

State of Michigan K–12 School Administrator Certification

- Post-Master's K–12 Basic Administrator 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 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) 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 or specialist program in educational leadership at EMU. The district level leadership endorsement may be earned as part of the specialist degree program in educational leadership at EMU.

Career Opportunities

The State of Michigan K–12 school administrator certification interfaces with EMU's master's and specialist degree programs in educational leadership, which are designed to prepare graduates for entry-level school and district administrative positions. The coursework provides opportunities for students to fulfill requirements for required 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. However, they will be required to earn administrative certification in a State-approved program within three years of the initial employment.

Accreditation

The EMU College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE) the Educational Leadership Constituent Council (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 – www.emich.edu/admissions/apply/

Programs of Study

Courses must have program advisor approval prior to the beginning of the program.

State of Michigan Basic (Initial) K–12

Administrator Certificate

Minimum 18 credit hours compiled from the following list.

- EDLD 509 Educational Leadership in a Pluralistic Society (3)
- EDLD 513 Community Education and Community Relations (3)
- EDLD 514 Organization and Administration of K–12 Schools (3)
- EDLD 515 Instructional Leadership (3)
- EDLD 517 Leadership for School Improvement (3)
- EDLD 612 Economics of Public Education (3)
- EDLD 617 Adm. Human Resources (3)
- EDLD 620 The Principalship (3)
- EDLD 630 Legal, Ethical and Prof. Issues in School Adm. (3)
- EDLD 687 The Administrative Internship (2)
- A two-credit hour internship is required in addition to the 18 hours of coursework if the student has not served in an official assistant principal/principalship role.

Central Office/Superintendent Endorsement

Minimum 21 credit hours compiled from the following list.

- EDLD 740 Organizational Theory (3)
- EDLD 714 Data-Based Decision Management (3)
- EDLD 710 Educational Leadership and the Change Process (3)
- EDLD 660 Grant Writing (2)
- EDLD 631 Human Relation Skill for Administrators (3)
- EDLD 625 Superintendency and District-Level Leadership (3)
- EDLD 617 Adm. Human Resources in Educational Adm. (3)
- EDLD 616 Educational Facilities Planning (3)

- EDLD 615 Collective Negotiations (3)
- EDLD 609 Team Building and Consensus Decision Making (3)
- EDLD 787-789 The Administrative Internship (2-4)
- Select 800 level EDLD doctoral courses

Admission Requirements

- Meet the admission requirements of the Graduate School.
- Completed a master's degree from an accredited university with a minimum GPA of 3.3 on a 4.0 scale.
- 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.
- Submit a résumé that details their professional and educational experiences.
- 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.
- International students must submit an official score report received directly from one of the following: the Test of English as a Foreign Language (TOEFL), International English Language Test System (IELTS) or the Michigan English Language Assessment Battery (MELAB) must be sent by the testing service directly to the University. Student score reports, faxes or photocopies will not be considered official. Minimum scores for admission are 550 (paper-based test) or 79 (Internet-based test) for the TOEFL; 77 on MELAB; or 6.5 (or higher) on the IELTS. If the TOEFL is taken, the Test of Written English (TWE) is also required. A conditional admission may be available for those who fall just below the minimum score requirements.

Admission Process

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

- The Office of Admissions receives all required documents; completed application, confidential appraisal forms and résumé will be forwarded to the coordinator of advising for the educational leadership program.
- Completed applications are reviewed by the faculty review committee. Those applications that include an acceptable GPA, résumé, recommendations, test scores, goal statement and confidential appraisal forms will be admitted, assigned an advisor 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.
- These applications are reviewed by the full faculty, giving special consideration to the student's life experiences, verbal skills, writing skills, educational background and GPA.
- Accepted applications will be notified.
- All decisions by the faculty regarding admissions are final.

For More Information

Jaclynn Tracy, Ph.D.

Department of Leadership and Counseling

Eastern Michigan University

John W. Porter Building - Suite 304

Ypsilanti, MI 48197

734.487.0255 | Fax: 734.487.4608

jtracy@emich.edu | emich.edu/coe/lc

Sites/Locations

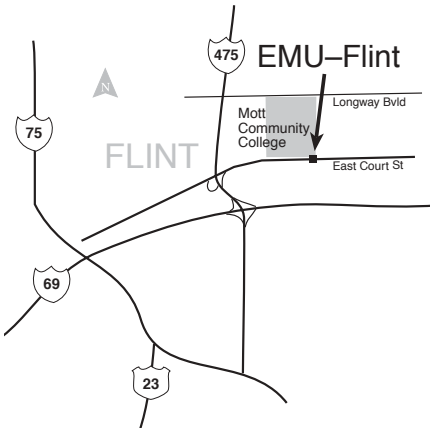
- EMU–Brighton
- EMU–Flint
- EMU–Jackson
- EMU–Livonia
- EMU–Monroe
- EMU Main Campus (evenings and weekends)
- EMU–Online

