EDUCATION ADMINISTRATION CERTIFICATIONS

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 wish to be licensed in.

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

Yes- AL, AK, AR, AZ, CA, CO, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MD, MA, MI, MS, MO, NV, NJ, NM, NY, OH, OR, PA, RI, SC, SD, TN, TX, VI, WA, WV, WY

No- ME, MT, MN, NC, ND, NE, NH, OK, PR, UT, VA, VT, WI

The Mercy University Education Administration Program curriculum **meets the educational requirements** for licensure in the following states/territories:

State / Territory	Professional Licensing Board
Arkansas	**Arkansas Department of Education -** http://dese.ade.arkansas.gov/ **Mercy University'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 The Arkansas Department of Education grants three administrator licenses:** **1. Building Level Administrator - for a principal, assistant principal, or vice principal in grades P-8 and/or 5-12)** **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.** **3. District Level Administrator - for a superintendent, assistant superintendent, or deputy superintendent (grades P-12)** • **All candidates for the Administrator's license must hold a current Arkansas Standard Teaching License.** **Education Requirements** **To obtain an Initial Building Level Administrator License:** • **Complete a graduate degree program in Educational Leadership from a NCATE- accredited Arkansas University or university and hold one of the following degrees:** • **Master's degree in Educational Leadership** • **Master's degree in Education** • **Master's degree in a content/endorsement area** • **Arkansas does not provide automatic administrator reciprocity. The Division of Elementary and Secondary Education evaluates the applicant's teaching license, administrative preparation, experience, assessments, and the closest comparable Arkansas administrator license** **To obtain a Standard/Advanced District Level Administrator License (as there is no Initial License for this category):** • **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.**

Delaware	**Delaware Department of Education -** https://www.doe.k12.de.us **Mercy University'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.** **Principal or Assistant Principal:** • **Official Transcript(s) - bachelor's degree and minimum of a master's degree.** • **Education Requirements - must meet one of the selections below:** 1. **A master's or Doctoral degree from a regionally accredited University 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** 2. **A master's or Doctoral degree from a regionally accredited University 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:** 3. **A School Principal Course of Study** 4. **A School Principal Certification Program.** • **Copy of current and valid out-of-state license, if applicable.** • **Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.** **Certified Central Office:** • **Official Transcript(s) - bachelor's degree and minimum of a master's degree.** • **Education Requirements - must meet one of the selections below:** 1. **A master's or Doctoral degree from a regionally accredited University 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.** 2. **A master's or Doctoral degree from a regionally accredited University or university in any field and one of the following:** 3. **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** 4. **Holding a standard certificate for School Principal and successful completion of an additional nine (9) graduate level credit hours from a regionally accredited University or university in educational leadership or the equivalent in professional development approved by the Department.** 5. **Student Teaching on an official transcript - must successfully complete a student teaching program or an approved alternative to student teaching.** 6. **Copy of current and valid out-of-state license, if applicable.** 7. **Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.** **Delaware certification is role-specific. Principal/assistant principal and central-office applicants generally need a master's degree, approved leadership preparation, a valid out-of-state credential when applicable, and five years of certified experience.**
District of Columbia	**Office of the State Superintendent of Education-** https://osse.dc.gov/ **Mercy University'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.** • **May qualify for reciprocity if: You were required to pass a content exam in school leadership appropriate for P thru 12 grade schools.** • **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.** • **The District of Columbia may issue a comparable administrator credential through reciprocity when the applicant documents an appropriate out-of-state credential, required leadership assessment, and at least two years of qualifying school-based experience. Missing requirements must be completed.**

Florida	**Florida Department of Education -** http://www.fldoe.org/ **Mercy University'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.** **Florida has two reciprocity routes for certified teachers and administrators to qualify for our Professional Certificate.** **Route 1: Valid Standard Certificate Issued by a State Other than Florida** • **The certificate shall be the valid standard educator's certificate issued by that state, which is comparable to a Florida Professional Certificate, and** • **Be issued in a subject comparable to a Florida certification subject, and** • **Require the same or higher level of training required for certification in that subject in Florida, and** • **The certificate must be currently valid (not expired or revoked).** **Route 2: Certificate Issued by the National Board for Professional Teaching Standards (NBPTS) •** **The NBPTS certificate must be currently valid.** • **The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.** **Florida distinguishes Educational Leadership certification from school-principal certification. A comparable out-of-state certificate may support eligibility, but applicants must satisfy the requirements for the specific Florida certificate and receive an official statement of status of eligibility.**
Georgia	**Georgia Department of Education -** https://www.gadoe.org/Pages/Home.aspx **Mercy University'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.** **Georgia Administration/Principal Certification:** • **You must have a master's or doctoral degree in educational leadership in order to become fully certified as an education administrator in Georgia.** • **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).** • **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.** • **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.** • **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.** • **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.** • **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.** • **Georgia reviews applicants holding a valid out-of-state educational leadership credential for the closest comparable Georgia certificate. Additional Georgia ethics, assessment, experience, or special requirements may apply after the Georgia Professional Standards Commission reviews the application**

