

## EDUCATION ADMINISTRATION CERTIFICATIONS

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

State	Professional Licensing Board
Alabama	<p>Alabama State Department of Education – <a href="https://www.alsde.edu/">https://www.alsde.edu/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• There are two main avenues to Educational Administration/Principal certification: 1.) Through a state-approved program or 2.) Through reciprocity agreements</li> <li>• Will need to complete the appropriate Alabama Prospective Teacher Testing Program or APTTP for Professional Leadership Certification.</li> </ul>
Alaska	<p>Alaska Department of Education and Early Development - <a href="https://education.alaska.gov/">https://education.alaska.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas..</i></p> <ul style="list-style-type: none"> <li>• <b>Type B Administrative certificate:</b> at least 3 years of service as a teacher or specialized service provider, 3 semester hours of approved Alaska studies and 3 semester hours of approved multicultural education/cross-cultural communication, 6 semester hours earned during the 5 year period preceding the date of application.</li> <li>• <b>Superintendent Endorsement:</b> verification of at least 5 years employment as a teacher or administrator (at least one of these years must have been as an administrator)</li> <li>• <b>Special Education Administrator Endorsement:</b> at least 3 years as a certified special education teacher or school psychologist with a teaching or special services certificate</li> <li>• <b>Director of Special Education:</b> must possess a Type B certificate and a teaching certificate</li> </ul>
Arizona	<p>Arizona Department of Education – <a href="http://www.azed.gov/">http://www.azed.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• Official transcripts documenting a Master's or more advanced degree from an accredited institution.</li> <li>• Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Need to submit a Verification of Teaching Experience form, completed and signed by the District Superintendent or Personnel Director, to verify teaching experience.</li> <li>• Official transcripts documenting completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.</li> <li>• Principal Practicum or Experience. <ul style="list-style-type: none"> <li>• <b>One of the following:</b> <ul style="list-style-type: none"> <li>• Official transcript from an accredited institution documenting a practicum as a principal; or</li> <li>• Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.</li> </ul> </li> <li>• Principal or Superintendent Exam Requirement. <ul style="list-style-type: none"> <li>• <b>One of the following:</b> <ul style="list-style-type: none"> <li>• A passing score on the Arizona Educator Proficiency Assessment (AEPA) Principal Subtest I and II exam; or</li> <li>• A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; or</li> <li>• Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience. Note: Experience as an administrator in a foreign school will not be accepted.</li> </ul> </li> </ul> </li> </ul> </li> <li>• <b>Option B: Certification Reciprocity</b> <ul style="list-style-type: none"> <li>• The applicant holds a valid, comparable Principal certificate in another state and is in good standing with that other state. Submit one of the following:</li> <li>• A photocopy of your valid, comparable out-of-state Principal certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate; or</li> <li>• An official letter from the educator certification office that issued the out-of-state Principal certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Principal certificate.</li> </ul> </li> </ul>
Arkansas	<p>Arkansas Department of Education – <a href="http://dese.ade.arkansas.gov/">http://dese.ade.arkansas.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas</i></p> <p>The Arkansas Department of Education grants four administrator licenses:</p> <ol style="list-style-type: none"> <li>1. Building Level Administrator – for a principal, assistant principal or vice principal in grades P-8 and/or 5-12)</li> </ol>

	<ul style="list-style-type: none"> <li>2. Building Level Administrator/Arkansas Correctional Schools – for a principal, assistant principal or vice principal in the Arkansas Correctional Schools (grades 5-12)</li> <li>• Curriculum/Program Administrator – for a school leader responsible for program development and administration in a specific area</li> <li>• District Level Administrator – for a superintendent, assistant superintendent, or deputy superintendent (grades P-12)</li> <li>• All candidates for the Administrator’s license must hold a current Arkansas Standard Teaching License.</li> <li>• <b>Education Requirements</b></li> <li>• <b>To obtain an Initial Building Level Administrator License:</b></li> <li>• Complete a graduate degree program in Educational Leadership from a <b>NCATE- accredited Arkansas college or university</b> and hold one of the following degrees: <ul style="list-style-type: none"> <li>○ Master’s degree in Educational Leadership</li> <li>○ Master’s degree in Education</li> <li>○ Master’s degree in a content/endorsement area</li> </ul> </li> <li>• <b>To obtain a Standard/Advanced District Level Administrator License (as there is no Initial License for this category):</b></li> <li>• Complete a graduate degree or an advanced educational program that reflects the standards of District Level Administrator Licensure from a <b>NCATE-accredited Arkansas college or university</b></li> </ul>
