

## EDUCATION ADMINISTRATION CERTIFICATIONS

Students considering a program of study that leads to certification in Education Administration programs within the School of Education at Mercy College should contact the appropriate licensing agency in the state/territory where you plan to practice prior to enrollment at Mercy College. Listed below you will find the contact information for each respective state/territory's Department of Education.

Educational requirements include coursework and clinical experience tied to coursework. Note that even though a program may meet these requirements, individual students must also meet state- and program-specific requirements for admission to and completion of an educator preparation program, and any other state licensure requirements (e.g., testing, background checks) to be eligible for licensure. Please carefully read all requirements for the state/territory you wished to be licensed in.

**Determination of Mercy College Education Administration curriculum meeting state/territory educational requirements for licensure/certification:**

**Yes-** AL, AK, AR, CO, CT, DE, DC, FL, GA, HI, ID, IN, IA, KS, KY, LA, MD, MA, MS, MO, NE, NV, NH, NJ, NM, OH, PA, RI, TN, TX, VI, WA, WV, WI, WY

**No-** IL, ME, MT, VT

**Unable to determine-** AZ, MI, MN, NC, ND, OK, PR, UT, VA

The Mercy College Education Administration Program curriculums meets the educational requirements for licensure in the following states/territories:

| State /Territory | Professional Licensing Board  |
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| Alabama          | <p>Alabama State Department of Education – <a href="https://www.alsde.edu/">https://www.alsde.edu/</a><br/>                     Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>• There are two main avenues to Educational Administration/Principal certification: 1.) Through a state-approved program or 2.) Through reciprocity agreements</li> <li>• Will need to complete the appropriate Alabama Prospective Teacher Testing Program or APTTP for Professional Leadership Certification.</li> </ul> <p>Student should refer to <a href="https://www.alsde.edu/">https://www.alsde.edu/</a> to determine whether the program meets the requirements for Alabama.</p>  |
| Alaska           | <p>Alaska Department of Education and Early Development - <a href="https://education.alaska.gov/">https://education.alaska.gov/</a><br/>                     Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>• Type B Administrative certificate: at least 3 years of service as a teacher or specialized service provider, 3 semester hours of approved Alaska studies and 3 semester hours of approved multicultural education/cross-cultural communication, 6 semester hours earned during the 5-year period preceding the date of application.</li> <li>• Superintendent Endorsement: verification of at least 5 years employment as a teacher or administrator (at least one of these years must have been as an administrator)</li> <li>• Special Education Administrator Endorsement: at least 3 years as a certified special education teacher or school psychologist with a teaching or special services certificate</li> <li>• Director of Special Education: must possess a Type B certificate and a teaching certificate</li> </ul> <p>Students should refer to <a href="https://education.alaska.gov/">https://education.alaska.gov/</a> to determine whether the program meets the requirements for Alaska</p>          |
| Arizona          | <p>Arizona Department of Education – <a href="http://www.azed.gov/">http://www.azed.gov/</a><br/>                     Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>• Official transcripts documenting a Master's or more advanced degree from an accredited institution.</li> <li>• Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Need to submit a Verification of Teaching Experience form, completed, and signed by the District Superintendent or Personnel Director, to verify teaching experience.</li> <li>• Official transcripts documenting completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.</li> <li>• Principal Practicum or Experience.<br/>                     One of the following:                     <ul style="list-style-type: none"> <li>• Official transcript from an accredited institution documenting a practicum as a principal; or</li> </ul> </li> </ul> |

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|            | <ul style="list-style-type: none"> <li>• Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.</li> <li>• Principal or Superintendent Exam Requirement.<br/>One of the following: <ul style="list-style-type: none"> <li>• A passing score on the Arizona Educator Proficiency Assessment (AEPA) Principal Subtest I and II exam; or</li> <li>• A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; or</li> <li>• Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience.</li> </ul> </li> </ul> <p>Note:<br/>Experience as an administrator in a foreign school will not be accepted.</p> <p>Option B: Certification Reciprocity</p> <ul style="list-style-type: none"> <li>• The applicant holds a valid, comparable Principal certificate in another state and is in good standing with that other state. Submit one of the following: <ul style="list-style-type: none"> <li>• A photocopy of your valid, comparable out-of-state Principal certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate; or</li> <li>• An official letter from the educator certification office that issued the out-of-state Principal certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Principal certificate.</li> </ul> </li> </ul> <p>Students should refer to <a href="https://www.azed.gov/">https://www.azed.gov/</a> to determine whether the program meets the requirements for Arizona.</p>   |
| Arkansas   | <p>Arkansas Department of Education – <a href="http://dese.ade.arkansas.gov/">http://dese.ade.arkansas.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas</p> <p>The Arkansas Department of Education grants three administrator licenses:</p> <ol style="list-style-type: none"> <li>1. Building Level Administrator – for a principal, assistant principal, or vice principal in grades P-8 and/or 5-12)</li> <li>2. Curriculum/Program Administrator – for a school leader responsible for program development, administration, and/or employment evaluation decisions. Limited to one of the following areas: Special Education, Gifted and Talented Education, Career and Technical Education, Adult Education (post-secondary), Content Area Specialist, Curriculum Specialist.</li> <li>3. District Level Administrator – for a superintendent, assistant superintendent, or deputy superintendent (grades P-12)</li> </ol> <ul style="list-style-type: none"> <li>• All candidates for the Administrator’s license must hold a current Arkansas Standard Teaching License.</li> </ul> <p>Education Requirements</p> <p>To obtain an Initial Building Level Administrator License:</p> <ul style="list-style-type: none"> <li>• Complete a graduate degree program in Educational Leadership from a NCATE- accredited Arkansas college or university and hold one of the following degrees: <ul style="list-style-type: none"> <li>○ Master’s degree in Educational Leadership</li> <li>○ Master’s degree in Education</li> <li>○ Master’s degree in a content/endorsement area</li> </ul> </li> </ul> <p>To obtain a Standard/Advanced District Level Administrator License (as there is no Initial License for this category):</p> <ul style="list-style-type: none"> <li>• Complete a graduate degree or an advanced educational program that reflects the standards of District Level Administrator Licensure from a NCATE-accredited Arkansas college or university</li> </ul> <p>Students should refer to <a href="http://dese.ade.arkansas.gov/">http://dese.ade.arkansas.gov/</a> to determine whether the program meets the requirements for Arkansas.</p> |
| California | <p>California Department of Education – <a href="https://www.cde.ca.gov/">https://www.cde.ca.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>California authorizes administrative services, such as those performed by a school site principal, via the Administrative Services Credential. To qualify for this credential based on out-of-state preparation, you must submit the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• Application Form and processing fee</li> <li>• Official transcripts verifying your Bachelor's degree (and any additional higher degrees).</li> <li>• The transcripts must be the original college issued documents, not photocopies, but they do not have to be sealed in the original envelope.</li> <li>• Evidence of fingerprint processing.</li> <li>• A copy of an out-of-state examination that meets the requirements for the California Basic Skills Examination.</li> <li>• Supporting documentation for the appropriate route by which you qualify.</li> </ul> <p>California has a two-tier credential structure. A preliminary credential is the first document issued after an individual meets basic credential requirements. The preliminary credential is issued for a maximum of five years. A clear credential is issued when all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary, the holder will be unable to serve as an administrator in California’s public schools with that credential until those requirements are met and the document is renewed.</p> <p>Students should refer to <a href="https://www.cde.ca.gov/">https://www.cde.ca.gov/</a> to determine whether the program meets the requirements for California.</p>  |

