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_________  MI_________  CWID#________________________

Status   Prerequisites
____ Hold a valid Oklahoma standard classroom teaching certificate
____ Completed a minimum of two (2) years classroom teaching experience.

Status   Program Requirements
____ Submit Application for Admission to OSU’s Professional Education Unit @ http://tinyurl.com/osuprofedapp (must apply first semester)
____ Gain and Retain Full Admission to OSU’s Professional Education Unit (See OSU’s Office of Professional Education http://www.okstate.edu/peu)
      ______ 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 the above Oklahoma Teaching Certificate to 325 Willard
____ Maintain Graduate College Academic Standing Minimum Grade Requirements per the current OSU catalog.
____ Successfully complete the Professional Portfolio Submissions: ___ Sub 1 in EDLE 5813 and ___ Sub 2 in EDLE 5983
____ Pass the appropriate Principal Oklahoma Subject Area Test: ___ Elementary ___ Middle Level ___ Secondary (sign up at http://www.ccoe.nesinc.com)
____ Hold an OSU Master of Science in Educational Leadership Studies emphasizing School Administration.

Status   Core Area (6 hours needed)
____ EDLE 5813 Leadership Theory and Ethical Decision Making (must pass Portfolio Submission 1 in this course)
____ EDLE 5953 Developing Educational Organizations

Status   Research and Inquiry (6 hours needed)
____ REMS 5013 Research Design and Methodology
____ REMS 5953 Statistical Methods in Education
____ SCFD 5913 Introduction to Qualitative Inquiry

Status   Emphasis Core (18 hours needed)
____ EDLE 5253 The Principalship
____ EDLE 5723 Education Law
____ EDLE 6363 Public School Finance
____ EDLE 5473 Supervision of Instruction
____ EDL5883 Field Studies Internship I
____ EDL5893 Field Studies Internship II (must pass Portfolio Submission 2 in this course)

Status   Elective Option (6 hours outside of EDLE and approved by advisor)
____ Advisor approved electives
____ Total Hours Needed (36)

The student appeal process and other policies are available on the Professional Education website.
Office of Professional Education, 325 Willard Hall Stillwater, OK 74078-0431405.744.6252 Fax: 405.744.8894 https://education.okstate.edu/peu

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

Name: ___________________________  Date: ___________________________

Office of Professional Education  Program Coordinator: Dr. Katherine Curry
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Stillwater, OK 74078  405-744-9798

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