

OSU Check Sheet for Teacher Certification and Recommendation for Principal (Elementary, Middle Level, Secondary)

(Successful Completion of these requirements DOES NOT result in completion of a degree)

Last _____ First _____ CWID _____

Prerequisites

- ☐ Hold a current Oklahoma teaching certificate **OR** Career Tech certificate* **OR** have an approved Proof of Teaching form on file with the Oklahoma State Department of Education and OES.
- ☐ Completed a minimum of two (2) years classroom teaching experience **OR** have two (2) years of work experience in a supervisory or administrative capacity approved by OSU and hold an Alternative Administrator certification.**
- ☐ Hold a Master's Degree
- ☐ Transcript Evaluation

Program Requirements

- ☐ Submit Application for Admission to OSU's Professional Education (**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
 - ☐ Submit a copy of teaching certificate to 325 Willard
- ☐ Maintain Graduate College Academic Standing Minimum Grade Requirements per the current OSU catalog.
- ☐ 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 (includes coursework listed below) **OR**
- ☐ Hold a Master's degree from an accredited institution and complete the following coursework/standards

Course Requirements (6 hours needed)

- ☐ EDLE 5813 Leadership Theory and Ethical Decision Making
- ☐ EDLE 5953 Developing Educational Organizations
- ☐ EDLE 5253 The Principalship
- ☐ EDLE 5723 Education Law
- ☐ EDLE 5323 School Finance
- ☐ EDLE 5473 Supervision of Instruction
- ☐ EDLE 5800 Education Workshop (3 hours)
- ☐ EDLE 5893 Field Studies Internship II

*A Career Tech certification must be issued prior to the 2 years of experience being completed.

**Must be accepted to the OSDE Alternative Administrator Certification Pathway at beginning of Building Level Program. OSU will determine if teaching and/or supervisory experience is eligible.

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 405.744.6253 okla.st/oes

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

Name: _____ Date: _____

Program Coordinator: Dr. Kathy Curry
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Office of Educator Support
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Stillwater, OK 74078
405-744-6253
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