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| Colorado    | <p>Colorado Department of Education – <a href="https://www.cde.state.co.us/">https://www.cde.state.co.us/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>Principal: 3+ years of full-time, licensed principal experience within the past 7 year OR a completed Approved Program Verification Form. Submit proof that you passed the PLACE exam #80 or the Praxis #5412 for principals (can still apply if you have not taken these exams, an application review will determine whether the exams are required).</li> <li>Administrator: Submit proof that you have passed the PLACE exam #81 or Praxis #6991. You can still apply if you have not taken these exams, and application review will determine whether the exams are required. 3+ years of full time, licensed experience as an administrator within the past 7 years OR a completed Approved Program Verification Form.</li> </ul> <p>Students should refer to <a href="https://www.cde.state.co.us/">https://www.cde.state.co.us/</a> to determine whether the program meets the requirements for Colorado</p>  |
| Connecticut | <p>Connecticut State Department of Education – <a href="https://portal.ct.gov/SDE">https://portal.ct.gov/SDE</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>Completers of the MA in Educational Supervision program are eligible for CT’s 092 (Intermediate Administration/Supervision endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate. Additional certification tests may be required.</li> <li>Completers of the MS in Educational Administration and school district leadership programs are eligible for CT’s 092 (Intermediate Administration/Supervision endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate. Additional certification tests may be required. Completers may also be eligible for the 093 (Superintendent endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate AND 30 school months of successful administrative service under a valid out-of-state administrative certificate, is required. Additional certification tests may be required.</li> </ul> <p>Students should refer to <a href="https://portal.ct.gov/SDE">https://portal.ct.gov/SDE</a> determine whether the program meets the requirements for Connecticut.</p>   |
| Delaware    | <p>Delaware Department of Education – <a href="https://www.doe.k12.de.us">https://www.doe.k12.de.us</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>Principal or Assistant Principal:</p> <ul style="list-style-type: none"> <li>Official Transcript(s) – Bachelor’s Degree and minimum of a Master’s Degree.</li> <li>Education Requirements - must meet one of the selections below: <ol style="list-style-type: none"> <li>A Master’s or Doctoral degree from a regionally accredited college or university in educational leadership offered by an NCATE specialty organization recognized educator preparation program or state approved educator preparation program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards; or</li> <li>A Master’s or Doctoral degree from a regionally accredited college or university in any field and the successful completion of one of the following as defined in 14 DE Admin. Code 1595 Certification Programs for Leaders in Education:</li> <li>A School Principal Course of Study</li> <li>A School Principal Certification Program.</li> </ol> </li> <li>Copy of current and valid out-of-state license, if applicable.</li> <li>Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.</li> </ul> <p>Certified Central Office:</p> <ul style="list-style-type: none"> <li>Official Transcript(s) – Bachelor’s Degree and minimum of a Master’s Degree.</li> <li>Education Requirements - must meet one of the selections below: <ol style="list-style-type: none"> <li>A Master’s or Doctoral degree from a regionally accredited college or university in educational leadership offered by an NCATE specialty organization recognized educator preparation program or state approved educator preparation program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards</li> <li>A Master’s or Doctoral degree from a regionally accredited college or university in any field and one of the following:</li> <li>The successful completion of a Certified Central Office Personnel Certification Program as defined in 14 DE Admin. Code 1595 Certification Programs for Leaders in Education</li> <li>Holding a standard certificate for School Principal and successful completion of an additional nine (9) graduate level credit hours from a regionally accredited college or university in educational leadership or the equivalent in professional development approved by the Department.</li> <li>Student Teaching on an official transcript - must successfully complete a student teaching program or an approved alternative to student teaching.</li> </ol> </li> </ul> <p>Copy of current and valid out-of-state license, if applicable.<br/>Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.</p> <p>Students should refer to <a href="https://www.doe.k12.de.us">https://www.doe.k12.de.us</a> to determine whether the program meets the requirements for Delaware.</p> |

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| District of Columbia | <p>Office of the State Superintendent of Education– <a href="https://osse.dc.gov/">https://osse.dc.gov/</a><br/> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>• May qualify for reciprocity if: You were required to pass a content exam in school leadership appropriate for P thru 12 grade schools.</li> <li>• You have completed at least two years of full-time school-based: teaching, instructional leadership, or pupil services experience. If your state did not require you to meet any one of the conditions required for a reciprocal District credential, you will be required to satisfy the missing requirement prior to receiving the DC credential. For example, if your state did not require you to pass a subject content exam for your credential, you will be required to pass the applicable DC exam prior to issuance of the credential.</li> </ul> <p>Students should refer to <a href="https://osse.dc.gov/">https://osse.dc.gov/</a> to determine whether the program meets the requirements for the District of Columbia.</p>   |
| Florida              | <p>Florida Department of Education – <a href="http://www.fldoe.org/">http://www.fldoe.org/</a><br/> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.<br/> Florida has two reciprocity routes for certified teachers and administrators to qualify for our Professional Certificate.</p> <p><b>Route 1: Valid Standard Certificate Issued by a State Other than Florida</b></p> <ul style="list-style-type: none"> <li>• The certificate shall be the valid standard educator’s certificate issued by that state, which is comparable to a Florida Professional Certificate, and</li> <li>• Be issued in a subject comparable to a Florida certification subject, and</li> <li>• Require the same or higher level of training required for certification in that subject in Florida, and</li> <li>• The certificate must be currently valid (not expired or revoked).</li> </ul> <p><b>Route 2: Certificate Issued by the National Board for Professional Teaching Standards (NBPTS)</b></p> <ul style="list-style-type: none"> <li>• The NBPTS certificate must be currently valid.</li> <li>• The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.</li> </ul> <p>Students should refer to <a href="http://www.fldoe.org/">http://www.fldoe.org/</a> to determine whether the program meets the requirements for Florida.</p>   |
| Georgia              | <p>Georgia Department of Education – <a href="https://www.gadoe.org/Pages/Home.aspx">https://www.gadoe.org/Pages/Home.aspx</a><br/> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.<br/> Georgia Administration/Principal Certification:</p> <ul style="list-style-type: none"> <li>• You must have a master’s or doctoral degree in educational leadership in order to become fully certified as an education administrator in Georgia.</li> <li>• If you have a master’s degree from an educational leadership program, the program you complete must be approved by the Georgia Professional Standards Commission and meet the standards of the Educational Leadership Constituent Council (ELCC) as adopted by the National Council for the Accreditation of Teacher Education (NCATE).</li> <li>• If you hold a master’s degree in another education field, you must also complete at least six semester hours of coursework in school law and ethics, organizational leadership, teaching, and learning, and using data in the school improvement process, prior to enrollment in the mandatory educational leadership program.</li> <li>• If you hold a master’s degree in another education field, you will complete your educational and experience requirements while working in a leadership position in a Georgia school system. Therefore, you will receive a Non-Renewable Certificate while completing the program. This certificate is valid for five years. Once you have completed a state-approved educational leadership program, and met all Georgia special requirements, you will receive a Clear Certificate in Educational Leadership.</li> <li>• You must complete both parts of the GACE Content Assessment for Educational Leadership. If you intend to work as a Superintendent, you must complete the assessments at both the building and district levels.</li> <li>• You must complete a residency requirement in order to become certified in educational leadership. This involves a planned, guided internship in a school system in which you get the opportunity to apply what you have learned in your educational leadership program to real-life situations.</li> <li>• To receive certification in educational leadership, you must complete the Application for Certification form, and send it along with your official transcripts and score reports to Georgia PSC Certification Section, Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141.</li> </ul> <p>Students should refer to <a href="https://www.gadoe.org/Pages/Home.aspx">https://www.gadoe.org/Pages/Home.aspx</a> determine whether the program meets the requirements for Georgia.</p> |
| Hawaii               | <p>Hawaii State Department of Education – <a href="http://www.hawaiipublicschools.org/Pages/Home.aspx">http://www.hawaiipublicschools.org/Pages/Home.aspx</a><br/> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>• Persons who possess a current, valid school-level administrator license through another state may be eligible for certification in Hawaii if they meet the following requirements: <ul style="list-style-type: none"> <li>○ Vice Principal: has a minimum of five (5) years K-12 school level experience, to include three (3) years satisfactory performance as a licensed, K-12 school level vice principal (or assistant principal) in a public school system (duties performed must be comparable to that of a HIDOE Vice Principal)</li> </ul> </li> </ul>  |

