

<b>Student ID:</b> _____	<b>Catalog:</b> 2015-16 Northeastern State University Graduate Catalog
<b>Student Name:</b> _____	<b>Program:</b> School Administration Certificate – Major Code 3040
<b>Advisor Name:</b> _____	<b>Minimum Credits Requires:</b> _____

## School Administration Certificate – Cert Code 3040

### Certification Only

Recommended steps for completing the certification:

1. Evidence of Master’s degree: (Will be provided when applying to the Graduate College)
2. Evidence of relevant work experience (company letter, job description, or resume, if applicable)
3. Evidence of passing certification tests – if attempted: (Official Certification Test Results)

Certification program must be completed within a timeframe of three (3) years. Failure to complete the program within the three-year timeframe forfeits student’s right for renewal of alternative administrative certificate.

## Principal Certification

Certification Only – Principal

The student must satisfy the following additional requirements in order to be recommended by NSU for a certificate in School Administration for Principal by the state of Oklahoma.

Structure of Certification Only Program for Principal		
Course Name	Term Taken	Grade
EDUC 5553 – Fundamentals of Public School Administration and Supervision		
EDUC 5593 – Public School Finance		
EDUC 5523 – Instructional Leadership		
EDUC 5573 – Public School Relations		
EDUC 5623 – Legal Aspects of Public School Administration		
EDUC 5503 – Education Statistics		
EDUC 5933 – Internship I (Principal)		
EDUC 5953 – Internship II (Principal)		

## Superintendent Certification

Certification Only – Superintendent

The student will follow the same steps with the same stipulations for completing certification as required for principal certification. Additionally, the student must satisfy the coursework/experience qualifications for principal and the following requirements in order to be recommended by NSU for a certificate in School Administration for Superintendent by the state of Oklahoma.

Structure of Certification Only Program for Superintendent		
Completion of the requirements for Principal certification as listed above, plus the following courses.		
Course Name	Term Taken	Grade
EDUC 5513 – Theories of Public School Administration		
EDUC 5583 – Public School Business Management		
EDUC 5963 – Internship I (Superintendent)		
EDUC 5973 – Internship II (Superintendent)		

NOTES:	
Student Signature:	Date:
Advisor Signature:	Date: