

OSU Checksheet for Certification and Recommendation for Superintendent (School District Leader)
(Completion of these requirements DOES NOT result in completion of a degree)

LAST _____ FIRST _____ MI _____ CWID # _____

ADDRESS: _____
Street City State Zipcode

TELEPHONE: _____ Email: _____

Prerequisites

- Hold a Master's Degree
Hold a valid Oklahoma standard principal certification, OR completed an Oklahoma approved building level leadership skills program that includes a standard master's degree.
Have two (2) years (minimum) administrative experience
Transcript Evaluation

Requirements for Certification

- Complete the Application for Professional Education: http://tinyurl.com/osuprofedapp (beginning of program)
Maintain Graduate College Academic Standing Minimum Grade Requirements (see current OSU Catalog)
Successfully complete the Superintendent Professional Portfolio*
Pass the Certification Exams for Oklahoma Educators Superintendent Common Core Test
Hold an OSU Master's in Educational Leadership Studies emphasizing School Administration AND complete coursework listed below, OR
Hold a Master's degree from an accredited institution; completed an Oklahoma approved district level leadership skills program and the following coursework

Course Requirements

- School Leadership, Culture & Ethics: EDLE 6483
School Leadership and Community Collaboration: EDLE 6633
Superintendency (district management): EDLE 6353
Special Topics in School Law: EDLE 6453
Special Topics in School Finance Policy: EDLE 6363
The Human Factor in Administering Schools: EDLE 6393
Field Studies Internship I: EDLE 6883
Field Studies Internship II: EDLE 6893 (Portfolio Submission 2)
Total Hours Required (30)

Alternative (Course / Experience)

Blank lines for alternative course or experience entries.

SIGNATURES:

Student Date EDLE Program Representative Date

Completion Verification: _____ completed all requirements on: _____
Student Name Date

EDLE Faculty Signature: _____