California	<p>California Department of Education – <a href="https://www.cde.ca.gov/">https://www.cde.ca.gov/</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <p>California authorizes administrative services, such as those performed by a school site principal, via the Administrative Services Credential. To qualify for this credential based on out-of-state preparation, you must submit the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• Application Form and processing fee</li> <li>• Official transcripts verifying your Bachelor's degree (and any additional higher degrees).</li> <li>• The transcripts must be the original college issued documents, not photocopies, but they do not have to be sealed in the original envelope.</li> <li>• Evidence of fingerprint processing.</li> <li>• A copy of an out-of-state examination that meets the requirements for the California Basic Skills Examination.</li> <li>• Supporting documentation for the appropriate route by which you qualify.</li> </ul> <p>California has a two-tier credential structure. A preliminary credential is the first document issued after an individual meets basic credential requirements. The preliminary credential is issued for a maximum of five years. A clear credential is issued when all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary, the holder will be unable to serve as an administrator in California's public schools with that credential until those requirements are met and the document is renewed.</p>
Colorado	<p>Colorado Department of Education – <a href="https://www.cde.state.co.us/">https://www.cde.state.co.us/</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• <b>Principal:</b> 3+ years of full-time, licensed principal experience within the past 7 year OR a completed Approved Program Verification Form. Submit proof that you passed the PLACE exam #80 or the Praxis #5412 for principals (can still apply if you have not taken these exams, an application review will determine whether the exams are required).</li> <li>• <b>Administrator:</b> Submit proof that you have passed the PLACE exam #81 or Praxis #6991. You can still apply if you have not taken these exams, and application review will determine whether the exams are required. 3+ years of full time, licensed experience as an administrator within the past 7 years OR a completed Approved Program Verification Form.</li> </ul>
Connecticut	<p>Connecticut State Department of Education – <a href="https://portal.ct.gov/SDE">https://portal.ct.gov/SDE</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• Completers of the MA in Educational Supervision program are eligible for CT’s 092 (Intermediate Administration/Supervision endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate. Additional certification tests may be required.</li> <li>• Completers of the MS in Educational Administration and school district leadership programs are eligible for CT’s 092 (Intermediate Administration/Supervision endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate. Additional certification tests may be required. Completers may also be eligible for the 093 (Superintendent endorsement), upon submitting an application, along with a Statement of Preparing Higher Education Institution form documenting the completion of an approved academic program at an accredited academic institution and a Statement of Professional Experience documenting at least 50 school months of successful teaching and/or service under a valid out-of-state certificate AND 30 school months of successful administrative service under a valid out-of-state administrative certificate, is required. Additional certification tests may be required.</li> </ul>

Delaware	<p>Delaware Department of Education – <a href="https://www.doe.k12.de.us">https://www.doe.k12.de.us</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Principal or Assistant Principal:</b></p> <ul style="list-style-type: none"> <li>• Official Transcript(s) – Bachelor's Degree and minimum of a Master's Degree.</li> <li>• Education Requirements - must meet one of the selections below: <ol style="list-style-type: none"> <li>1. A Master's or Doctoral degree from a regionally accredited college or university in educational leadership offered by an NCATE specialty organization recognized educator preparation program or state approved educator preparation program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards; or</li> <li>2. A Master's or Doctoral degree from a regionally accredited college or university in any field and the successful completion of one of the following as defined in 14 DE Admin. Code 1595 Certification Programs for Leaders in Education:</li> <li>3. A School Principal Course of Study</li> <li>4. A School Principal Certification Program.</li> </ol> </li> <li>• Copy of current and valid out-of-state license, if applicable.</li> <li>• Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.</li> </ul> <p><b>Certified Central Office:</b></p> <ul style="list-style-type: none"> <li>• Official Transcript(s) – Bachelor's Degree and minimum of a Master's Degree.