

# State of Michigan K-12 School Administrator Certification (BSA/CBSA-ED)

**EASTERN**  
MICHIGAN UNIVERSITY

department of leadership & counseling

## Post-Master's K-12 Basic Administrator 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 Basic Certificate in K-12 Administration may also be earned as part of the Master's or Specialist's Degree Program in Educational Leadership at EMU.

**This program is fully online.**

### Admission Requirements

For admission an applicant must:

1. Complete the Graduate School Application at [emich.edu/graduate/apply/](http://emich.edu/graduate/apply/).
2. **ALL APPLICATION MATERIALS MUST BE SUBMITTED ONLINE.**
3. Have earned a valid undergraduate degree from an accredited four-year institution of higher

education. Official transcripts must be submitted. Official electronic transcripts can be sent to [transcripts\\_admissions@emich.edu](mailto:transcripts_admissions@emich.edu).

4. International students must meet the language requirements of the Graduate School.
5. Have a minimum 3.3 Master's GPA 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](mailto: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. The Basic K-12 Administrator Certificate has a minimum of 18 EDLD hours but is likely to be 23 hours to meet the state standards for certification. Those courses are as follows:

EDLD 513 Community Ed. & Community Relations (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 & Prof. Issues in Sch. Adm. (3)  
 EDLD 687 Master’s Internship in Ed. Leadership (2)  
 A two-credit hour internship is required in addition to the coursework .

### Internship

See the Leadership & Counseling website for details.

### Advisor Information

James Berry, Ed.D.  
 K-12 Program Coordinator  
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 Department Head (I)  
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### Additional Department Information

Information regarding the following can be found on the department website:

- Course Substitutions / Program Changes
- Courses Outside the Program
- Internships

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