Hawaii	**Hawaii State Department of Education -** http://www.hawaiipublicschools.org/Pages/Home.aspx **Mercy University'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.** **The Hawaii Department of Education certifies school administrators through the Hawaii Certification Institute for School Leaders (HICISL). The HICISL Vice-Principal and Principal Certification programs prepare and support aspiring school leaders through direct instruction, coaching, coursework, and residency components. The HICISL programs are run by the Professional Development and Educational Research Institute (PDERI) under Department's Leadership Institute.** **There are two main tracks available for interested persons to apply to participate in the HICISL program. Applicants must meet the following minimum requirements.** **Track A (Regular)** • **Tenured, certificated teacher currently employed in the HIDOE public school system.** • **Four (4) or more years of K-12 teaching experience.** • **Satisfactory performance evaluations Track B** • **Currently non-tenured HIDOE employee or non-HIDOE employee** • **Holds a K-12 administrator license or a master's degree in educational administration or educational Leadership from an accredited university.** • **Four (4) or more years of K-12 teaching experience.** • **Satisfactory performance evaluations** **Hawaii school-administrator certification is closely tied to Hawaii's Department of Education employment and HICISL pathways. Out-of-state administrators are reviewed individually and may need a provisional certificate, transition activities, and satisfactory employment evaluations.** **NOTE: Persons applying through Track A or B are screened and selected to participate in the HICISL Summer Institute. Successful completion of the Summer Institute is required to continue to the Residency phase of the HICISL program. The Residency phase is one year.** **Persons who possess a current, valid school level administrator license through another state, holds a master's degree in education administration or education Leadership, and has a minimum of three years of experience as licensed school level administrator may be eligible for certification in Hawaii if they meet additional requirements.** **Applicants who meet requirements for Track IV and/or Track V may complete an online application and submit all required documents at the eHR website. If it is determined that all requirements have been met, applicants will be issued a provisional certificate (valid for two years from date of issue) and be able to apply for vacant school level administrator positions. Upon securing a position, applicants must participate in identified program activities to support his/her transition into the Department and to obtain final certification. Participation in the appropriate program (HICISL VP Certification, HICISL Principal Certification or New Principal Academy) and two (2) years of satisfactory performance evaluations during probation is required for certification.**

Idaho	**Idaho State Department of Education -** http://www.sde.idaho.gov/
	Mercy University'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.
	For an Administrator Certificate with a School Principal (K-12) Endorsement:
	• **Master's degree from an accredited University or university**
	• **Completion of a state-approved program (at an accredited University/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:**
	  • **Visionary and Strategic Planning**
	  • **Management and Organizational Leadership**
	  • **Instructional Leadership**
	  • **Professional and Ethical Leadership**
	  • **Governance and Legal Leadership**
	  • **Family and Community Partnerships**
	For an Administrator Certificate with a Superintendent Endorsement (Pre-K-12):
	• **Education specialist, doctorate degree or completion of a post-master's sixth year program from an accredited University/university**
	• **Completion of a state-approved program (at an accredited University/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)**
	• **You must also receive an institutional recommendation from the University/university where you completed the program**
	• **Idaho requires a master's degree, approved administrator preparation, institutional recommendation, and endorsement-specific experience. Additional Idaho coursework or requirements may be identified during the state review**

Illinois	**Illinois State Department of Education -** https://www.isbe.net/ ***Mercy University'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.*** **Option 1: Reciprocity** **You can qualify for the Illinois PEL by submitting the following documents:** • **A copy of your valid, comparable out-of-state license** • **A master's degree or higher from a regionally accredited institution of higher education** • **Illinois may recognize a valid comparable out-of-state administrative license for a Professional Educator License with the appropriate administrative endorsement. This state should not be listed as a categorical "No"; eligibility remains subject to ISBE review.**
Indiana	**Indiana Department of Education -** https://www.doe.in.gov/ **Mercy University'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.** • **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** • **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.** • **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.** • **Director of Curriculum and Instruction: CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate** • **Director of Exceptional Needs: CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate** • **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.** **Indiana evaluates out-of-state administrator credentials by license type. Applicants may need qualifying instructional experience, supporting test scores, CPR/AED training, suicide-prevention training, child-abuse and human-trafficking training, and other current state requirements.**

Iowa	**Iowa Department of Education -** https://educateiowa.gov/ **Mercy University'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.** • **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.** • **Iowa reviews out-of-state administrator applicants through a transcript and credential evaluation. An initial or exchange license may identify coursework or other deficiencies that must be completed within the period established by the Iowa Board of Educational Examiners.**
Kansas	**Kansas State Department of Education -** https://www.ksde.org/ **Mercy University'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.** **Building or District Administrator Requirements:** • **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.** • **You must complete the appropriate approved graduate level school leadership program and hold a graduate degree to qualify for a school leadership license.** • **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.** • **Complete all program and degree requirements:** • **Minimum cumulative GPA of 3.25 or above in your graduate coursework is required.** • **Complete a School Leadership content test: School leadership exam administered through Educational Testing Services. For information on testing:** https://www.ets.org/praxis/ks/requirements • **Apply for and receive an initial school leadership license.** • **Complete a performance assessment: A year-long approved mentoring program chosen by the hiring local education agency.** • **Apply for and receive a five -year professional school leadership license.** **Kansas requires an approved graduate leadership program, qualifying licensed experience, the current School Leaders Licensure Assessment or approved equivalent, and completion of the state's initial-to-professional leadership process. Current assessment codes should be confirmed when applying.**

Kentucky	**Kentucky State Department of Education -** https://education.ky.gov/Pages/default.aspx **/Mercy University'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.** **Instructional Leadership - School Principal:** • **Complete an approved program of preparation.** • **Possess a master's degree in education.** • **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).** • **Three years of full-time teaching experience** • **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.** **Superintendent:** • **Complete an approved program of preparation.** • **Possess a master's degree.** • **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).** • **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** • **You must also hold a valid statement of eligibility for a Kentucky teaching certificate.** • **Completed Levels I and II of school principal preparation/certification in Kentucky.** **Completion of an out-of-state educational leadership program does not by itself guarantee Kentucky certification. Applicants must meet the requirements for the specific principal or superintendent credential, including degree, experience, assessment, internship, and Kentucky-specific requirements**
Louisiana	**Louisiana State Department of Education -** https://www.louisianabelieves.com/ **/Mercy University'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.** **The Louisiana Department of Education issues two types of administrative certificates: Educational Leadership, Level 1 for Principals and Educational Leadership, Level 2 for Superintendents.** • **A valid out-of-state certificate as a principal or comparable educational leader certificate; and A minimum of two years of successful experience as a principal or as an assistant principal in another state, as verified by the previous out-of-state school district(s); and has been regularly employed as an assistant principal or principal for at least one semester, or 90 consecutive days, within the five-year period immediately preceding first employment in Louisiana. Lacking this, the applicant must earn six semester hours of credit in state-approved courses during the five-year period immediately preceding issuance of the OSP1. **** • **Been employed by a Louisiana public school system to serve as a superintendent or an assistant superintendent; and A valid teaching certificate from another state with authorization to serve as a school superintendent; and earned a graduate degree from an institution of higher ed in accordance with 34 CFR 602; and Five years of successful administrative or management experience in education at the level of assistant principal or above. The assistant principal experience would be limited to a maximum of two years of experience in that position; and Three years of successful teaching experience.** **Louisiana now uses current Educational Leader certificate levels and out-of-state pathways rather than the older EDL1/EDL2 wording. Applicants are evaluated for the appropriate level based on their valid credential, graduate preparation, experience, employment, and any required state assessments**