</li> <li>• Education Requirements - must meet one of the selections below: <ol style="list-style-type: none"> <li>1. A Master's or Doctoral degree from a regionally accredited college or university in educational leadership offered by an NCATE specialty organization recognized educator preparation program or state approved educator preparation program where the state approval body employed the appropriate NASDTEC or NCATE specialty organization standards</li> <li>2. A Master's or Doctoral degree from a regionally accredited college or university in any field and one of the following:</li> <li>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</li> <li>4. Holding a standard certificate for School Principal and successful completion of an additional nine (9) graduate level credit hours from a regionally accredited college or university in educational leadership or the equivalent in professional development approved by the Department.</li> <li>5. Student Teaching on an official transcript - must successfully complete a student teaching program or an approved alternative to student teaching.</li> </ol> </li> </ul> <p>Copy of current and valid out-of-state license, if applicable.  Form E (Verification of Teaching Experience) - 5 years of certified teaching experience.</p>
District of Columbia	<p>Office of the State Superintendent of Education– <a href="https://osse.dc.gov/">https://osse.dc.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• May qualify for reciprocity if: You were required to pass a content exam in school leadership appropriate for P thru 12 grade schools.</li> <li>• You have completed at least two years of full-time school-based: teaching, instructional leadership or pupil services experience. If your state did not require you to meet any one of the conditions required for a reciprocal District credential, you will be required to satisfy the missing requirement prior to receiving the DC credential. For example, if your state did not require you to pass a subject content exam for your credential, you will be required to pass the applicable DC exam prior to issuance of the credential.</li> </ul>
Florida	<p>Florida Department of Education – <a href="http://www.fldoe.org/">http://www.fldoe.org/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>Florida has two reciprocity routes for certified teachers and administrators to qualify for our Professional Certificate.</p> <p><b>Route 1: Valid Standard Certificate Issued by a State Other than Florida</b></p> <ul style="list-style-type: none"> <li>• The certificate shall be the valid standard educator's certificate issued by that state which is comparable to a Florida Professional Certificate, and</li> <li>• Be issued in a subject comparable to a Florida certification subject, and</li> <li>• Require the same or higher level of training required for certification in that subject in Florida, and</li> <li>• The certificate must be currently valid (not expired or revoked).</li> </ul> <p><b>Route 2: Certificate Issued by the National Board for Professional Teaching Standards (NBPTS)</b></p> <ul style="list-style-type: none"> <li>• The NBPTS certificate must be currently valid.</li> <li>• The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.</li> </ul>
Georgia	<p>Georgia Department of Education – <a href="https://www.gadoe.org/Pages/Home.aspx">https://www.gadoe.org/Pages/Home.aspx</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Georgia Administration/Principal Certification:</b></p> <ul style="list-style-type: none"> <li>• You must have a master's or doctoral degree in educational leadership in order to become fully certified as an education administrator in Georgia.</li> <li>• If you have a master's degree from an educational leadership program, the program you complete must be approved by the Georgia Professional Standards Commission and meet the standards of the Educational Leadership Constituent Council (ELCC) as</li> </ul>

	<p>adopted by the National Council for the Accreditation of Teacher Education (NCATE).</p> <ul style="list-style-type: none"> <li>• If you hold a master’s degree in another education field, you must also complete at least six semester hours of coursework in school law and ethics, organizational leadership, teaching and learning, and using data in the school improvement process, prior to enrollment in the mandatory educational leadership program.</li> <li>• If you hold a master’s degree in another education field, you will complete your educational and experience requirements while working in a leadership position in a Georgia school system. Therefore, you will receive a Non-Renewable Certificate while completing the program. This certificate is valid for five years. Once you have completed a state-approved educational leadership program, and met all Georgia special requirements, you will receive a Clear Certificate in Educational Leadership.</li> <li>• You must complete both parts of the GACE Content Assessment for Educational Leadership. If you intend to work as a Superintendent, you must complete the assessments at both the building and district levels.</li> <li>• You must complete a residency requirement in order to become certified in educational leadership. This involves a planned, guided internship in a school system in which you get the opportunity to apply what you have learned in your educational leadership program to real-life situations.</li> <li>• To receive certification in educational leadership, you must complete the Application for Certification form, and send it along with your official transcripts and score reports to Georgia PSC Certification Section, Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141.</li> </ul>
