

**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# \_\_\_\_\_

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**Status Prerequisites**

\_\_\_\_\_ 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 @ <http://tinyurl.com/osuprofedapp> (must apply first semester)

\_\_\_\_\_ Gain and Retain Full Admission to OSU's Professional Education

\_\_\_\_\_ 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

\_\_\_\_\_ 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 Principal Oklahoma Subject Area Test **OR** Praxis-Educational Leadership: Administration and Supervision

\_\_\_\_\_ 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 Office of Educator Support website.

Office of Educator Support, 325 Willard Hall Stillwater, OK 74078-0431 405.744.6252 Fax: 405.744.6290 <https://education.okstate.edu/departments-programs/office-of-educator-support/index.html>

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Educator Support  
325 Willard Hall  
Stillwater, OK 74078

Program Coordinator: Dr. Kathy Curry  
[Katherine.curry@okstate.edu](mailto:Katherine.curry@okstate.edu)