

OSU Check Sheet for Teacher Certification and Recommendation for Standard Principal (Elementary, Middle Level, Secondary)
(Successful Completion of these requirements DOES NOT result in completion of a degree)

Last _____ First _____ MI _____ CWID# _____

Status Prerequisites

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

- _____ Submit Application for Admission to OSU's Professional Education Unit @ <http://tinyurl.com/osuprofedapp> (must apply first semester)
 _____ 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
 _____ Maintain Graduate College Academic Standing Minimum Grade Requirements per the current OSU catalog.
 _____ Successfully complete the Professional Portfolio Submissions: __Sub 1 in EDLE 5813 and __Sub 2 in EDLE 5983
 _____ Pass the appropriate Principal Oklahoma Subject Area Test: _____ Elementary _____ Middle Level _____ Secondary (sign up at <http://www.ceoe.nesinc.com>)
 _____ Hold an OSU Master of Science in Educational Leadership Studies emphasizing **School Administration**.
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Status Core Area (6 hours needed)

- _____ EDLE 5813 Leadership Theory and Ethical Decision Making (must pass Portfolio Submission 1 in this course)
 _____ EDLE 5953 Developing Educational Organizations
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Status Research and Inquiry (6 hours needed)

- _____ REMS 5013 Research Design and Methodology
 _____ REMS 5953 Statistical Methods in Education
 _____ SCFD 5913 Introduction to Qualitative Inquiry
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Status Emphasis Core (18 hours needed)

- _____ EDLE 5253 The Principalship
 _____ EDLE 5723 Education Law
 _____ EDLE 5323 School Finance
 _____ EDLE 5473 Supervision of Instruction
 _____ EDLE 5720 Education Workshop (3 hours)
 _____ EDLE 5893 Field Studies Internship II (must pass Portfolio Submission 3 in this course)
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Status Elective Option (6 hours outside of EDLE and approved by advisor)

- _____ Advisor approved electives
 _____ Total Hours Needed (36)
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The student appeal process and other policies are available on the Professional Education website.

Office of Professional Education, 325 Willard Hall Stillwater, OK 74078-0431 405.744.6252 Fax: 405.744.8894 <https://education.okstate.edu/peu>

The following signature indicates the student has read and understands this checklist:

Name: _____ Date: _____

Office of Professional Education
 325 Willard Hall
 Stillwater, OK 74078

Program Coordinator: Dr. Ed Harris
 Email: ed.harris@okstate.edu
 405-744-7932