Hawaii	<p>Hawaii State Department of Education – <a href="http://www.hawaiipublicschools.org/Pages/Home.aspx">http://www.hawaiipublicschools.org/Pages/Home.aspx</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• Persons who possess a current, valid school-level administrator license through another state may be eligible for certification in Hawaii if they meet the following requirements: <ul style="list-style-type: none"> <li>○ <b>Vice Principal:</b> has a minimum of five (5) years K-12 school level experience, to include three (3) years satisfactory performance as a licensed, K-12 school level vice principal (or assistant principal) in a public school system (duties performed must be comparable to that of a HIDOE Vice Principal)</li> <li>○ <b>Principal:</b> Has a minimum of five (5) years K-12 school level experience, to include four (4) years satisfactory performance as a licensed, K-12 school level principal or higher, in a public school system (private school and/or charter school experience not accepted at this time). Duties performed must be comparable to a HIDOE principal</li> </ul> </li> </ul>
Idaho	<p>Idaho State Department of Education – <a href="http://www.sde.idaho.gov/">http://www.sde.idaho.gov/</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <p><b>For an Administrator Certificate with a School Principal (K-12) Endorsement:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree from an accredited college or university</li> <li>• Completion of a state-approved program (at an accredited college/university) of at least 30 semester credit hours (or 45 quarter credit hours) of graduate study in school administration intended to prepare school principals. The following competencies of the Idaho Foundation Standards for School Administrators must be included in the program: <ul style="list-style-type: none"> <li>○ Visionary and Strategic Planning</li> <li>○ Management and Organizational Leadership</li> <li>○ Instructional Leadership</li> <li>○ Professional and Ethical Leadership</li> <li>○ Governance and Legal Leadership</li> <li>○ Family and Community Partnerships</li> </ul> </li> </ul> <p><b>For an Administrator Certificate with a Superintendent Endorsement (Pre K-12):</b></p> <ul style="list-style-type: none"> <li>• Education specialist, doctorate degree or completion of a post-master’s sixth year program from an accredited college/university</li> <li>• Completion of a state-approved program (at an accredited college/university) of at least 30 semester credit hours (or 45 quarter credit hours) of post-master’s degree graduate study intended to prepare school superintendents. The program must be in school administration and interdisciplinary supporting areas and must include the competencies in Superintendent Leadership (in addition to the above competencies in the Idaho Foundation Standards for School Administrators)</li> <li>• You must also receive an institutional recommendation from the college/university where you completed the program</li> </ul>
Illinois	<p>Illinois State Department of Education – <a href="https://www.isbe.net/">https://www.isbe.net/</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <p>If the state is NOT comparable: <b>General Requirements</b></p> <ul style="list-style-type: none"> <li>- Completion of a preparation program in the field of specialization (e.g. superintendent) (Form 80-02: State-Approved Program <b>and</b> Completion of Standards VerificationPDF Document must be submitted to ISBE)</li> <li>- Internship or equivalent experience</li> <li>- Completion of coursework* addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners (Use form 80-02: State-Approved Program and Completion of Standards VerificationPDF Document</li> <li>- Licensure Tests: All test scores are valid indefinitely. View the options below to see the required tests for each area. Click here to register for the tests.</li> </ul> <p><b>Chief School Business Official:</b>  <u>ONE</u> of the following options:</p>

	<ul style="list-style-type: none"> <li>● Option 1 <ul style="list-style-type: none"> <li>○ Master's degree or higher</li> <li>○ 2 years of school business management or 2 years of university experience</li> <li>○ 24 semester hours of graduate coursework in a program approved for the preparation of school business officials Form 80-02: State-Approved Program and Completion of Standards Verification must be submitted to ISBE</li> </ul> </li> <li>● Option 2 <ul style="list-style-type: none"> <li>○ Master's in Business Administration, Public Administration, Finance, or Accounting</li> <li>○ 6 semester hours of CSBO Internship (see specific requirements below)</li> <li>○ Option Two's internship requirement must be completed in school business management from a regionally accredited institution of higher education that is conducted under the supervision of an individual who holds a current Illinois endorsement for CSBO or who serves as the school district's chief financial officer</li> </ul> </li> <li>● Option 3 <ul style="list-style-type: none"> <li>○ Master's in Business Administration, Public Administration, Finance, or Accounting</li> <li>○ Internship in School Business Management or have 2 years of experience as a school business administrator</li> <li>○ Complete modules in reading methods, special education, and ESL (offered through Northern Illinois University)</li> </ul> </li> <li>● Tests needed: CSBO (185)</li> </ul> <p><b>Director of Special Education (Pre K – 12)</b></p> <ul style="list-style-type: none"> <li>- <u>Experience Needed:</u> 2 years' full-time experience providing special education services as a: special education teacher; speech-language pathologist; school counselor; school nurse; school social worker; or school psychologist</li> <li>- <u>Specific Requirements:</u> <ul style="list-style-type: none"> <li>Option 1: Completion of an approved program for directors of special education that includes a minimum of one course in each of the following: special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods.</li> <li>Option 2: Hold a professional educator license endorsed in an administrative field and complete 30 semester hours of coursework in special education with at least one course in special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods. The remainder of the 30 semester hours of coursework may be in any of the following areas: curricular adaptation and modifications and assistive technology, facilitation of least restrictive environment for all students, characteristics of students with disabilities, collaboration with parents and school personnel, transition services for students with disabilities, and educational and psychological diagnosis and remedial techniques.</li> </ul> </li> <li>- <u>Tests:</u> Director of Special Education (180)</li> </ul> <p><b>Principal (Pre K – 12):</b> 4 years of teaching or school support personnel experience. Experience can be verified by using Form 80-08: Verification of Teaching Experience</p> <ul style="list-style-type: none"> <li>- <u>Tests:</u> Principal as an Instructional Leader (195 &amp; 196)</li> </ul> <p><b>Superintendent (Pre K – 12):</b> 2 years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a valid administrator license</p> <ul style="list-style-type: none"> <li>- <u>Tests:</u> Superintendent (187 &amp; 225)</li> </ul> <p><b>Teacher Leader (Pre k – 12):</b> no experience needed (approved program/entitlement only)</p> <ul style="list-style-type: none"> <li>- No specific requirements or tests needed.</li> </ul>
Indiana	<p>Indiana Department of Education – <a href="https://www.doe.in.gov/">https://www.doe.in.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>● <b>Building Level Administrator License:</b> Valid CPR certification from an IDOE provider, Suicide prevention training certificate, a minimum of 2 years instructional experience, score reports that support an out-of-state license/certificate</li> <li>● <b>Superintendent License:</b> valid CPR certification from an IDOE provider, Suicide prevention training certificate, at least 2 years of instructional experience, score report that supports an out-of-state license/certificate</li> <li>● <b>Director of Career and Technical Education:</b> CPR certification, suicide prevention training, 2 years of instructional experience, score reports that supports an out-of-state license/certificate</li> <li>● <b>Director of Curriculum and Instruction:</b> CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate</li> <li>● <b>Director of Exceptional Needs:</b> CPR certification, suicide prevention training, 2 years of instructional experience, score reports for out-of-state license/certificate</li> <li>● <b>Temporary Superintendent License:</b>— requirements include a letter of request from the governing body with documentation of the applicant's knowledge and experience for the position, CPR certification, suicide prevention training</li> </ul>
Iowa	<p>Iowa Department of Education – <a href="https://educateiowa.gov/">https://educateiowa.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>● <b>Administrator Exchange License:</b> provided to out-of-state applicants with a valid out-of-state administrator license. Applicants will be issued an initial administrator license. The applicant's coursework will be evaluated by the BoEE in a transcript evaluation. The applicant will receive one year to complete any identified coursework deficiencies. If more time is needed they may be granted an extension. Once all coursework requirements are completed they will be granted full licensure.</li> </ul>

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

	<ul style="list-style-type: none"> <li>• You must have a master’s degree and 48 semester hours of college credit as follows:</li> <li>• 30 semester hours of graduate credit, including the following courses: <ul style="list-style-type: none"> <li>○ Theory of Educational Administration</li> <li>○ Supervision of Instruction</li> <li>○ School Law</li> <li>○ School Community Relations</li> <li>○ Principalship</li> <li>○ School Finance</li> </ul> </li> <li>• 12 semester hours from a combination of the following courses: <ul style="list-style-type: none"> <li>○ School Facilities</li> <li>○ School Personnel Administration</li> <li>○ Group Dynamics</li> <li>○ Office &amp; Business Management</li> <li>○ Clinical Supervision, Practicum or Internship in Administration</li> <li>○ Program Development and Evaluation</li> </ul> </li> <li>• 12 semester hours of graduate credit, including: <ul style="list-style-type: none"> <li>○ Educational Research</li> <li>○ History/Philosophy of Education</li> <li>○ Elementary Curriculum</li> <li>○ Secondary School Curriculum</li> </ul> </li> <li>• 6 semester hours of graduate credit, including any of the following : <ul style="list-style-type: none"> <li>○ Sociology</li> <li>○ Speech</li> <li>○ Psychology</li> <li>○ Political Science</li> <li>○ Administration/Supervision in Business</li> </ul> </li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>• Level 1: You must pass the Praxis II School Leaders Licensure Assessment</li> <li>• Level 2: You must pass the Praxis II School Superintendent Assessment</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>• Level 1: You must have at least five years of full-time teaching experience in a Louisiana school system at the level in which you wish to become a principal (i.e., elementary or secondary). You must also have a valid Level 3 Professional Teaching Certificate.