



**Murray State University**  
**Master of Arts in School Administration**  
**P-12 Principal Certification (L1 & L2)**



**Admission requirements:**

1. Earned masters degree from a regional accredited college or university
2. Documented affiliation with a partner school district
3. Minimum of three (3) years of teaching experience at time of application
4. Valid Kentucky Teaching Certificate or an approved waiver of Kentucky certification
5. Successfully complete co-selection process

**Level 1 Courses**

Course #	Course Description	Professor	Semester	Grade
ADM 601	School Leadership & Culture			
ADM 602	Sociopolitical Dimensions of School Leadership			
ADM 611	School-wide Instructional Leadership			
ADM 612	Development of School Personnel			
ADM 631	Organization and Operation of Schools			
ADM 632	Principal Internship I			
ADM 671	Principal Internship II			
ADM 672	Legal and Ethical Issues in Schools			
ADM 681	Instructional Leadership for Diverse Learners			
ADM 682	Principal Internship III			

**Level 2 Courses**

Course #	Course Description	Professor	Semester	Grade
ADM 669	Seminar in School Administration			
	Approved ADM Elective			

**Program Completion**

1. Candidates must successfully complete and defend a capstone project.
2. Candidates must successfully complete at least 550 hours of instructor-approved field experiences.
3. Verify Candidates must file for graduation at the beginning of their last semester. Forms may be picked up in the Graduate Office.
4. Candidates must have at least a 3.0 cumulative GPA.
5. For principal certification, candidates must successfully complete tests required by EPSB for principal certification.

Candidate's Name (printed) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
 Candidate's Signature/Date

\_\_\_\_\_/\_\_\_\_\_  
 Advisor's Signature/Date

**Certification procedures**

For certification as Instructional Leadership-School Principal Level 1, the candidate must show proof of an earned Masters of Arts in Education: Education Administration and passing scores of the following tests: 1) School Licensure Assessment (#1494) and 2) the Kentucky Principal test. With chair approval, a program may be developed only for certification and rank change purposes. Completion of this program may lead to a Rank I.

For applicants interested in pursuing Alternative Certification, please contact the program coordinator and reference the *Alternative Routes to Administrative Certification Guidelines and Procedures* for additional information.

The Option 6 Alternative Route to Administrative Certification is designed to meet the needs of school districts that have identified candidates for administrative positions who are deemed “qualified” by the school district as related to the administrative responsibilities in question, but who have not yet entered the certification program, or who have entered and not yet completed the program. Effective July 1, 2011 Option 6 Alternative Route to Administrative Certification eligibility for initial administrator certification is dependent upon admission/participation in the Regional Partnership cohort program. Candidates who are already certified as administrators in a different area and who are ‘broadening’ their certification do not have to be in the cohort, but must work under the supervision of a mentor and university personnel. Note: Candidates admitted through Option 6 in 2010 may proceed with no change.

Persons considering making application for an administrative position under Option 6 MUST secure written documentation on university letterhead of eligibility BEFORE making application. School districts must ensure that such a letter is submitted with the application. An applicant must not be considered in the applicant pool without this documentation. Per EPSB policy, the letter must contain the following:

*“At this time, if hired as a (area of administrative certification), you would be eligible for recommendation to the Kentucky Education Professional Standards Board for a Temporary Provisional certificate.”*

Note: Teacher certification requirements are subject to change. Before registering for the test(s), please refer to the Education Professional Standards Board (EPSB) website at [www.epsb.ky.gov](http://www.epsb.ky.gov) for current requirements or contact the Division of Internship and Assessment at [502-564-4606](tel:502-564-4606) or [888-598-7667](tel:888-598-7667).