Sites/Locations



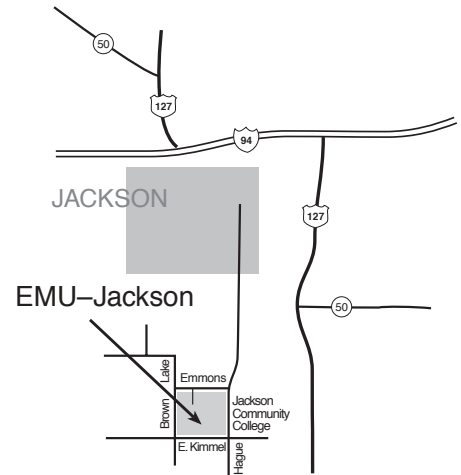
EMU-Brighton

2250 Genoa Business Park Drive
Suite 120
Brighton, MI 48114
810.225.0361
brighton@emich.edu



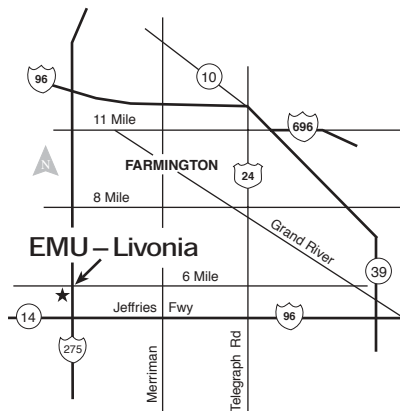
EMU-Flint

1401 East Court Street
1000 Mott Memorial Building
Mott Community College
Flint, MI 48503
810.762.0303
flint@emich.edu



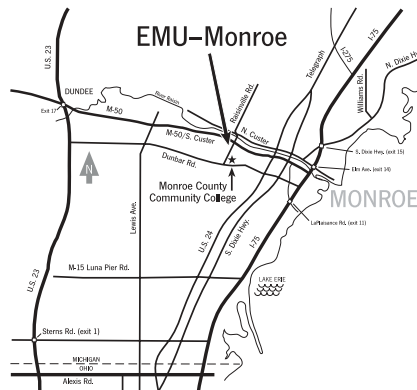
EMU-Jackson

2111 Emmons Road
127 McDivitt Hall
Jackson Community College
Jackson, MI 49201
517.787.7265
jackson@emich.edu



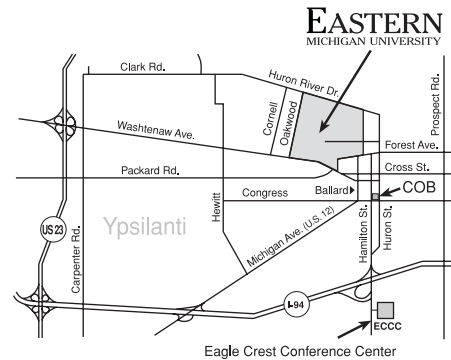
EMU-Livonia

38777 W. Six Mile Road
Suite 400
Livonia, MI 48152
877.818.4368
livonia@emich.edu



EMU-Monroe

1555 S. Raisinville Road
Life Sciences Building L112
Monroe County Community College
Monroe, MI 48161
734.384.6090
monroe@emich.edu



Washtenaw County/Weekend University

101 Boone Hall
Extended Programs and
Educational Outreach
Eastern Michigan University
Ypsilanti, MI 48197
800.777.3521
extended.programs@emich.edu

EMU–Online

24 Hours a Day, 7 Days a Week

EMU–Online allows you to attend class when and where it's convenient. If you work while balancing a family, EMU–Online helps you to fit a college education into your busy life from anywhere in the world.

What is E-learning?

E-learning combines elements of self-paced learning (although there are deadlines) with the person-to-person interactivity of a traditional classroom, including discussions, assignments and exams. Endless online resources can offer information, simulations and research materials. And studies show e-learning can result in students not only retaining more knowledge, but also earning better grades.

Everything is a Keystroke Away

Your online education is completed via the Internet including registration, paying student bills, library access, discussions, assignments and exams.

“Clicks” Instead of “Bricks”

You'll never be alone in the online classroom. You and your class will participate in discussions and assignments as well as interact with your instructor online. While you might not meet your classmates face-to-face, you'll be surprised at the dynamic level of interaction you'll experience as you “chat” and learn together.

What's the Cost?

Tuition rates are per credit hour, based on course level and competitive with other institutions. Additional fees, including online course fees, are assessed when you register. More information can be found at emuonline.edu.

Technical requirements

- Computer
 - **PC:** Windows 2000, XP, Vista, or 7/28.8 kbps modem (56K recommended)/Soundcard/Speakers/RealPlayer Basic
 - **Mac:** Mac OS X or higher (in classic mode)/28.8 kbps modem (56K recommended)/Soundcard/Speakers/RealPlayer Basic
- Internet Access. You'll need Internet access and a browser to access your courses. All browsers should be Java capable and version 4.0 or better. Downloads for the newest browser versions are free of charge. The following browsers are supported:
 - **PC:** Microsoft Internet Explorer 6.0–8.0, Mozilla Firefox 2.0–3.5
 - **Mac:** Safari 2.0–4.0, Mozilla Firefox 2.0–3.5
- An e-mail account, which is established when you register for classes.

Eastern Michigan University

Located in Ypsilanti, Michigan, Eastern Michigan University is a public, comprehensive university offering programs in the arts, sciences and professions. Founded in 1849, the University is composed of over 22,000 students served by 680 full-time faculty and 1,200 staff, both on and off-campus, and electronically. EMU offers undergraduate, graduate, specialist, doctoral and certificate programs in its colleges of arts and sciences, business, education, technology and health and human services.

For More Information

Visit: emuonline.edu, email: emuonline@emich.edu, call: 734.487.1081 or toll free: 800.777.3521.