OSU Checksheet for Alternative Certification and Recommendation for Principal (Elementary, Middle Level, Secondary)
(Completion of these requirements DOES NOT result in completion of a degree)

Last: ___________________________ First: ___________________________ MI ______ CWID # ___________________________

Address: ____________________________________________________________ Street
City __________________________ State ______ Zipcode __________________________

Phone: __________________________ Email: __________________________

**Prerequisites**

- Hold a valid Oklahoma standard classroom teaching certificate.
- Completed a minimum of two (2) years classroom teaching experience.
- Hold a Master’s Degree
- Transcript Evaluation

**Requirements for Certification**

- Complete the PEU Application: [http://tinyurl.com/osuprofedapp](http://tinyurl.com/osuprofedapp) *(beginning of Alt Cert program)*
- Maintain Graduate College Academic Standing Minimum Grade Requirements (see current OSU Catalog)
- Successfully complete the Professional Portfolio* Submission:
  - Prior to September, 2015, candidates must successfully complete Principal Common Core **AND**
  - Pass appropriate Principal Oklahoma Subject Area Test: ______ Elementary ______ Middle Level ______ Secondary
  - Beginning September, 2015, - Pass appropriate Principal Oklahoma Subject Area Test: ______ Elementary ______ Middle Level ______ Secondary
- Hold an OSU Master of Science in Educational Leadership Studies emphasizing School Administration (includes coursework listed below) **OR**
- Hold a Master’s degree in from an accredited institution and complete the following coursework/standards

**Course Requirements**

- Leadership Theory and Ethical Decision Making: EDLE 5813*
- Developing Educational Organizations: EDLE 5953
- The Principalship: EDLE 5253
- Education Law: EDLE 5723
- School Finance: EDLE 5323
- Supervision of Instruction: EDLE 5473
- Field Studies Internship I: EDLE 5883
- Field Studies Internship II: EDLE 5893

**Total Hours Required**

**SIGNATURES:**

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**Completion Verification:** ___________________________ completed all requirements on: ___________

Student Name ___________________________ Date ___________

EDLE Faculty Signature: ___________________________

Rev.5.8.17