Michigan 48114  
Phone: 810.225.0361  
FAX: 810.225.0670  
E-mail: brighton@emich.edu



**EMU–Brighton**

**EMU–Detroit**

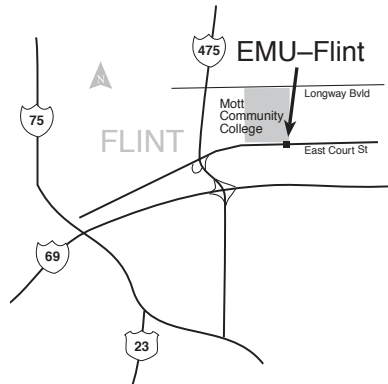
Northwest Activities Center  
18100 Meyers Road  
Detroit, MI 48235  
313.342.2731  
detroit@emich.edu



**EMU–Detroit**

**EMU–Flint**

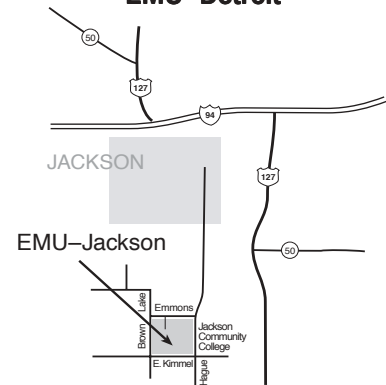
1401 East Court Street  
1000 Mott Memorial Building  
Mott Community College  
Flint, Michigan 48503  
Phone: 810.762.0303  
FAX: 810.232.8475  
E-mail: flint@emich.edu



**EMU–Flint**

**EMU–Gaylord**

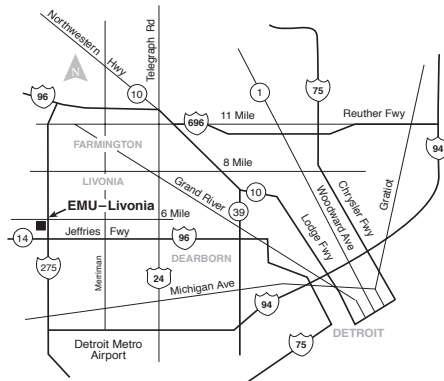
2200 Dendrin Drive  
Suite 200-M  
NMC University Center  
Traverse City, MI 49684  
877.368.8289  
traverse.city@emich.edu



**EMU–Jackson**

**EMU–Jackson**

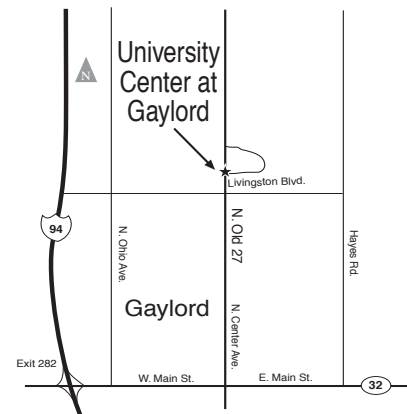
2111 Emmons Road  
147 McDivitt Hall  
Jackson Community College  
Jackson, MI 49201  
Phone: 517.787.7265  
FAX: 517.787.7282  
E-mail: jackson@emich.edu



**EMU–Livonia**

**EMU–Livonia**

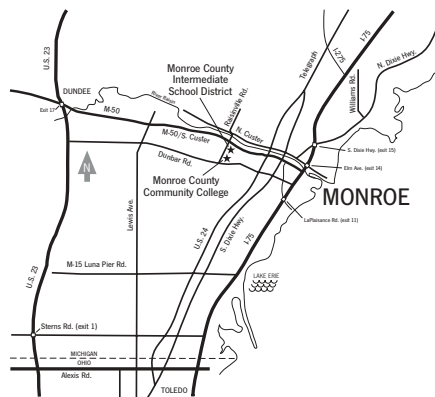
38777 W. Six Mile Road  
Suite 400  
Livonia, Michigan  
Phone: 877.818.4368  
FAX: 734.542.0866  
E-mail: livonia@emich.edu



**EMU–Gaylord**

**EMU–Monroe**

1555 S. Raisinville Road  
Monroe, MI 48161  
Phone: 734.384.6090  
FAX: 734.384.0488  
E-mail: monroe@emich.edu



**EMU–Monroe**

**Washtenaw County/Weekend University**

101 Boone Hall  
Ypsilanti, MI 48197  
Phone: 800.777.3521  
FAX: 734.487.6695  
E-mail: continuing.education@emich.edu



**Washtenaw County/Weekend University**

**EMU–Online**

**24 Hours a Day, 7 Days a Week.** EMU–Online allows you to attend class when it's convenient for you—early in the morning, during the weekend or even at 2 a.m. If you work while balancing a family, EMU–Online allows you to fit a college education into your busy life.

**For more information**

Visit our Web site at: [www.emuonline.edu](http://www.emuonline.edu) • E-mail us at: [distance.education@emich.edu](mailto:distance.education@emich.edu) • Phone: 734.487.1081 • Toll free: 800.777.3521