Maryland	**Maryland State Department of Education -** http://marylandpublicschools.org/Pages/default.aspx **Mercy University'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.** • **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.** • **Maryland confers two administration certificates for Supervisors of Instruction, Assistant Principals and Principals: Administrator I and Administrator II.** • **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:** ○ **Earn a master's degree from an approved institute of higher education** **(IHE)** ○ **Complete one of the following:** D **A Maryland State Department of Education (MSDE)-approved program for certification of supervisory personnel that includes the outcomes in the Maryland Instructional Leadership Framework** D **A MSDE-approved program for certification of supervisory personnel** D **18 semester hours of graduate work, post-bachelor's level, from an approved IHE that includes courses in the following areas:** • **Assessment, instruction, and curriculum** • **Evaluating, observing, and development of staff** • **Ethical decision-making and legal issues** • **School administration, management, and leadership** • **Practicum internship/supervised experience** • **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.** **Examinations:** **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. Experience Requirements:** • **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.** • **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.** **Maryland administrator certification remains credential-specific, including Administrator I and Administrator II. Applicants must document the required graduate preparation, experience, practicum or supervision, and any current Maryland leadership assessment for the certificate sought.**
Massachusetts	**Massachusetts Department of Elementary and Secondary Education -** http://www.doe.mass.edu/ **/Mercy University'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.** ***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:** **1. 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.)** **2. Do you hold a comparable license from another state or have you completed one of the following:** **a. A 'traditional' higher education state/jurisdiction-approved educator preparation program outside of Massachusetts?** **b. A state/jurisdiction approved 'alternative/non-traditional educator preparation program and possess the equivalent of an initial license from that state/jurisdiction?** **c. An educator preparation program sponsored by a university 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)** **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.** **Please note that additional requirements may apply to this type of license and could include but may not be limited to** **a. Passing all required MTEL tests**

	b. 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). 3. Have you completed all 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. 4. 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 organizations you can contact your institution directly or conduct a search yourself using the databases of the national accrediting organization that are recognized by DESE. Massachusetts may issue Temporary, Provisional, or Initial administrator licensure to qualified out-of-state applicants. The appropriate license and any MTEL, SEI, experience, or other requirements are determined through an individual DESE evaluation.
Mississippi	**Mississippi Department of Education** - https://www.mdek12.org/ Mercy University'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. 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. 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. Mississippi offers administrator licensure through reciprocity when the applicant holds a valid comparable out-of-state credential and meets the state's degree, preparation, experience, assessment, and endorsement requirements. The license level is determined during review.
Missouri	**Missouri Department of Elementary and Secondary Education** - https://dese.mo.gov/ Mercy University'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. If you have completed an educational administration program from another state and wish to become certified in Missouri: • 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. • Complete the online Non-Missouri Graduate application. All applicants for administrative areas of certification must also apply for a Missouri teaching certificate. The same application may be used to apply for both teaching and administrative areas of certification. • If you have out-of-state teaching and administrative experience, you will need to complete the Verification of Teaching Experience form. • 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 University 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. • Missouri may issue the closest comparable administrator certificate to an applicant who completed an approved out-of-state educational administration program and holds a valid professional credential. A teaching certificate, experience verification, and additional Missouri requirements may be required.
Nevada	**Nevada Department of Education**- http://doe.nv.gov/ Mercy University'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. * Nevada offers reciprocity for current, valid, non-provisional, and non-conditional licensees coming from other states.* Nevada reviews a current, valid, nonprovisional out-of-state administrator license for reciprocity. Applicants may also need Nevada-specific school-law, constitutional, testing, experience, or other requirements identified in the credential review.

New Jersey	**New Jersey Department of Education -**https://www.nj.gov/education/ **Mercy University'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.** ***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 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:** **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.** **New Jersey generally recognizes a valid comparable out-of-state administrative certificate for the equivalent certificate of eligibility or standard supervisor endorsement. Testing or experience conditions may apply when the New Jersey endorsement has a subject-matter assessment.**
New Mexico	**New Mexico Public Education Department -** https://webnew.ped.state.nm.us/ **Mercy University'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.** **Reciprocating a License** **$150 (non-refundable) fees and** **Initial Application via** NMPED Online Licensure Portal**; and** **Provide Official transcripts reflecting a master's degree earned in Educational Administration from a regionally accredited College/university; 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** **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** **Copy of Passage of Teacher Exams or a Notarized statement stating exams were not required; and** **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** **Register for** background/fingerprints **for "Teacher Licensure"** **New Mexico may reciprocate a comparable out-of-state administrator license when the applicant documents an appropriate master's degree, current license, required assessments, qualifying teaching/administrative experience, and fingerprint clearance.**
New York	**New York State Department of Education -** http://www.nysed.gov/ **Mercy University'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.** **Mercy graduates seeking New York school-leadership certification must follow the current NYSED pathway and certificate title in effect at application, complete the approved program and internship, and satisfy all state certification requirements. NYSED is the final authority on eligibility.**