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|         | <ul style="list-style-type: none"> <li>Principal: Has a minimum of five (5) years K-12 school level experience, to include four (4) years satisfactory performance as a licensed, K-12 school level principal or higher, in a public school system (private school and/or charter school experience not accepted at this time). Duties performed must be comparable to a HIDEO principal</li> </ul> <p>Students should refer to <a href="http://www.hawaiipublicschools.org/Pages/Home.aspx">http://www.hawaiipublicschools.org/Pages/Home.aspx</a> to determine whether the program meets the requirements for Hawaii.</p>   |
| Idaho   | <p>Idaho State Department of Education – <a href="http://www.sde.idaho.gov/">http://www.sde.idaho.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>For an Administrator Certificate with a School Principal (K-12) Endorsement:</p> <ul style="list-style-type: none"> <li>Master’s degree from an accredited college or university</li> <li>Completion of a state-approved program (at an accredited college/university) of at least 30 semester credit hours (or 45 quarter credit hours) of graduate study in school administration intended to prepare school principals. The following competencies of the Idaho Foundation Standards for School Administrators must be included in the program: <ul style="list-style-type: none"> <li>Visionary and Strategic Planning</li> <li>Management and Organizational Leadership</li> <li>Instructional Leadership</li> <li>Professional and Ethical Leadership</li> <li>Governance and Legal Leadership</li> <li>Family and Community Partnerships</li> </ul> </li> </ul> <p>For an Administrator Certificate with a Superintendent Endorsement (Pre-K-12):</p> <ul style="list-style-type: none"> <li>Education specialist, doctorate degree or completion of a post-master’s sixth year program from an accredited college/university</li> <li>Completion of a state-approved program (at an accredited college/university) of at least 30 semester credit hours (or 45 quarter credit hours) of post-master’s degree graduate study intended to prepare school superintendents. The program must be in school administration and interdisciplinary supporting areas and must include the competencies in Superintendent Leadership (in addition to the above competencies in the Idaho Foundation Standards for School Administrators)</li> <li>You must also receive an institutional recommendation from the college/university where you completed the program</li> </ul> <p>Students should refer to <a href="http://www.sde.idaho.gov/">http://www.sde.idaho.gov/</a> to determine whether the program meets the requirements for Idaho.</p> |
| Indiana | <p>Indiana Department of Education – <a href="https://www.doe.in.gov/">https://www.doe.in.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>Building Level Administrator License: Valid CPR certification from an IDOE provider, Suicide prevention training certificate, a minimum of 2 years instructional experience, score reports that support an out-of-state license/certificate</li> <li>Superintendent License: valid CPR certification from an IDOE provider, Suicide prevention training certificate, at least 2 years of instructional experience, score report that supports an out-of-state license/certificate</li> <li>Director of Career and Technical Education: CPR certification, suicide prevention training, 2 years of instructional experience, score reports that supports an out-of-state license/certificate</li> <li>Director of Curriculum and Instruction: CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate</li> <li>Director of Exceptional Needs: CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate</li> <li>Temporary Superintendent License: – requirements include a letter of request from the governing body with documentation of the applicant’s knowledge and experience for the position, CPR certification, suicide prevention training</li> </ul> <p>Students should refer to <a href="https://www.doe.in.gov/">https://www.doe.in.gov/</a> to determine whether the program meets the requirements for Indiana.</p>  |
| Iowa    | <p>Iowa Department of Education – <a href="https://educateiowa.gov/">https://educateiowa.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>Administrator Exchange License: provided to out-of-state applicants with a valid out-of-state administrator license. Applicants will be issued an initial administrator license. The applicant’s coursework will be evaluated by the BoEE in a transcript evaluation. The applicant will receive one year to complete any identified coursework deficiencies. If more time is needed, they may be granted an extension. Once all coursework requirements are completed, they will be granted full licensure.</li> </ul> <p>Students should refer to <a href="https://educateiowa.gov/">https://educateiowa.gov/</a> to determine whether the program meets the requirements for Iowa.</p>  |
| Kansas  | <p>Kansas State Department of Education – <a href="https://www.ksde.org/">https://www.ksde.org/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>Building or District Administrator Requirements:</p> <ul style="list-style-type: none"> <li>You must have five years of experience in a state-accredited school while holding a professional level teaching, school specialist or clinical license or a full vocational-technical certificate.</li> <li>You must complete the appropriate approved graduate level school leadership program and hold a graduate degree to qualify for a school leadership license.</li> </ul>  |

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|           | <ul style="list-style-type: none"> <li>• Contact the licensure officer for a plan of study, including entry requirements into the program. You should not start the program unless you meet the experience requirements described above.</li> <li>• Complete all program and degree requirements:</li> <li>• Minimum cumulative GPA of 3.25 or above in your graduate coursework is required.</li> <li>• Complete a School Leadership content test: School leadership exam administered through Educational Testing Services. For information on testing: <a href="https://www.ets.org/praxis/ks/requirements">https://www.ets.org/praxis/ks/requirements</a></li> <li>• Apply for and receive an initial school leadership license.</li> <li>• Complete a performance assessment: A year-long approved mentoring program chosen by the hiring local education agency.</li> <li>• Apply for and receive a five –year professional school leadership license.</li> </ul> <p>Students should refer to <a href="https://www.ksde.org/">https://www.ksde.org/</a> to determine whether the program meets the requirements for Kansas.</p>   |
| Kentucky  | <p>Kentucky State Department of Education – <a href="https://education.ky.gov/Pages/default.aspx">https://education.ky.gov/Pages/default.aspx</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p><b>Instructional Leadership – School Principal:</b></p> <ul style="list-style-type: none"> <li>• Complete an approved program of preparation</li> <li>• Possess a master’s degree in education</li> <li>• You must pass two exams: one on your ability to apply knowledge, as well as skills of instructional leadership, supervision and management; and another on the Kentucky public education system’s current administrative and instructional practices. (You are also expected to have already passed Praxis I and II, as you have already held a Kentucky teaching certificate).</li> <li>• Three years of full-time teaching experience</li> <li>• After fulfilling the above requirements, you will receive a Level I Statement of Eligibility. You must then become hired by a Kentucky school district, complete one year internship in the Kentucky Principal Internship Program (KPIP); after completion, you will receive a Level II School Principal Certificate valid for five years.</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Complete an approved program of preparation</li> <li>• Possess a master’s degree</li> <li>• No additional assessments are required for superintendent certification (but you must have passed the two assessments required for school principal, plus Praxis I and II to hold a statement of teaching eligibility).</li> <li>• Two years of full-time experience as a school principal, guidance counselor, supervisor of instruction, director of special education, director of pupil personnel, local district coordinator of vocational education, school business administrator, or as a supervisor, coordinator, or administrator of district-wide services</li> <li>• You must also hold a valid statement of eligibility for a Kentucky teaching certificate</li> <li>• Completed Levels I and II of school principal preparation/certification in Kentucky</li> </ul> <p>Students should refer to <a href="https://education.ky.gov/Pages/default.aspx">https://education.ky.gov/Pages/default.aspx</a> to determine whether the program meets the requirements for Kentucky.</p> |
| Louisiana | <p>Louisiana State Department of Education – <a href="https://www.louisianabelieves.com/">https://www.louisianabelieves.com/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>The Louisiana Department of Education issues two types of administrative certificates: Educational Leadership, Level 1 for Principals and Educational Leadership, Level 2 for Superintendents.</p> <p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li>• You must have a master’s degree and 27 semester hours of graduate credit that includes 3 semesters in each of the following courses: <ul style="list-style-type: none"> <li>○ Theory of Educational Administration</li> <li>○ School Principalship (Elementary or Secondary)</li> <li>○ Supervision of Instruction</li> <li>○ Educational Research</li> <li>○ History/Philosophy of Education</li> <li>○ School Curriculum (Elementary or Secondary)</li> <li>○ School Law</li> <li>○ School Finance</li> <li>○ School Personnel Administration</li> </ul> </li> <li>• You must also have 3 semester hours of graduate credit from one of the following courses: <ul style="list-style-type: none"> <li>○ School Facilities</li> <li>○ School Community Relations</li> <li>○ Program Development and Evaluation</li> </ul> </li> </ul> <p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li>• You must have a master’s degree and 48 semester hours of college credit as follows:</li> <li>• 30 semester hours of graduate credit, including the following courses: <ul style="list-style-type: none"> <li>○ Theory of Educational Administration</li> <li>○ Supervision of Instruction</li> <li>○ School Law</li> </ul> </li> </ul>  |