</li> <li>• Level 2: You must have at least five years of full-time experience as a superintendent, assistant superintendent, supervisor of instruction, principal, or assistant principal in a Louisiana school system. You must also have a valid Level 3 Professional Teaching Certificate.</li> </ul>
Maine	<p>Maine Department of Education – <a href="https://www.maine.gov/doe/home">https://www.maine.gov/doe/home</a>  <i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i>  The Maine Department of Education offers administrator certification to qualified applicants. Titles commonly used include Assistant Building Administrator (Assistant Principal), Building Administrator (Principal), Assistant Superintendent, and Superintendent.</p> <p><b>Education Requirements</b></p> <p><b>Assistant Building Administrator:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a bachelor’s degree (in any field) from an accredited college/university</li> <li>• Complete approved courses in these areas: <ul style="list-style-type: none"> <li>○ Teaching Exceptional Students in the Regular Classroom</li> <li>○ Federal and Maine Civil Rights Law &amp; Education Law</li> <li>○ Supervision and Evaluation of Personnel</li> <li>○ Organizational Theory and Planning</li> </ul> </li> </ul> <p><b>Building Administrator:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a master’s degree (in any field) from an accredited college/university</li> <li>• Complete approved courses in these areas: <ul style="list-style-type: none"> <li>○ Teaching Exceptional Students in the Regular Classroom</li> <li>○ Federal and Maine Civil Rights Law &amp; Education Law</li> <li>○ Community Relations</li> <li>○ School Finance/Budget</li> <li>○ Supervision and Evaluation of Personnel</li> <li>○ Organizational Theory and Planning</li> <li>○ Educational Leadership</li> <li>○ Instructional Leadership</li> <li>○ Ethical Decision Making</li> <li>○ Curriculum Development</li> <li>○ Cultural Differences</li> </ul> </li> </ul> <p><b>Assistant Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a master’s degree (in any field) from an accredited college/university</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete approved courses in these areas: <ul style="list-style-type: none"> <li>○ Teaching Exceptional Students in the Regular Classroom</li> <li>○ Federal and Maine Civil Rights Law &amp; Education Law</li> <li>○ Community Relations</li> <li>○ School Finance/Budget</li> <li>○ Supervision and Evaluation of Personnel</li> <li>○ Organizational Theory and Planning</li> <li>○ Educational Leadership</li> <li>○ Instructional Leadership</li> <li>○ Ethical Decision Making</li> <li>○ Curriculum Development</li> <li>○ Cultural Differences</li> </ul> </li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a master’s degree (in any field) from an accredited college/university</li> <li>• Complete approved courses in these areas: <ul style="list-style-type: none"> <li>○ Teaching Exceptional Students in the Regular Classroom</li> <li>○ Federal and Maine Civil Rights Law &amp; Education Law</li> <li>○ Community Relations</li> <li>○ School Finance/Budget</li> <li>○ Supervision and Evaluation of Personnel</li> <li>○ Organizational Theory and Planning</li> <li>○ Educational Leadership</li> <li>○ Instructional Leadership</li> <li>○ Ethical Decision Making</li> <li>○ Curriculum Development</li> <li>○ Cultural Differences</li> </ul> </li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>• No examinations are required for administrator certification in Maine.</li> </ul> <p><b>Experience Requirements</b></p> <p><b>Assistant Building Administrator:</b></p> <ul style="list-style-type: none"> <li>• Must have three years of full-time teaching experience in public/private schools</li> </ul> <p><b>Building Administrator:</b></p> <ul style="list-style-type: none"> <li>• Must have three years of full-time teaching experience in public/private schools</li> <li>• 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</li> </ul> <p><b>Assistant Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Must have three years of full-time teaching experience in public/private schools</li> <li>• Must have one year of previous administrative experience in schools</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Must have three years of full-time teaching experience in public/private schools</li> <li>• Must have three years of full-time administrative experience in schools</li> <li>• Must complete an approved internship/practicum of at least 15 weeks in a Maine school relating to the duties of a superintendent or one full year of work experience as an assistant superintendent or superintendent in a school out-of-state</li> </ul>
