

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 _____ CWID _____

Prerequisites

- ☐ Hold a current Oklahoma teaching certification* **OR** Career Tech certification**
- ☐ Completed a minimum of two (2) years classroom teaching experience*

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**.

Core Requirements (6 hours needed)

- ☐ EDLE 5813 Leadership Theory and Ethical Decision Making
- ☐ EDLE 5953 Developing Educational Organizations

Research and Inquiry (6 hours needed)

- ☐ REMS 5013 Research Design and Methodology
- ☐ REMS 5953 Statistical Methods in Education
- ☐ SCFD 5913 Introduction to Qualitative Inquiry

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

Elective Option (6 hours outside of EDLE and approved by advisor)

- ☐ Advisor approved electives

☐ 36 Total Hours Needed

*A teaching certificate and two (2) years of experience can be completed concurrently with the Principal program by applying to an alternative certification program with the Oklahoma State Department of Education. <https://oklahoma.gov/education/services/teacher-certification/teacher-certification-pathways/alternative-paths-to-teacher-certification.html> .

**A Career Tech certification must be issued prior to the 2 years of experience being completed. 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
325 Willard Hall
Stillwater, OK 74078
405-744-6253
okla.st/oes