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|          | <ul style="list-style-type: none"> <li>○ School Community Relations</li> <li>○ Principalship</li> <li>○ School Finance</li> <li>● 12 semester hours from a combination of the following courses: <ul style="list-style-type: none"> <li>○ School Facilities</li> <li>○ School Personnel Administration</li> <li>○ Group Dynamics</li> <li>○ Office &amp; Business Management</li> <li>○ Clinical Supervision, Practicum, or Internship in Administration</li> <li>○ Program Development and Evaluation</li> </ul> </li> <li>● 12 semester hours of graduate credit, including: <ul style="list-style-type: none"> <li>○ Educational Research</li> <li>○ History/Philosophy of Education</li> <li>○ Elementary Curriculum</li> <li>○ Secondary School Curriculum</li> </ul> </li> <li>● 6 semester hours of graduate credit, including any of the following : <ul style="list-style-type: none"> <li>○ Sociology</li> <li>○ Speech</li> <li>○ Psychology</li> <li>○ Political Science</li> <li>○ Administration/Supervision in Business</li> </ul> </li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>● Level 1: You must pass the Praxis II School Leaders Licensure Assessment</li> <li>● Level 2: You must pass the Praxis II School Superintendent Assessment</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>● Level 1: You must have at least five years of full-time teaching experience in a Louisiana school system at the level in which you wish to become a principal (i.e., elementary, or secondary). You must also have a valid Level 3 Professional Teaching Certificate.</li> <li>● Level 2: You must have at least five years of full-time experience as a superintendent, assistant superintendent, supervisor of instruction, principal, or assistant principal in a Louisiana school system. You must also have a valid Level 3 Professional Teaching Certificate.</li> </ul> <p>Students should refer to <a href="https://www.louisianabelieves.com/">https://www.louisianabelieves.com/</a> to determine whether the program meets the requirements for Louisiana.</p>  |
| Maryland | <p>Maryland State Department of Education – <a href="http://marylandpublicschools.org/Pages/default.aspx">http://marylandpublicschools.org/Pages/default.aspx</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <ul style="list-style-type: none"> <li>● To become an Administrator or Principal in Maryland. There are two main avenues to certification: 1.) Through a state-approved program or 2.) Through reciprocity agreements.</li> <li>● Maryland confers two administration certificates for Supervisors of Instruction, Assistant Principals and Principals: Administrator I and Administrator II.</li> <li>● In order to become certified as an Administrator I, which entitles you to be a Supervisor of Instruction or Assistant Principal in Maryland, you must: <ul style="list-style-type: none"> <li>○ Earn a Master’s Degree from an approved institute of higher education (IHE)</li> <li>○ Complete one of the following: <ul style="list-style-type: none"> <li>▪ A Maryland State Department of Education (MSDE)-approved program for certification of supervisory personnel that includes the outcomes in the Maryland Instructional Leadership Framework</li> <li>▪ A MSDE-approved program for certification of supervisory personnel</li> <li>▪ 18 semester hours of graduate work, post-bachelor’s level, from an approved IHE that includes courses in the following areas: <ul style="list-style-type: none"> <li>● Assessment, instruction, and curriculum</li> <li>● Evaluating, observing, and development of staff</li> <li>● Ethical decision-making and legal issues</li> <li>● School administration, management, and leadership</li> <li>● Practicum internship/supervised experience</li> </ul> </li> </ul> </li> </ul> </li> <li>● Administrator II requirements (which certify you to become a Principal in Maryland) include fulfilling the above educational requirements for Administrator I plus additional assessments, which are outlined below.</li> </ul> <p><b>Examinations:</b></p> <p>There are no examinations necessary to become certified as an Administrator I beyond the basic skills and content exams (Praxis I and II) required for teacher certification. If you wish to receive Administrator II certification, you must pass the School Leaders Licensure Assessment examination with a minimum score of 165.</p> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>● Certification as an Administrator I requires 27 months of teaching experience, as well as a practicum internship/supervised experience if you choose the graduate work education option listed above.</li> </ul> |

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|               | <ul style="list-style-type: none"> <li>If you are already certified as a principal in another state and have 27 months of principal experience during the past seven years, you may also be granted a Maryland Administrator II certificate.</li> </ul> <p>Students should refer to <a href="http://marylandpublicschools.org/Page/default.aspx">http://marylandpublicschools.org/Page/default.aspx</a> to determine whether the program meets the requirements for Maryland.</p>  |
| Massachusetts | <p>Massachusetts Department of Elementary and Secondary Education – <a href="http://www.doe.mass.edu/">http://www.doe.mass.edu/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>*Out-of-state applicants seeking their first license in the State of Massachusetts could qualify for one of three (3) types of Academic PreK-12 educator licenses: Temporary, Provisional, or Initial. To figure out for which type you should apply for, consider the following:</p> <ol style="list-style-type: none"> <li>Do you hold a valid comparable license from another state and have you worked under it for three years? If yes, you could qualify for a temporary license. A temporary license is valid for one year of employment. This enables out-of-state applicants to seek and obtain employment in the Commonwealth while they work to take and pass all required MTEL tests (Passing all required MTEL tests or failed MTEL results will not qualify you for the temporary license.)</li> <li>Do you hold a comparable license from another state or have you completed one of the following: <ol style="list-style-type: none"> <li>A 'traditional' higher education state/jurisdiction-approved educator preparation program outside of Massachusetts?</li> <li>A state/jurisdiction approved 'alternative/non-traditional educator preparation program and possess the equivalent of an initial license from that state/jurisdiction?</li> <li>An educator preparation program sponsored by a college or university outside of Massachusetts that has been accredited by one of the following: the National Council for Accreditation of Teacher Education (NCATE), the Teacher Education Accreditation Council (TEAC), or the Council for the Accreditation of Educator Preparation (CAEP)</li> </ol> </li> </ol> <p>If you answered “yes” to any of these questions, you could qualify for an initial license through the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement. Massachusetts participates with every state and the District of Columbia through the NASDTEC Interstate Agreement for almost every license issued by the DESE Office of Educator Licensure. An initial license is valid for five years of employment from the date of issuance in the State of Massachusetts.</p> <p>Please note that additional requirement may apply to this type of license and could include but may not be limited to:</p> <ol style="list-style-type: none"> <li>Passing all required MTEL tests</li> <li>Earning the Sheltered English Immersion Endorsements (SEI) – required by the following Academic PreK-12 licenses: Academic Teacher (early childhood and elementary teachers, teachers of students with moderate disabilities, teachers of severe disabilities, and teachers of the following academic subjects: English, reading or language arts, mathematics, science, civics and government, economics, history, and geography), academic Administrator (Principal/assistant principal, or supervisor/director).</li> <li>Have you completed all of the requirements in the previous question (2) but do not hold the SEI endorsement? You may qualify for a Provisional license. The provisional license is good for five years of employment.</li> <li>Did you get your Bachelor’s and/or Master’s degree from a DESE recognized accredited organization? To find out if your College or University is accredited by any of the DESE recognized organization you can contact your institution directly or conduct a search yourself using the databases of the national accrediting organization that are recognized by DESE.</li> </ol> <p>Students should refer to <a href="http://www.doe.mass.edu/">http://www.doe.mass.edu/</a> to determine whether the program meets the requirements for Massachusetts.</p> |
| Mississippi   | <p>Mississippi Department of Education – <a href="https://www.mdek12.org/">https://www.mdek12.org/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>A Five-Year Educator License – Reciprocity is granted to applicants who possesses a valid standard license from another state in an area in which Mississippi issues an endorsement and meets Mississippi’s minimum licensure requirements or equivalent.</p> <p>Two Year Reciprocity License – any applicant who possesses a valid license, which is less than standard from another state may apply for a two-year educator license through reciprocity.</p> <p>Students should refer to <a href="https://www.mdek12.org/">https://www.mdek12.org/</a> to determine whether the program meets the requirements for Mississippi.</p>  |
| Missouri      | <p>Missouri Department of Elementary and Secondary Education – <a href="https://dese.mo.gov/">https://dese.mo.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>If you have completed an educational administration program from another state and wish to become certified in Missouri:</p> <ul style="list-style-type: none"> <li>An applicant who completed an educational administration degree program in another state and possesses a valid professional certificate in that state may be granted a Missouri certificate in an area most closely aligned to the certification if Missouri issues such certificate. If an educator has completed an educational administration degree program in another state (either on campus or online), it would be beneficial to obtain that state’s certificate whether one plans to reside in that state or not. If a professional certificate is not submitted, then the educator will be required to complete all required Missouri coursework and assessments.</li> <li>Complete the online Non-Missouri Graduate application. All applicants for administrative areas of certification must also apply</li> </ul>  |