Maryland	<p>Maryland State Department of Education – <a href="http://marylandpublicschools.org/Pages/default.aspx">http://marylandpublicschools.org/Pages/default.aspx</a></p> <p><i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• To become an Administrator or Principal in Maryland. There are two main avenues to certification: 1.) Through a state-approved program or 2.) Through reciprocity agreements.</li> <li>• Maryland confers two administration certificates for Supervisors of Instruction, Assistant Principals and Principals: Administrator I and Administrator II.</li> <li>• In order to become certified as an Administrator I, which entitles you to be a Supervisor of Instruction or Assistant Principal in Maryland, you must: <ul style="list-style-type: none"> <li>○ Earn a Master’s Degree from an approved institute of higher education (IHE)</li> <li>○ Complete one of the following: <ul style="list-style-type: none"> <li>▪ A Maryland State Department of Education (MSDE)-approved program for certification of supervisory personnel that includes the outcomes in the Maryland Instructional Leadership Framework</li> <li>▪ A MSDE-approved program for certification of supervisory personnel</li> <li>▪ 18 semester hours of graduate work, post-bachelor’s level, from an approved IHE that includes courses in the following areas: <ul style="list-style-type: none"> <li>• Assessment, instruction and curriculum</li> <li>• Evaluating, observing, and development of staff</li> <li>• Ethical decision-making and legal issues</li> <li>• School administration, management and leadership</li> <li>• Practicum internship/supervised experience</li> </ul> </li> </ul> </li> </ul> </li> <li>• Administrator II requirements (which certify you to become a Principal in Maryland) include fulfilling the above educational</li> </ul>



	<p>requirements for Administrator I plus additional assessments, which are outlined below.</p> <p><b>Examinations:</b> There are no examinations necessary to become certified as an Administrator I beyond the basic skills and content exams (Praxis I and II) required for teacher certification. If you wish to receive Administrator II certification, you must pass the School Leaders Licensure Assessment examination with a minimum score of 165.</p> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• Certification as an Administrator I requires 27 months of teaching experience, as well as a practicum internship/supervised experience if you choose the graduate work education option listed above.</li> <li>• If you are already certified as a principal in another state and have 27 months of principal experience during the past seven years, you may also be granted a Maryland Administrator II certificate.</li> </ul>
Massachusetts	<p>Massachusetts Department of Elementary and Secondary Education – <a href="http://www.doe.mass.edu/">http://www.doe.mass.edu/</a> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p><b>Temporary License:</b></p> <ul style="list-style-type: none"> <li>• Valid for one (1) year of employment</li> <li>• Cannot be extended or renewed</li> <li>• General requirements – appropriate for an experienced teacher from out-of-state who:</li> <li>• Holds a Bachelor’s degree</li> <li>• Has been employed in another state under a valid license or certificate comparable to a Massachusetts initial license for at least three (3) years</li> <li>• Has not passed or failed Communication and Literacy Skills MTEL</li> </ul> <p><b>Provisional License: (superintendent/assistant superintendent license only)</b></p> <ul style="list-style-type: none"> <li>• Valid for five (5) years of employment; however, starting on July 1, 2019, an educator who holds one or more provisional licenses may be employed under said license(s) for no more than five years in total.</li> <li>• Cannot be extended or renewed</li> <li>• General Requirements – appropriate for a person who:</li> <li>• Has a Bachelor’s degree</li> <li>• Has passed Communication and Literacy Skills MTEL</li> </ul> <p><b>Initial License:</b></p> <ul style="list-style-type: none"> <li>• Valid for five (5) years of employment</li> <li>• Cannot be extended</li> <li>• General Requirements – appropriate for a person who:</li> <li>• Has passed Communication and Literacy Skills MTEL</li> <li>• Completed one (1) of the following pathways:</li> <li>• A state-approved educator preparation program</li> <li>• An apprenticeship</li> <li>• Panel Review</li> <li>• Please use the Licensure Requirements tool to identify the pathway/requirement set that is most appropriate for you.</li> <li>• As of September 1, 2014, educators seeking their first administrator license – principal/assistant principal at the initial level must demonstrate the successful application of the Professional Standards for Administrative Leadership through completion of a Performance Assessment for Initial License (MA-PAL).</li> <li>• As of July 1, 2014, educators seeking their first administrator license – principal/assistant principal or supervisor director, must earn the Sheltered English Immersion Endorsements (SEI).</li> </ul> <p><b>Professional License:</b></p> <ul style="list-style-type: none"> <li>• Valid for five (5) calendar years</li> <li>• Is renewable every five (5) years (see Professional License Renewal)</li> <li>• Requirements for each administrator license at the Professional level are unique to each license field. Please use the Licensure Requirements tool to identify the pathway/requirement set that is most appropriate for you.</li> </ul>