Ohio	**Ohio Department of Education -** http://education.ohio.gov/ **Mercy University'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.** **Ohio requires the successful completion of an educational leadership exam for all administrator licenses.** **Principal: If you have a master's degree and have completed an approved principal preparation program through an accredited University/university, you may apply for the professional principal license.** • **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:** ○ **Grades PreK-6** ○ **Grades 4-9** ○ **Grades 5-12** **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.** • **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).** **Superintendent: If you have a master's degree, hold a principal or administrative specialist license, and have completed an approved preparation program for superintendents through an accredited University/university, you may apply for the professional superintendent license.** • **Work experience: You must have at least three years of successful work experience under a professional principal or administrative specialist license.** **The licensing agency is now the Ohio Department of Education and Workforce. Principal, administrative-specialist, and superintendent applicants must meet role-specific preparation, experience, and current Ohio leadership-assessment requirements; out-of-state credentials are reviewed for comparability.**
Oregon	**Oregon Department of Education -** https://www.oregon.gov/ode/Pages/default.aspx **Mercy University'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.** **Reciprocal Administrator License:** • **18-month term of license** • **For Administrators prepared outside of Oregon and holding full licensure in another state or country** • **Must hold an active and valid administrator license from that state or country.** • **Out-of-state preparation and licensure will be evaluated at the time of application for equivalency with Oregon's Principal or Professional Administrator Licensure.** **Oregon offers a Reciprocal Administrator License for administrators prepared and fully licensed outside Oregon. The Teachers Standards and Practices Commission evaluates the out-of-state preparation and license for equivalency to Oregon principal or professional administrator licensure.**
Pennsylvania	**Pennsylvania Department of Education -** https://www.education.pa.gov/Pages/default.aspx **Mercy University'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.** **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.** **Pennsylvania's out-of-state pathways are credential-specific. Applicants must hold or qualify for a comparable certificate and satisfy Pennsylvania requirements for the certificate sought, which may include preparation, experience, testing, and other state-specific conditions.**

Rhode Island	**Rhode Island Department of Education - https://www.ride.ri.gov/** **Mercy University'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.** ***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 in included in this list. *** **Rhode Island has expanded interstate certification flexibility beyond the earlier list of 16 states. Applicants with a valid comparable certificate or approved preparation from an eligible jurisdiction may receive streamlined review, but dependent-certificate and role-specific requirements still apply.**
South Carolina	**South Carolina Department of Education - https://ed.sc.gov/** **Mercy University'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.** ***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. *** **South Carolina may grant reciprocity to an applicant with a current standard comparable out-of-state administrator credential. The state evaluates preparation, experience, assessments, and the closest South Carolina certification field.**
South Dakota	**South Dakota Department of Education - https://doe.sd.gov/** **Mercy University'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.** **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.** **South Dakota recognizes comparable out-of-state administrator preparation and credentials but requires completion of approved South Dakota Indian Studies coursework. A provisional certificate may be available while this requirement is completed.**
Tennessee	**Tennessee Department of Education - https://www.tn.gov/education.html** **Mercy University'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.** **May be issued one of two licenses:** **1. Instructional Leadership License (ILL)- With Out-of-State Principal Experience** **2. Instructional Leader License (ILL)- With Out-of-State Principal Experience** **Tennessee administrator licensure is issued through the current Instructional Leader pathway. Out-of-state applicants are evaluated based on the certificate held, approved leadership preparation, experience, assessments, and any Tennessee-specific requirements.**
Texas	**Texas Education Agency - https://tea.texas.gov/** **Mercy University'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.** ***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 nonrenewable certificate.** **You must apply for a Standard Certificate once all requirements are met.*** **Texas does not provide automatic administrator reciprocity. A holder of a standard out-of-state credential must request a review of credentials; testing exemptions and eligibility for a one-year or standard certificate are determined only after TEA review.**

Washington	**Office of Superintendent of Public Instruction-** https://www.k12.wa.us/ **Mercy University'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 University'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.** **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.** **Washington requirements are role-specific for principal, program administrator, and superintendent certificates. A state-approved out-of-state program may satisfy preparation requirements, but applicants must meet the experience, internship, assessment, and certificate conditions for the role sought.**
West Virginia	**West Virginia Department of Education -** https://wvde.us/ **Mercy University'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.** **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 the educator has completed the ELI 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.** **West Virginia uses specific out-of-state administrative application pathways, including Forms 19A and 19R as applicable. Applicants must document a comparable credential or eligibility, graduate degree, experience, and any West Virginia leadership requirements.**
Wyoming	**Wyoming Department of Education -** https://edu.wyoming.gov/ **Mercy University'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.** **If you obtain a license in another state through a non-traditional route or alternative method, you may 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.** **• 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.** **• A copy of the applicant's current, valid Teaching Certificate or License from his or her state.** **• 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 testing requirements** **• Submission of two (2) blue FBI Fingerprint Cards which includes a background check.** **• Knowledge of the U.S. and Wyoming Constitutions** **• Submission of a complete application packet.** **Wyoming evaluates each requested administrator endorsement for equivalency. Applicants must document approved preparation, a valid out-of-state credential, experience, testing, background clearance, and any Wyoming constitutional or endorsement-specific requirements.**
U.S. Virgin Islands	**U.S. Virgin Islands Department of Education — https://www.vide.vi/** **Mercy University's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Administrator certification is reviewed individually. Applicants should submit official preparation, credential, experience, assessment, transcript, and background-check documentation and confirm any Virgin Islands-specific requirements directly with the Department of Education.**

