

OSU Check Sheet for Certification and Recommendation for Principal (Elementary, Middle Level, Secondary)

(Completion of these requirements DOES NOT result in completion of a degree)

LAST _____ FIRST _____ MI _____ ID # _____

Status Prerequisites

- _____ Hold a valid Oklahoma standard classroom teaching certificate.
- _____ Completed a minimum of two (2) years classroom teaching experience.

Status Program Requirements

- _____ Submit "Intent to Pursue Admission to OSU's Professional Education Unit" (See OSU's Office of Professional Education <http://www.okstate.edu/peu>)
- _____ Gain and Retain Full Admission to OSU's Professional Education Unit (See OSU's Office of Professional Education <http://www.okstate.edu/peu>)
 - _____ Maintain a 2.75 Overall Cumulative Retention GPA; for graduate students this includes all undergraduate and graduate coursework
 - _____ Submit a copy of all transcripts (undergraduate & graduate) to 325 Willard
 - _____ Submit a copy of the above Oklahoma Teaching Certificate to 325 Willard
 - _____ Submit Application for Admission to OSU's Professional Education Unit to 325 Willard
- _____ Maintain Graduate College Academic Standing Minimum Grade Requirements as per the OSU 2004-2005 Catalog page 176
- _____ Successfully complete the Professional Portfolio Submission: _____
- _____ Pass the Certification Exams for Oklahoma Educators Principal Common Core Test
- _____ Pass the appropriate Principal Oklahoma Subject Area Test: _____ Elementary _____ Middle Level _____ Secondary
- _____ Hold a Master of Science in Educational Leadership Studies degree from OSU emphasizing **School Administration--OR**
- _____ Hold a Master's degree in another area or from an accredited institution and complete the following coursework

COURSE REQUIREMENTS

Status Core Area (6 hours needed)

- _____ Leadership Theory and Ethical Decision Making: EDLE 5813
- _____ Theory and Practice in Educational Leadership: EDLE 5953

Status Research and Inquiry (6 hours needed)

- _____ Research Design and Methodology: REMS 5013
- _____ Elementary Statistical Methods in Education: REMS 5953
- _____ Introduction to Qualitative Inquiry: SCFD 5913

Status Emphasis Core (21 hours needed)

- _____ The Principalship: EDLE 5253
- _____ Education Law: EDLE 5723
- _____ School Finance: EDLE 6323
- _____ Community Education: EDLE 5633
- _____ Supervision of Instruction: EDLE 5473
- _____ Field Studies Internship: EDLE 5880 (6 hours) or EDLE 5883 and 5893
- _____ 6 hours of Thesis or degree advisor approved electives outside the EDLE Department:

Thesis Option (6 hours)

Thesis: EDLE 5000

OR

Elective Option (6 hours)

6 hours outside the EDLE which are approved by degree advisor

_____ **Total Hours Needed (39)**