

OBJECTIVE

Designed for educators who hold a master's degree, or are currently enrolled in a master's program. Candidates earn the Washington State residency principal's certificate.

ELIGIBILITY

1. Master's degree or higher from a regionally accredited college or university.
2. Valid Washington State teacher or educational staff associate (ESA) certificate.
3. One year demonstrated successful school-based experience; three years' experience is preferred.

INTERNSHIP**Washington State Requirement:**

All candidates for the residency principal's certificate must spend 720 hours in a full school-year field experience, of which at least one half shall be when students and staff are present.

Mentor Supervision:

The intern shall be under the supervision of a mentoring principal or vice principal certificated at the appropriate level with a minimum one year experience in the role.

District & University Approval:

In addition to getting University approval on all internship arrangements, candidates must initiate and satisfy any internship approval procedures required by their district.

University Credit:

720 hours of field experience (EDAD 592) translates to (12) credit hours in an academic year; i.e., three consecutive quarters of (4) credits each.

APPLICATION PROCEDURE

Submit the Graduate School online application posted at www.wvu.edu/depts/gradschool/. This secure process includes credit card payment of a \$50 application fee, and instructions for providing these supporting materials:

1. Official Transcripts: Two from your master's degree granting institution. If you previously attended WWU, it is not necessary to provide WWU transcripts or other transcripts previously submitted to WWU.
2. Résumé outlining your education and professional history.
3. Letter of application stating a) why you want to become a school administrator, and b) defining your goals and objectives as an education leader.
4. Photocopy of your valid Washington State teacher or ESA certificate. If submitting an ESA certificate, you must include a letter from your supervisor describing your assignment and service that supports successful school-based instructional experience with students.
5. Candidate Information Form
6. Prerequisite Experience for a Principal's Certificate (Form SPI/CERT 4001F-C)
7. Professional Reference Forms (3): one each from two building-level administrators, and one from a district-level administrator.

APPLICATION DEADLINES

To receive full consideration for admission to this program, applicants must submit all application materials by the following deadlines:

Fall Quarter: August 1
Winter Quarter: October 1
Spring Quarter: February 1
Summer Quarter: May 1

CURRICULUM: 48 CREDITS (includes the 12 credit internship)

The following courses are required for the Washington State residency principal's certificate.

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| EDAD 537 | Seminar in Public School Finance | (4) credits |
| EDAD 539 | Seminar in Educational Leadership (<i>concurrent with internship</i>) | (4) credits |
| EDAD 541 | Theory in Educational Administration | (4) credits |
| EDAD 543 | Supervision in Public Schools | (4) credits |
| EDAD 548 | School Law | (4) credits |
| EDAD 549 | Seminar in School Personnel Administration | (4) credits |
| EDAD 550 | Developing Staff & Community Relations | (4) credits |
| EDAD 552 | Planning for Curriculum Administration | (4) credits |
| EDAD 553 | Administering Elementary & Secondary Schools | (4) credits |
| EDAD 592 | Field Experience in Administration for the Principal | (12) credits (internship) |

PROGRAM HEADQUARTERS

Location:

Western Washington University
Miller Hall | MS 9087
Bellingham, WA 98225-9087
Fax: (360) 650-6526
Tel: (360) 650-4144
Toll Free: (866) 913-3323
www.wce.wvu.edu/depts/edad

Mailing Address:

Educational Administration Program
Western Washington University
516 High Street
Bellingham, WA 98225-9087

INFORMATION SESSIONS

Prospective candidates are invited to explore program options at an upcoming information session. Verify dates and location on "Important Dates & Deadlines" page on the Educational Administration Program website prior to meeting.

Dates:

Saturday June 6, 2009 • 10:00am – Noon
Saturday September 19, 2009 • 10:00am – Noon
Saturday December 5, 2009 • 10:00am – Noon
Saturday March 13, 2010 • 10:00am – Noon
Saturday June 5, 2010 • 10:00am – Noon

Location:

University Center of North Puget Sound
Everett Community College • Gray Wolf Hall
2000 Tower Street
Everett, WA 98201
www.uceverett.org/directions/