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

State /Territory	Professional Licensing Board
Maine	**Maine Department of Education - https://www.maine.gov/doe/home** **Mercy University'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.** **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.** **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:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Supervision and Evaluation of Personnel** **o 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:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Community Relations**

	o School Finance/Budget **o Supervision and Evaluation of Personnel** **o Organizational Theory and Planning** **o Educational Leadership** **o Instructional Leadership** **o Ethical Decision Making** **o Curriculum Development** **o Cultural Differences** **Assistant Superintendent:** **• Minimum of a master's degree (in any field) from an accredited college/university** **• Complete approved courses in these areas:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Community Relations** **o School Finance/Budget** **o Supervision and Evaluation of Personnel** **o Organizational Theory and Planning** **o Educational Leadership** **o Instructional Leadership** **o Ethical Decision Making** **o Curriculum Development** **o Cultural Differences** **Superintendent:** **• Minimum of a master's degree (in any field) from an accredited college/university** **• Complete approved courses in these areas:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Community Relations** **o School Finance/Budget** **o Supervision and Evaluation of Personnel** **o Organizational Theory and Planning** **o Educational Leadership** **o Instructional Leadership** **o Ethical Decision Making** **o Curriculum Development** **o 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** **• 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** **Maine conducts a transcript and experience analysis for each administrator endorsement. Because Maine-specific coursework and internship/experience requirements may remain, the Mercy curriculum alone should not be represented as automatically meeting all requirements.**
Montana	**Montana Office of Public Instruction -** https://opi.mt.gov ***Mercy University'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.*** ***Montana does not have reciprocity with any other state, so applicants must meet all requirements before applying for certification***

	1. **Administrator - Special Education Supervisor: Complete the free, online course, An Introduction to Indian Education for All in Montana, 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 University or university. Complete the free, online course, An Introduction to Indian Education for All in Montana.** 2. **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 University 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, An Introduction to Indian Education for All in Montana** **Traditional: Completion of a professional educator preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited University or university. Each of the following must also be met:** 1. **Completion and verification of an education specialist, masters or doctoral degree from an accredited professional educator preparation program as defined in ARM 10.57.102 or a master's degree in education leadership from a regionally accredited University or university.** 2. **Completion and verification of a minimum of 18 semester graduate credits in a school superintendent preparation program, of which 12 must be beyond the master's degree in education leadership.** 3. **Verification of a minimum of 3 years of teaching experience as an appropriately licensed teacher.** 4. **Verification of 1-year successful administrative experience while appropriately licensed and assigned.** **Non-traditional: Completion of a non-traditional educator preparation program along with a current, standard, unrestricted out of state administrator license. AND** 1. **Verification of 5 years of successful administrative experience while appropriately licensed and assigned.** 2. **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 University 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.** 3. **Principal: traditional: Completion of a professional educator preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited University or university. Each of the following must also be met:** 4. **Completion and verification of a master's degree in educational leadership from an accredited professional educator preparation program as defined in ARM 10.57.102 or a master's degree related to education from a regionally accredited University or university.** 5. **Completion and verification of an accredited professional educator preparation program as defined in ARM 10.57.102 and aligned with endorsement request for either elementary, secondary or K-12 principals.** 6. **Completion of three semester credits of college courses in Montana school law, including special education law.** 7. **Verification of a minimum of 3 years of teaching experience with a standard, unrestricted license as an appropriately licensed teacher. OR** 8. **Principal: Non-traditional: Completion of a non-traditional principal program and a current, standard, unrestricted out-of-state administrator license. AND** 9. **Verification of 5 years of successful administrative experience while appropriately licensed and assigned.** 10. **Montana requires role-specific preparation and experience plus Montana-specific coursework, including school law and, for some credentials, school finance, collective bargaining/employment law, and Indian Education for All. The curriculum alone does not satisfy all Montana requirements.**
Vermont	**Vermont Agency of Education** - https://education.vermont.gov/ ***Mercy University'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.*** **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.** **Vermont does not grant automatic reciprocity based solely on a New York credential. Applicants generally undergo transcript review and must meet Vermont endorsement, experience, and testing requirements; retain a cautious non-automatic classification.**

