

# Post-Masters School Administration Endorsement Certificate

Individuals who *already possess a master's degree in education* may enter the School Administration Endorsement Certificate program. The endorsement certificate requirements are the same as for the master's degree program, however educational leadership core requirements already completed in the previous masters count towards fulfilling these requirements. For example, a candidate with a master's degree in reading may already have completed the Professional Core (14 credits), and thus would need only to complete the Leadership Concentration, Practica, and Internship (as well as all relevant assessments). A minimum of 21 credits is required (most endorsement candidates complete 30+) and a second master's degree is NOT conferred. Completion of this program results in state endorsement as a PK-12 school administrator.

## Requirements for Admission to the Certificate Program:

- A master's degree in a related field from an accredited institution.
- Three years of full-time teaching experience in the school setting.
- Recommendations from school personnel (administrative and instructional) familiar with the candidate's teaching performance and leadership potential.
- Orientation and assessment session results (to assess conceptual, oral, and written performance).

## Certificate Program Completion Requirements

<b>Professional Core</b>	<b>Credits</b>
LTLE 620: Changing Contexts in American Schools	3
LTLE 625: Evaluation in Education	3
LTLE 630: Inquiry in Education	3
LTLE 641: Teaching, Learning, and Curriculum	5
<b>Leadership Concentration</b>	
EDLP 640: The Fundamentals of Educational Administration	3
EDLP 642: Leadership for School-Community Relations	3
EDLP 643: The Principalship	3
EDLP 644: Supervision and Development of School Personnel	3
EDLP 641: School Law	3

EDLP 652: School Finance and Business Management	3
<b>Internship Experiences</b>	
ADSU 668: Internship for Principals <b>OR</b>	3
ADSU 678: Fulltime Internship for School Administrators	
<b>All candidates must pass a comprehensive examination before completing the certificate.</b>	<b>38</b>

Potential certificate candidates should refer to the [program description of the master's degree](#) for a more detailed description of specific requirements.

### **Application Instructions:**

Please submit the following to:

The College of Graduate and Outreach Programs  
James Madison University  
MSC 6906  
Harrisonburg, VA 22807

1. Official copies of all college/university transcripts.
2. A Non degree Seeking (Special Student) Application form for Certificate Program candidates or a Graduate Application for Master's Program candidates
3. An application for Virginia In-State Tuition Rates and the Application Checklist
4. A Professional resumé
5. A two or three page written statement (double spaced) describing your professional background, educational issues you would like to address in the master's or certificate program and your long-term professional goals.
6. Two recommendations from school personnel (administrative and instructional) familiar with your teaching performance and leadership potential.

### **For more information:**

Contact the program graduate assistant, Sarah Schneider, at [schneisk@jmu.edu](mailto:schneisk@jmu.edu).