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|               | <p>for a Missouri teaching certificate. The same application may be used to apply for both teaching and administrative areas of certification.</p> <ul style="list-style-type: none"> <li>• If you have out-of-state teaching and administrative experience, you will need to complete the Verification of Teaching Experience form.</li> <li>• As noted within the checklist, if your out-of-state professional certificates have expired, or if you have never held an out-of-state certificate, you must provide an institutional recommendation from the certification officer at the college or university where you completed your educational administration degree program. The recommendation form can be downloaded by clicking on the appropriate button when completing the online Non-Missouri Graduate Application. The form should be mailed back to you to be included in your packet.</li> </ul> <p>Students should refer to <a href="https://dese.mo.gov/">https://dese.mo.gov/</a> to determine whether the program meets the requirements for Missouri.</p>   |
| Nebraska      | <p>Nebraska Department of Education- <a href="https://www.education.ne.gov/">https://www.education.ne.gov/</a><br/> Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/> When you meet the qualifications detailed below, you may apply for a Regular Administrative Certificate, valid for five years. This certificate is valid for both principal and superintendent positions.</p> <p><b>Education Requirements</b></p> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• Prior completion of a bachelor's degree and a state-approved teacher preparation program (which also implies completion of the state's human relations course requirement and special education course requirement)</li> <li>• Completion of a state-approved master's degree administrative preparation program of at least two years in duration. This program must consist of at least 36 graduate semester hours.</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Prior completion of a bachelor's degree and a state-approved teacher preparation program (which also implies completion of the state's human relations course requirement and special education course requirement)</li> <li>• Completion of a state-approved specialist or doctoral degree administrative preparation program of at least 60 graduate semester hours</li> </ul> <p><b>Examinations:</b></p> <ul style="list-style-type: none"> <li>• You must have passed the Praxis I Basic Skills exam prior to applying for an administrative certificate for either principal or superintendent positions.</li> </ul> <p><b>Experience Requirements:</b></p> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• Must have a valid Nebraska teaching certificate and two years of teaching experience</li> <li>• Must complete an internship of 250 clock hours in an administrative capacity in elementary, middle, or secondary schools</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Must have a valid Nebraska teaching or administrative certificate and two years of teaching experience</li> <li>• Must complete a one-semester practicum in an administrative capacity in an approved school system.</li> </ul> <p><b>Document and Application Requirements:</b></p> <ul style="list-style-type: none"> <li>• Along with your online application for an administrative certificate, please submit:</li> <li>• Institutional Verification forms for both your teaching program and administrative program</li> <li>• Verification of Employment Experience form</li> <li>• Official transcripts from all colleges attended</li> <li>• Official score report from your Praxis I exam</li> </ul> <p>Students should refer to <a href="https://www.education.ne.gov/">https://www.education.ne.gov/</a> to determine whether the program meets the requirements for Nebraska.</p> |
| Nevada        | <p>Nevada Department of Education- <a href="http://www.doe.nv.gov/">http://www.doe.nv.gov/</a><br/> Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/> * Nevada offers reciprocity for current, valid, non-provisional, and non-conditional licensees coming from other states.*<br/> Students should refer to <a href="http://doe.nv.gov/">http://doe.nv.gov/</a> to determine whether the program meets the requirements for Nevada.</p>   |
| New Hampshire | <p>New Hampshire Department of Education - <a href="https://www.education.nh.gov/">https://www.education.nh.gov/</a><br/> Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/> May apply via Alternative 2 if you have Completed an approved educator preparation program outside of NH. Only full licenses are reciprocal in NH (In the NASDTEC Interstate Agreement: for administrators defined as Stage 3).<br/> Students should refer to <a href="https://www.education.nh.gov/">https://www.education.nh.gov/</a> determine whether the program meets the requirements for New Hampshire.</p>   |
| New Jersey    | <p>New Jersey Department of Education -<a href="https://www.nj.gov/education/">https://www.nj.gov/education/</a><br/> Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/> *Any applicant for administrative certification who presents a valid administrative certificate issued by any other state shall, upon payment of the appropriate fee, be issued a New Jersey administrative certificate of eligibility for the equivalent New Jersey</p>  |

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|            | <p>endorsements for school administrator, principal, or school business administrator, or shall be issued the equivalent New Jersey standard supervisor endorsement. There is one limitation to this rule:<br/>         If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out-of-state endorsement or else must pass the appropriate New Jersey subject matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-state certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.<br/>         Students should refer to <a href="https://www.nj.gov/education/">https://www.nj.gov/education/</a> to determine whether the program meets the requirements for New Jersey.</p>   |
| New Mexico | <p>New Mexico Public Education Department - <a href="https://webnew.ped.state.nm.us/">https://webnew.ped.state.nm.us/</a><br/>         Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/>         Reciproating a License</p> <ul style="list-style-type: none"> <li>• \$150 (non-refundable) fee; and</li> <li>• Initial Application via <a href="#">NMPED Online Licensure Portal</a>; and</li> <li>• Provide Official transcripts reflecting a Master's degree earned in Educational Administration from a regionally accredited college/university; and             <ul style="list-style-type: none"> <li>○ And if applicable- Official Foreign Transcripts Evaluations: course by course transcripts evaluation must be sealed and addressed to 300 Don Gaspar, Santa Fe, NM 87501</li> </ul> </li> <li>• Copy of current valid Administrative License from out-of-state state education agency, Department of Defense School, or foreign country or a Notarized statement stating licensure was not required; and</li> <li>• Copy of Passage of Teacher Exams or a Notarized statement stating exams were not required; and</li> <li>• Verification of experience (Must be on Out-of-State School District Letterhead). Must have completed six (6) full school years either as a teacher or administrator with at least three (3) full school years of experience as a teacher. Please break down experience by M/D/Y and please indicate the number of days taught for each year. 160 days commonly equals 1 full school year. Please use form below; and</li> <li>• Register for <a href="#">background/fingerprints</a> for "Teacher Licensure"</li> </ul> <p>Students should refer to <a href="https://webnew.ped.state.nm.us/">https://webnew.ped.state.nm.us/</a> to determine whether the program meets the requirements for New Mexico.</p>   |
| New York   | <p>New York State Department of Education - <a href="http://www.nysed.gov/">http://www.nysed.gov/</a><br/>         Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement are eligible for this home state's certification as administrators in comparative certification areas.</p>  |
| Ohio       | <p>Ohio Department of Education - <a href="http://education.ohio.gov/">http://education.ohio.gov/</a><br/>         Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.<br/>         Ohio requires the successful completion of an educational leadership exam for all administrator licenses.<br/>         Principal: If you have a master's degree and have completed an approved principal preparation program through an accredited college/university, you may apply for the professional principal license.</p> <ul style="list-style-type: none"> <li>• Work experience: You must have at least two years of successful teaching experience under a standard or professional teaching license (or work experience under a professional pupil services license) in the grade level(s) you request for your principal license. You may choose from the following grade levels for a principal license based upon work experience:             <ul style="list-style-type: none"> <li>• Grades PreK-6</li> <li>• Grades 4-9</li> <li>• Grades 5-12</li> </ul> </li> </ul> <p>Administrative Specialist: If you have a master's degree and have completed an approved licensure program for the specified area, you may apply for the professional administrative specialist license.</p> <ul style="list-style-type: none"> <li>• Work experience: You must have at least two years of successful teaching experience under a professional teaching license (except for the Pupil Services Administration license, which requires two years of experience under a professional pupil services license). You may choose from the following specialty areas for a professional administrative specialist license:             <ul style="list-style-type: none"> <li>• Educational Research</li> <li>• Educational Staff Personnel Administration</li> <li>• Curriculum, Instruction and Professional Development</li> <li>• Pupil Services Administration</li> <li>• School-Community Relations</li> <li>• Career-Technical Education Administration</li> </ul> </li> </ul> <p>Superintendent: If you have a master's degree, hold a principal or administrative specialist license and have completed an approved</p> |