Mercy University has determined that the Education Administration program curriculum does not meet the educational requirements for licensure in the following states/territories:

State /Territory	Professional Licensing Board
Maine	**Maine Department of Education - https://www.maine.gov/doe/home** **Mercy University'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.** **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.** **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:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Supervision and Evaluation of Personnel** **o 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:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **o Community Relations**

	o School Finance/Budget **o Supervision and Evaluation of Personnel** **o Organizational Theory and Planning** **o Educational Leadership** **o Instructional Leadership** **o Ethical Decision Making** **o Curriculum Development** **o Cultural Differences** **Assistant Superintendent:** **• Minimum of a master's degree (in any field) from an accredited college/university** **• Complete approved courses in these areas:** **o Teaching Exceptional Students in the Regular Classroom** **o Federal and Maine Civil Rights Law & Education Law** **oCommunity Relations** **oSchool Finance/Budget** **oSupervision and Evaluation of Personnel** **oOrganizational Theory and Planning** **oEducational Leadership** **oInstructional Leadership** **oEthical Decision Making** **oCurriculum Development** **oCultural Differences** **Superintendent:** **•Minimum of a master's degree (in any field) from an accredited college/university** **•Complete approved courses in these areas:** **oTeaching Exceptional Students in the Regular Classroom** **oFederal and Maine Civil Rights Law & Education Law** **oCommunity Relations** **oSchool Finance/Budget** **oSupervision and Evaluation of Personnel** **oOrganizational Theory and Planning** **oEducational Leadership** **oInstructional Leadership** **oEthical Decision Making** **oCurriculum Development** **o 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** **• 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**
Montana	**Montana Office of Public Instruction** - https://opi.mt.gov ***Mercy University'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.*** ***Montana does not have reciprocity with any other state, so applicant must meet all requirements before applying for certification***

	1. **Administrator - Special Education Supervisor: Complete the free, online course, An Introduction to Indian Education for All in Montana, 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 University or university. Complete the free, online course, An Introduction to Indian Education for All in Montana.** 2. **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 University 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, An Introduction to Indian Education for All in Montana** **Traditional: Completion of a professional educator preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited University or university. Each of the following must also be met:** 1. **Completion and verification of an education specialist, masters or doctoral degree from an accredited professional educator preparation program as defined in ARM 10.57.102 or a master's degree in education leadership from a regionally accredited University or university.** 2. **Completion and verification of a minimum of 18 semester graduate credits in a school superintendent preparation program, of which 12 must be beyond the master's degree in education leadership.** 3. **Verification of a minimum of 3 years of teaching experience as an appropriately licensed teacher.** 4. **Verification of 1-year successful administrative experience while appropriately licensed and assigned.** **Non-traditional: Completion of a non-traditional educator preparation program along with a current, standard, unrestricted out of state administrator license. AND** 1. **Verification of 5 years of successful administrative experience while appropriately licensed and assigned.** 2. **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 University 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.** 3. **Principal: traditional: Completion of a professional educator preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited University or university. Each of the following must also be met:** 4. **Completion and verification of a master's degree in educational leadership from an accredited professional educator preparation program as defined in ARM 10.57.102 or a master's degree related to education from a regionally accredited University or university.** 5. **Completion and verification of an accredited professional educator preparation program as defined in ARM 10.57.102 and aligned with endorsement request for either elementary, secondary or K-12 principals.** 6. **Completion of three semester credits of college courses in Montana school law, including special education law.** 7. **Verification of a minimum of 3 years of teaching experience with a standard, unrestricted license as an appropriately licensed teacher. OR** 8. **Principal: Non-traditional: Completion of a non-traditional principal program and a current, standard, unrestricted out-of-state administrator license. AND** 9. **Verification of 5 years of successful administrative experience while appropriately licensed and assigned.**
Minnesota	**Minnesota Department of Education -** https://education.mn.gov/mde/index.html ***Mercy University'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.*** • **Complete a preparatory program at a college or university at a regionally accredited institution that includes a minimum of 60 credits beyond a bachelor's degree, including a master's degree.** • **Complete a program that is recognized by the state where it is located as qualifying the applicant for employment or licensure as a school superintendent, principal, or director within that state.** **Minnesota's Board of School Administrators evaluates out-of-state leadership preparation against Minnesota licensure standards, including graduate credits, field experience, and role-specific competencies.**

