

OSU Check Sheet for Teacher Certification and Recommendation for Superintendent (School District Leader)

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

Last _____ First _____ CWID _____

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

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 Superintendent Oklahoma Subject Area Test
- ☐ Hold an OSU Master's in Educational Leadership Studies emphasizing School Administration AND complete the 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 (6 hours needed)

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

- ☐ Total Hours Required (30)

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

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