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|                | <p>preparation program for superintendents through an accredited college/university, you may apply for the professional superintendent license.</p> <ul style="list-style-type: none"> <li>• Work experience: You must have at least three years of successful work experience under a professional principal or administrative specialist license.</li> </ul> <p>Students should refer to <a href="http://education.ohio.gov/">http://education.ohio.gov/</a> to determine whether the program meets the requirements for Ohio.</p>   |
| Oregon         | <p>Oregon Department of Education - <a href="https://www.oregon.gov/ode/Pages/default.aspx">https://www.oregon.gov/ode/Pages/default.aspx</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>*A TSPC license is required in order to serve in a certified position in an Oregon public school district or Educational Service District (ESD). The following licenses are available to you if you have completed an educator preparation program in another state and have not previously held a non-provisional license of the same type in Oregon: Reciprocal Administrator License.</p> <p>Minimum Qualifications:<br/>To be eligible to apply for any of the licenses above, you will need to meet the minimum requirements, which include a minimum degree requirement, preparation program requirement, and background clearance.</p> <p>Students should refer to <a href="https://www.oregon.gov/ode/Pages/default.aspx">https://www.oregon.gov/ode/Pages/default.aspx</a> to determine whether the program meets the requirements for Oregon.</p> |
| Pennsylvania   | <p>Pennsylvania Department of Education - <a href="https://www.education.pa.gov/Pages/default.aspx">https://www.education.pa.gov/Pages/default.aspx</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>Pennsylvania along with most states and U.S. territories have signed an Interstate Certification Agreement to recognize current and comparable state-approved programs. Candidates from participating states must still meet other Pennsylvania requirements such as student teaching, GPA and PA testing.</p> <p>Students should refer to <a href="https://www.education.pa.gov/Pages/default.aspx">https://www.education.pa.gov/Pages/default.aspx</a> to determine whether the program meets the requirements for Pennsylvania.</p>  |
| Rhode Island   | <p>Rhode Island Department of Education - <a href="https://www.ride.ri.gov/">https://www.ride.ri.gov/</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>*RIDE has expanded the number of states eligible for RI inter-state flexibilities, allowing out of state certified educators and program completers a streamlined process to certification. Educators from the 16 states listed who hold valid RI like certificates or have completed state approved programs in RI like certificate areas are exempt from taking the RI required tests and are not held to experience requirements (if applicable). However, if RI requires a specific certificate (independent certificate) in order to be eligible for a second certificate (dependent certificate) this requirement remains the same. New York is included in this list.*</p> <p>Students should refer to <a href="https://www.ride.ri.gov/">https://www.ride.ri.gov/</a> to determine whether the program meets the requirements for Rhode Island.</p>                                     |
| South Carolina | <p>South Carolina Department of Education - <a href="https://ed.sc.gov/">https://ed.sc.gov/</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>*Applicants with a current, standard certificate/licenses issued by another state, the District of Columbia, a United States territory, or the Department of Defense Dependents Schools (DODDS), may be eligible for certification through South Carolina's reciprocity agreement. New York is listed as having reciprocity with South Carolina.*</p> <p>Students should refer to <a href="https://ed.sc.gov/">https://ed.sc.gov/</a> to determine whether the program meets the requirements for South Carolina.</p>   |
| South Dakota   | <p>South Dakota Department of Education - <a href="https://doe.sd.gov/">https://doe.sd.gov/</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>Has reciprocity but must complete an approved SD Indian Studies course. If you have not completed this course, you may be issued a one-year provisional certificate. You will receive preparations and endorsements based on equivalent South Dakota preparations and endorsements. You must select the endorsements you want added to your certificate.</p> <p>Students should refer to <a href="https://doe.sd.gov/">https://doe.sd.gov/</a> to determine whether the program meets the requirements for South Dakota.</p>  |
| Tennessee      | <p>Tennessee Department of Education - <a href="https://www.tn.gov/education.html">https://www.tn.gov/education.html</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</p> <p>May be issued one of two licenses:</p> <ol style="list-style-type: none"> <li>1. Instructional Leadership License (ILL)- With Out-of-State Principal Experience</li> <li>2. Instructional Leader License (ILL)- With Out-of-State Principal Experience</li> </ol> <p>Students should refer to <a href="https://www.tn.gov/education.html">https://www.tn.gov/education.html</a> to determine whether the program meets the requirements for Tennessee.</p>   |
| Texas          | <p>Texas Education Agency - <a href="https://tea.texas.gov/">https://tea.texas.gov/</a></p> <p>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation</p>   |

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|               | <p>(CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>*You must apply for a review of credentials if you are seeking certification in Texas, and you hold a standard certificate issued by another state or territory. If you were required to take tests to obtain the certificates that you submitted for the review of credentials, you must submit additional documentation for possible exemption of Texas tests. Out-of-state scores will not be considered without a review of credentials. Once you have completed the review of credentials, you may be issued a One-Year non-renewable certificate. You must apply for a Standard Certificate once all requirements are met.*</p> <p>Students should refer to <a href="https://www.tea.texas.gov">https://www.tea.texas.gov</a> to determine whether the program meets the requirements for Texas.</p>  |
| Washington    | <p>Office of Superintendent of Public Instruction- <a href="https://www.k12.wa.us/">https://www.k12.wa.us/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas. Prior to enrollment, candidates should contact their home state’s department of education to determine if Mercy College’s Education Administration programs will fully meet their home state’s requirements for certification, licensure, or otherwise advancing a student’s internship credentials prior to enrollment.</p> <p>Washington’s rules allow us to recognize ANY state approved educator preparation program and degree from an accredited institution to meet our basic requirements. This in essence, allows educators who have completed a college/university preparation program in another state, reciprocity for our state to recognize and accept that program toward our certification requirements. Students should refer to <a href="https://www.k12.wa.us/">https://www.k12.wa.us/</a> to determine whether the program meets the requirements for Washington.</p>   |
| West Virginia | <p>West Virginia Department of Education - <a href="https://wvde.us/">https://wvde.us/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>Out-of-State Licensure. For those educators who hold a valid out-of-state Administrative Certificate, the applicant needs only to present official transcripts reflecting required MA degree from a regionally accredited IHE and a copy of the educator’s valid out-of-state Administrative Certificate to be licensed, or present a letter of eligibility from the other state’s licensing agency in-lieu-of the IHE recommendation provided that <u>the educator</u> has completed the <u>ELI</u> and three years of management level or teaching experience and hold or be eligible to hold a West Virginia Professional Teaching Certificate. The out-of-state Administrative Certificate must be in the specialization for which West Virginia licensure is available and requested.</p> <p>Students should refer to <a href="https://wbde.us/">https://wbde.us/</a> to determine whether the program meets the requirements for West Virginia.</p>  |
| Wisconsin     | <p>Wisconsin Department of Public Instruction - <a href="https://dpi.wi.gov/">https://dpi.wi.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>The License Based on Reciprocity is a Tier II three-year renewable educator license. The License Based on Reciprocity is available for teacher and administrator licenses, but it is not available for pupil services licenses.</p> <ul style="list-style-type: none"> <li>• Hold a current administrator license in good standing from another state or one-year admin experience</li> <li>• Have worked one year with the administrator license from out of state</li> </ul> <p>Students should refer to <a href="https://www.dpi.wi.gov/">https://www.dpi.wi.gov/</a> to determine whether the program meets the requirements for Wisconsin.</p>   |
| Wyoming       | <p>Wyoming Department of Education - <a href="https://edu.wyoming.gov/">https://edu.wyoming.gov/</a></p> <p>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p>If you obtain a license in another state through a non-traditional route or alternative method, you <i>may</i> be eligible for licensure in Wyoming if you have taught 3 out of the last 6 years in the state where you are fully licensed.</p> <ul style="list-style-type: none"> <li>• Verification of full time teaching, administrative or other school experience for up to or including the past 10 years signed by the respective school administrators. Please note: Student teaching is not accepted as experience.</li> <li>• A copy of the applicant’s current, valid Teaching Certificate or License from his or her state.</li> <li>• A copy of the applicant’s test scores from PRAXIS II exam(s) as may be required in Wyoming or an equivalent exam from his or her state. Please review the <a href="#">testing requirements</a></li> <li>• Submission of <a href="#">two (2) blue FBI Fingerprint Cards which includes a background check.</a></li> <li>• Knowledge of the <a href="#">U.S. and Wyoming Constitutions</a></li> <li>• Submission of a complete <a href="#">application packet</a></li> </ul> <p>Students should refer to <a href="https://edu.wyoming.gov/">https://edu.wyoming.gov/</a> to determine whether the program meets the requirements for Wyoming.</p> |

The Mercy College Education Administration Program curriculum **does not meet the educational requirements** for licensure in the following states/territories:

| State /Territory | Professional Licensing Board  |
|------------------|---|
| Illinois         | <p>Illinois State Department of Education – <a href="https://www.isbe.net/">https://www.isbe.net/</a><br/> <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>If the state is NOT comparable: General Requirements</p> <ul style="list-style-type: none"> <li>- Completion of a preparation program in the field of specialization (e.g., superintendent) (Form 80-02: State-Approved Program and Completion of Standards VerificationPDF Document must be submitted to ISBE)</li> <li>- Internship or equivalent experience</li> <li>- Completion of coursework* addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners (Use form 80-02: State-Approved Program and Completion of Standards VerificationPDF Document)</li> <li>- Licensure Tests: All test scores are valid indefinitely. View the options below to see the required tests for each area. Click here to register for the tests.</li> </ul> <p>Chief School Business Official:<br/> <u>ONE</u> of the following options:</p> <ul style="list-style-type: none"> <li>● Option 1 <ul style="list-style-type: none"> <li>○ Master's degree or higher</li> <li>○ 2 years of school business management or 2 years of university experience</li> <li>○ 24 semester hours of graduate coursework in a program approved for the preparation of school business officials Form 80-02: State-Approved Program and Completion of Standards Verification must be submitted to ISBE</li> </ul> </li> <li>● Option 2 <ul style="list-style-type: none"> <li>○ Master's in Business Administration, Public Administration, Finance, or Accounting</li> <li>○ 6 semester hours of CSBO Internship (see specific requirements below)</li> <li>○ Option Two's internship requirement must be completed in school business management from a regionally accredited institution of higher education that is conducted under the supervision of an individual who holds a current Illinois endorsement for CSBO or who serves as the school district's chief financial officer</li> </ul> </li> <li>● Option 3 <ul style="list-style-type: none"> <li>○ Master's in Business Administration, Public Administration, Finance, or Accounting</li> <li>○ Internship in School Business Management or have 2 years of experience as a school business administrator</li> <li>○ Complete modules in reading methods, special education, and ESL (offered through Northern Illinois University)</li> </ul> </li> <li>● Tests needed: CSBO (185)</li> </ul> <p>Director of Special Education (Pre K – 12)</p> <ul style="list-style-type: none"> <li>- <u>Experience Needed:</u> 2 years' full-time experience providing special education services as a: special education teacher; speech-language pathologist; school counselor; school nurse; school social worker; or school psychologist</li> <li>- <u>Specific Requirements:</u><br/> Option 1: Completion of an approved program for directors of special education that includes a minimum of one course in each of the following: special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods.</li> <li>- Option 2: Hold a professional educator license endorsed in an administrative field and complete 30 semester hours of coursework in special education with at least one course in special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods. The remainder if the 30 semester hours of coursework may be in any of the following areas: curricular adaptation and modifications and assistive technology, facilitation of least restrictive environment for all students, characteristics of students with disabilities, collaboration with parents and school personnel, transition services for students with disabilities, and educational and psychological diagnosis and remedial techniques.</li> <li>- <u>Tests:</u> Director of Special Education (180)</li> </ul> <p>Principal (Pre-K – 12): 4 years of teaching or school support personnel experience. Experience can be verified by using Form 80-08: Verification of Teaching Experience</p> <ul style="list-style-type: none"> <li>- <u>Tests:</u> Principal as an Instructional Leader (195 &amp; 196)</li> </ul> <p>Superintendent (Pre-K – 12): 2 years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a valid administrator license</p> <ul style="list-style-type: none"> <li>- <u>Tests:</u> Superintendent (187 &amp; 225)</li> </ul> <p>Teacher Leader (Pre-K– 12): no experience needed (approved program/entitlement only)</p> <ul style="list-style-type: none"> <li>- No specific requirements or tests needed.</li> </ul> <p>Students should refer to <a href="https://www.isbe.net/">https://www.isbe.net/</a> to determine whether the program meets the requirements for Illinois.</p> |
| Maine            | <p>Maine Department of Education – <a href="https://www.maine.gov/doe/home">https://www.maine.gov/doe/home</a><br/> <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>The Maine Department of Education offers administrator certification to qualified applicants. Titles commonly used include Assistant Building Administrator (Assistant Principal), Building Administrator (Principal), Assistant Superintendent, and Superintendent.</p>   |

**Education Requirements**

**Assistant Building Administrator:**

- Minimum of a bachelor's degree (in any field) from an accredited college/university
- Complete approved courses in these areas:
  - Teaching Exceptional Students in the Regular Classroom
  - Federal and Maine Civil Rights Law & Education Law
  - Supervision and Evaluation of Personnel
  - Organizational Theory and Planning

**Building Administrator:**

- Minimum of a master's degree (in any field) from an accredited college/university
- Complete approved courses in these areas:
  - Teaching Exceptional Students in the Regular Classroom
  - Federal and Maine Civil Rights Law & Education Law
  - Community Relations
  - School Finance/Budget
  - Supervision and Evaluation of Personnel
  - Organizational Theory and Planning
  - Educational Leadership
  - Instructional Leadership
  - Ethical Decision Making
  - Curriculum Development
  - Cultural Differences

**Assistant Superintendent:**

- Minimum of a master's degree (in any field) from an accredited college/university
- Complete approved courses in these areas:
  - Teaching Exceptional Students in the Regular Classroom
  - Federal and Maine Civil Rights Law & Education Law
  - Community Relations
  - School Finance/Budget
  - Supervision and Evaluation of Personnel
  - Organizational Theory and Planning
  - Educational Leadership
  - Instructional Leadership
  - Ethical Decision Making
  - Curriculum Development
  - Cultural Differences

**Superintendent:**

- Minimum of a master's degree (in any field) from an accredited college/university
- Complete approved courses in these areas:
  - Teaching Exceptional Students in the Regular Classroom
  - Federal and Maine Civil Rights Law & Education Law
  - Community Relations
  - School Finance/Budget
  - Supervision and Evaluation of Personnel
  - Organizational Theory and Planning
  - Educational Leadership
  - Instructional Leadership
  - Ethical Decision Making
  - Curriculum Development
  - Cultural Differences

**Examinations**

- No examinations are required for administrator certification in Maine.

**Experience Requirements**

**Assistant Building Administrator:**

- Must have three years of full-time teaching experience in public/private schools

**Building Administrator:**

- Must have three years of full-time teaching experience in public/private schools
- Must complete an approved internship/practicum of at least 15 weeks in a Maine school relating to the duties of a principal or one full year of work experience as an assistant principal or principal in a school out-of-state

**Assistant Superintendent:**

- Must have three years of full-time teaching experience in public/private schools
- Must have one year of previous administrative experience in schools

**Superintendent:**

- Must have three years of full-time teaching experience in public/private schools
- Must have three years of full-time administrative experience in schools

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|         | <ul style="list-style-type: none"> <li>Must complete an approved internship/practicum of at least 15 weeks in a Maine school relating to the duties of a superintendent or one full year of work experience as an assistant superintendent or superintendent in a school out-of-state</li> </ul> <p>Students should refer to <a href="https://www.maine.gov/doe/home/">https://www.maine.gov/doe/home/</a> to determine whether the program meets the requirements for Maine.</p>   |
| Montana | <p>Montana Office of Public Instruction - <a href="https://opi.mt.gov">https://opi.mt.gov</a></p> <p><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>*Montana does not have reciprocity with any other state, so applicant must meet all requirements before applying for certification*</b></p> <ol style="list-style-type: none"> <li>Administrator – Special Education Supervisor: Complete the free, online course, <a href="#">An Introduction to Indian Education for All in Montana</a>, Three years teaching experience as an appropriately licensed and assigned special education teacher, or five years of experience in an accredited Pre K-12 or K-12 school setting as a fully licensed and assigned related services provider, Completion and verification of a Master's Degree in Special Education or related service area, school psychologist, speech-language pathologist, audiologist, physical therapist, occupational therapist, registered nurse, clinical social worker, or clinical professional counselor, and Completion of an Administrative Special Education Supervisor preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited college or university.</li> <li>Superintendent: Completion of a non-traditional educator preparation program along with a current, standard, unrestricted out-of-state administrator license, verification of 5 years of successful administrative experience while appropriately licensed and assigned, three semester credits of college coursework in each of the following: Montana school law, Montana school finance and Montana collective bargaining and employment law, and Complete the free, online course, <a href="#">An Introduction to Indian Education for All in Montana</a></li> <li>Supervisor Endorsement: This administrative supervisor endorsement is issued in specific fields such as math, music, and school counseling, completion of a supervisor preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited college or university, completion and verification of a Master's Degree in the area requested for endorsement, and three years teaching experience as an appropriately licensed and assigned teacher in a state accredited PreK-12 or K-12 school setting.</li> </ol> <p>Students should refer to <a href="https://opi.mt.gov">https://opi.mt.gov</a> to determine whether the program meets the requirements for Montana.</p> |
| Vermont | <p>Vermont Agency of Education - <a href="https://education.vermont.gov/">https://education.vermont.gov/</a></p> <p><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>Vermont does not currently have educator reciprocity with New York. Educators who hold a current license, or have a recommendation for licensure on their transcript, from New York; will need to apply for Initial License through Transcript Review.</p> <p>Students should refer to <a href="https://education.vermont.gov/">https://education.vermont.gov/</a> to determine whether the program meets the requirements for Vermont.</p>  |