Nebraska	**Nebraska Department of Education-** https://www.education.ne.gov/ **Mercy University'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.** **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. Education Requirements Principal:** • **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)** • **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. Superintendent:** • **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)** • **Completion of a state-approved specialist or doctoral degree administrative preparation program of at least 60 graduate semester hours Examinations:** • **You must have passed the Praxis I Basic Skills exam prior to applying for an administrative certificate for either principal or superintendent positions.** **Experience Requirements:** **Principal:** • **Must have a valid Nebraska teaching certificate and two years of teaching experience.** • **Must complete an internship of 250 clock hours in an administrative capacity in elementary, middle, or secondary schools Superintendent:** • **Must have a valid Nebraska teaching or administrative certificate and two years of teaching experience.** • **Must complete a one-semester practicum in an administrative capacity in an approved school system. Document and Application Requirements:** • **Along with your online application for an administrative certificate, please submit:** • **Institutional Verification forms for both your teaching program and administrative program** • **Verification of Employment Experience form** • **Official transcripts from all Colleges attended.** • **Official score report from your Praxis I exam**
New Hampshire	**New Hampshire Department of Education -** https://www.education.nh.gov/ **Mercy University'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.** **Only full licenses are reciprocal in NH (In the NASDTEC Interstate Agreement: for administrators defined as Stage 3).**
North Carolina	**Public Schools of North Carolina -** http://www.ncpublicschools.org/ ***Mercy University'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.*** **North Carolina administrator licensure is role-specific and depends on a comparable out-of-state license or approved preparation, experience, assessments, and state review.**
North Dakota	**North Dakota Department of Public Instruction -** https://www.nd.gov/dpi/ ***Mercy University'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.*** **All credentialed positions require a North Dakota Educators Professional Teaching License before a credential can be issued.** **North Dakota generally requires an Educator's Professional Teaching License before the Department of Public Instruction issues an administrator credential. Additional degree, experience, internship, and endorsement requirements are evaluated separately.**

Oklahoma	**Oklahoma State Department of Education -** https://sde.ok.gov/ ***Mercy University'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.*** **Experience Requirements:** **Principal: You must have at least two years of teaching experience in an Oklahoma public or private school under a Standard Certificate. Superintendent: You must have two years of administrative experience in an Oklahoma public or private school under a Standard Certificate. (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.)** **Examinations** **Principal: You must pass the Principal Oklahoma Subject Area Test (OSAT). Superintendent: You must pass the Superintendent Oklahoma Subject Area Test (OSAT).** **Oklahoma conducts an individual evaluation of out-of-state administrator applicants. Principal and superintendent applicants must satisfy state experience and current assessment requirements or an approved alternative pathway.**
Puerto Rico	**Puerto Rico Department of Education -** https://www.de.pr.gov/ ***Mercy University'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 University'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.*** **Sufficient current official information was not available to verify a complete administrator reciprocity pathway and all educational requirements.**
Utah	**Utah State Board of Education-** https://www.schools.utah.gov/ ***Mercy University'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.*** ***When applying must meet one of the following criteria for the Content Knowledge Assessment Requirement: 1. Have at least one year of teaching in content area with standard license from another jurisdiction** **2. Appropriate content test(s) or Out-of-State equivalent** **If applying for School Leadership: Indicate "school leadership" experience on the School Leadership License Requirements form, if applicable. Utah reviews out-of-state school-leadership applicants through a License Equivalency Review. The state determines whether preparation, experience, assessment, and leadership standards are equivalent.**
Virginia	**Virginia Department of Education -** http://www.doe.virginia.gov/ ***Mercy University'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.*** **Virginia offers an Administration and Supervision PreK-12 endorsement. Applicants must meet Virginia's graduate preparation, supervised internship, experience, assessment, and endorsement requirements or qualify through the applicable out-of-state pathway.**
Vermont	**Vermont Agency of Education -** https://education.vermont.gov/ ***Mercy University'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.*** **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.**

Wisconsin	**Wisconsin Department of Public Instruction - https://dpi.wi.gov/** **Mercy University'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.** **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.** • **Hold a current administrator license in good standing from another state or one-year admin experience** • **Have worked one year with the administrator license from out of state**

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.