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# __________

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

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**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
_____ Gain and Retain Full Admission to OSU’s Professional Education Unit (See OSU’s Office of Professional Education http://www.okstate.edu/peu)
_____ 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.ceece.nesinc.com)
_____ Hold an OSU Master of Science in Educational Leadership Studies emphasizing School Administration.

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**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

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**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

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**Status**  **Emphasis Core (18 hours needed)**
_____ EDLE 5253 The Principalship
_____ EDLE 5723 Education Law
_____ EDLE 5636 Public School Finance
_____ EDLE 5473 Supervision of Instruction
_____ EDLE 5883 Field Studies Internship I
_____ EDLE 5893 Field Studies Internship II (must pass Portfolio Submission 2 in this course)

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

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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 http://www.okstate.edu/peu

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

Name: ___________________________ Date: ___________________________

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Program Coordinator: Dr. Katherine Curry
Email: katherine.curry@okstate.edu

Office of Professional Education
325 Willard Hall
Stillwater, OK 74078

405-744-9798

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