Mercy College has **not made a determination** that the Education Administration program curriculum meets the educational requirements for licensure in the following states/territories:

| State /Territory | Professional Licensing Board   |
|------------------|--|
| Arizona          | <p>Arizona Department of Education – <a href="http://www.azed.gov/">http://www.azed.gov/</a></p> <p><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>Official transcripts documenting a Master's or more advanced degree from an accredited institution.</li> <li>Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Need to submit a Verification of Teaching Experience form, completed, and signed by the District Superintendent or Personnel Director, to verify teaching experience.</li> <li>Official transcripts documenting completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.</li> <li>Principal Practicum or Experience. <ul style="list-style-type: none"> <li>One of the following: <ul style="list-style-type: none"> <li>Official transcript from an accredited institution documenting a practicum as a principal; or</li> <li>Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.</li> </ul> </li> </ul> </li> <li>Principal or Superintendent Exam Requirement. <ul style="list-style-type: none"> <li>One of the following: <ul style="list-style-type: none"> <li>A passing score on the Arizona Educator Proficiency Assessment (AEPA) Principal Subtest I and II exam; or</li> <li>A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; or</li> <li>Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on</li> </ul> </li> </ul> </li> </ul> |

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|                | <p>official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience.</p> <p>Note:<br/>Experience as an administrator in a foreign school will not be accepted.</p> <p>Option B: Certification Reciprocity</p> <ul style="list-style-type: none"> <li>The applicant holds a valid, comparable Principal certificate in another state and is in good standing with that other state. Submit one of the following:</li> <li>A photocopy of your valid, comparable out-of-state Principal certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate; or</li> <li>An official letter from the educator certification office that issued the out-of-state Principal certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Principal certificate.</li> </ul> <p>Students should refer to <a href="https://www.azed.gov/">https://www.azed.gov/</a> to determine whether the program meets the requirements for Arizona.</p>   |
| Michigan       | <p>Michigan Department of Education – <a href="https://www.michigan.gov/mde/">https://www.michigan.gov/mde/</a><br/><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ol style="list-style-type: none"> <li>The superintendent of public instruction may accept a school administrator certificate from another state or a foreign country as a basis for issuance to an applicant of a comparable Michigan school administrator (1246(1)(b)) certificate.</li> <li>An applicant for a school administrator (1246(1)(b)) certificate who has completed an out-of-state school administrator preparation program shall present to the department evidence of state approval of the program.</li> </ol> <p>Individuals who seek out or complete an administrator preparation program at institutions or universities outside the state of Michigan (regardless of whether it is online or face-to-face) must meet the requirements of that state. MDE does not have the authority to approve out-of-state educator preparation programs prior to completion. Upon completion of the preparation program and issuance of the out-of-state certificate or license, administrators may apply for a comparable Michigan School Administrator Certificate.</p> <p>Students should refer to <a href="https://www.michigan.gov/mde/">https://www.michigan.gov/mde/</a> to determine whether the program meets the requirements for Michigan.</p> |
| Minnesota      | <p>Minnesota Department of Education – <a href="https://education.mn.gov/mde/index.html">https://education.mn.gov/mde/index.html</a><br/><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>Students should refer to <a href="https://education.mn.gov/mde/index.html">https://education.mn.gov/mde/index.html</a> to determine whether the program meets the requirements for Minnesota.</p>  |
| North Carolina | <p>Public Schools of North Carolina - <a href="http://www.ncpublicschools.org/">http://www.ncpublicschools.org/</a><br/><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>An Initial Professional Educator's License is issued to Special Service Personnel who have:</p> <ul style="list-style-type: none"> <li>Completed a state-approved educator preparation program (EPP),</li> <li>Not satisfied NC State Board of Education (SBE) testing requirements <ul style="list-style-type: none"> <li>When SBE testing requirements are met and submitted as part of a complete application to the NCDPI, the license is converted to a Continuing Professional License.</li> </ul> </li> </ul> <p>Students should refer to <a href="http://www.ncpublicschools.org/">http://www.ncpublicschools.org/</a> to determine whether the program meets the requirements for North Carolina.</p>  |
| North Dakota   | <p>North Dakota Department of Public Instruction - <a href="https://www.nd.gov/dpi/">https://www.nd.gov/dpi/</a><br/><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>All credentialed positions require a North Dakota Educators Professional Teaching License before a credential can be issued. Students should refer to <a href="https://www.nd.gov/dpi/">https://www.nd.gov/dpi/</a> to determine whether the program meets the requirements for North Dakota.</p>  |
| Oklahoma       | <p>Oklahoma State Department of Education - <a href="https://sde.ok.gov/">https://sde.ok.gov/</a><br/><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>Experience Requirements:<br/>Principal: You must have at least two years of teaching experience in an Oklahoma public or private school under a Standard Certificate.<br/>Superintendent: You must have two years of administrative experience in an Oklahoma public or private school under a Standard Certificate.<br/>(Note: Two years of relevant work experience in an administrative or supervisory capacity may be substituted for the school administrative experience if seeking alternative certification and if you plan to complete an alternative administrator preparation program within three years.)</p> <p>Examinations<br/>Principal: You must pass the Principal Oklahoma Subject Area Test (OSAT).</p>   |



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|             | <p>Superintendent: You must pass the Superintendent Oklahoma Subject Area Test (OSAT). Students should refer to <a href="https://sde.ok.gov/">https://sde.ok.gov/</a> to determine whether the program meets the requirements for Oklahoma.</p>  |
| Puerto Rico | <p>Puerto Rico Department of Education – <a href="https://www.de.pr.gov/">https://www.de.pr.gov/</a><br/> <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP).</i><br/> <i>Do not know.</i><br/> <i>Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement are eligible for this home state’s certification as administrators in comparative certification areas. Prior to enrollment, candidates should contact their home state’s department of education to determine if Mercy College’s Education Administration programs will fully meet their home state’s requirements for certification, licensure, or otherwise advancing a student’s internship credentials prior to enrollment.</i></p>   |
| Utah        | <p>Utah State Board of Education- <a href="https://www.schools.utah.gov/">https://www.schools.utah.gov/</a><br/> <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i><br/> <b>*When applying must meet one of the following criteria for the Content Knowledge Assessment Requirement:</b> <ol style="list-style-type: none"> <li>1. Have at least one year of teaching in content area with standard license from another jurisdiction</li> <li>2. Appropriate content test(s) or Out-of-State equivalent</li> </ol> <p>If applying for School Leadership: Indicate “school leadership” experience on the School Leadership License Requirements form, if applicable.<br/> Students should refer to <a href="https://www.schools.utah.gov/">https://www.schools.utah.gov/</a> to determine whether the program meets the requirements for Utah.</p> </p> |
| Virginia    | <p>Virginia Department of Education - <a href="http://www.doe.virginia.gov/">http://www.doe.virginia.gov/</a><br/> <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP).</i><br/> An individual coming into Virginia from any state may qualify for a Virginia teaching license with comparable endorsement areas if the individual has completed a state-approved teacher preparation program through a regionally accredited four-year college or university, or if the individual holds a valid out-of-state teaching license (full credential without deficiencies) that must be in force at the time the application for a Virginia license is made.<br/> <i>Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i><br/> Students should refer to <a href="http://www.goe.virginia.gov/">http://www.goe.virginia.gov/</a> to determine whether the program meets the requirements for Virginia.</p>          |

**Leadership Certification for Applicants from Other States**

Per <http://www.highered.nysed.gov/tcert/certificate/teachercotherls.html>:

Certificates for School Building Leader, School District leader and School District Business Leader are issued on the basis of completion of a New York State approved program or through the acceptance of a comparable school administration program from another state. Certification is possible under the following scenarios:

- The applicant has completed a comparable state-approved program at the appropriate level and scope, and that program includes the following minimum academic requirements:
  - For SBL, at least 21 semester-hours of graduate level coursework in school leadership in addition to an internship.
  - For SDL, a minimum of 27 semester-hours of graduate level school leadership coursework in addition to an internship. Applicants for the SDL certificate must also have a combined total of at least 60 semester-hours of graduate level coursework.
  - For SDBL, a minimum of 27 semester-hours of graduate level school leadership along with business and financial management coursework in addition to an internship. Applicants for the SDBL certificate must also have a total of at least 60 semester-hours of graduate level coursework.

A master’s degree is required for all leadership certificates. Transcripts of applicants from other states must be reviewed to determine if the program completed is comparable to approved school leadership programs in the appropriate title offered in New York State. In all cases, final authority regarding acceptability remains with the New York State Education Department. For additional information about the school leadership examinations is available - go to <http://www.nystce.nesinc.com>.

*\*Prior to enrollment, candidates should contact their home state’s department of education to determine if Mercy College’s Education Administration programs will meet their home state’s requirements for certification, licensure, or otherwise advancing a student’s internship credentials prior to enrollment.\**