Michigan	<p>Michigan Department of Education – <a href="https://www.michigan.gov/mde/">https://www.michigan.gov/mde/</a> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p><b>OUT-OF-STATE PROGRAMS:</b> Individuals who seek out or complete an administrator preparation program at institutions or universities outside the state of Michigan (regardless of whether it is online or face-to-face) must meet the requirements of that state. The MDE does not have the authority to approve out-of-state educator preparation programs prior to completion. Upon completion of the preparation program and issuance of the out-of-state certificate or license, administrators may apply for a comparable Michigan School Administrator Certificate.</p>
Minnesota	<p>Minnesota Department of Education – <a href="https://education.mn.gov/mde/index.html">https://education.mn.gov/mde/index.html</a> Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</p> <p><b>For candidates prepared at a program outside of Minnesota, in general, Minnesota licenses can be granted to persons prepared in other states, provided:</b></p>

	<ul style="list-style-type: none"> <li>• The program the applicant completed is recognized by the state as qualifying the applicant for such licensure within that state;</li> <li>• The program the applicant completed is at a college or university that is regionally accredited by the Association for the Accreditation of Colleges and Secondary Schools;</li> <li>• The program the applicant completed is essentially equivalent in content in approved programs offered by Minnesota colleges and universities under the board rules of the Board of School Administrators governing the licensure field. Educational equivalency is determined by board staff. In addition to equivalent coursework content, the program must contain 30 semester credits beyond a master's degree or 60 semester credits beyond a bachelor's degree, including a master's, specialist, or doctoral degree; and,</li> <li>• The college or university which offers offering the program leading to licensure verifies that the applicant has completed an approved licensure program at that institution and recommends the applicant for a license in a licensure field at a licensure level.</li> </ul>
Mississippi	<p>Mississippi Department of Education – <a href="https://www.mdek12.org/">https://www.mdek12.org/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>The Mississippi Department of Education issues Entry-Level and Standard Career Level Administrator Licenses to qualified applicants. Both of these licenses are at the Class AA, AAA, and AAAA levels.</p> <p><b>Education Requirements</b>  <b>Entry-Level:</b></p> <ul style="list-style-type: none"> <li>• You must complete an approved master's, specialist, or doctoral degree program in educational administration/leadership from a state-approved or regionally accredited college/university</li> <li>• You must also receive an institutional recommendation from that program verifying completion</li> </ul> <p><b>Standard Career Level:</b></p> <ul style="list-style-type: none"> <li>• You must complete the School Executive Management Institute Orientation to School Leadership entry-level training modules to apply for the standard career level administrator license</li> </ul> <p><b>Examinations</b>  <b>Entry-Level:</b></p> <ul style="list-style-type: none"> <li>• You must pass the Praxis II School Leaders Licensure Assessment</li> </ul> <p><b>Standard Career Level:</b>  No additional examinations are required.</p> <p><b>Experience Requirements</b>  <b>Entry-Level:</b></p> <ul style="list-style-type: none"> <li>• You must hold a Five-Year Standard Educator's License</li> <li>• You must have three years of education experience</li> <li>• You must already have obtained an entry-level job as an administrator before applying for an entry-level administrator license</li> </ul> <p><b>Standard Career Level:</b></p> <ul style="list-style-type: none"> <li>• You must hold an Entry-Level Administrator License</li> <li>• You must have five years of experience as a school administrator</li> </ul>
Missouri	<p>Missouri Department of Elementary and Secondary Education – <a href="https://dese.mo.gov/">https://dese.mo.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>If you have completed an educational administration program from another state and wish to become certified in Missouri:</b></p> <ul style="list-style-type: none"> <li>• An applicant who completed an educational administration degree program in another state and possesses a valid professional certificate in that state may be granted a Missouri certificate in an area most closely aligned to the certification if Missouri issues such certificate. If an educator has completed an educational administration degree program in another state (either on campus or online), it would be beneficial to obtain that state's certificate whether one plans to reside in that state or not. If a professional certificate is not submitted, then the educator will be required to complete all required Missouri coursework and assessments.</li> <li>• Complete the online Non-Missouri Graduate application. All applicants for administrative areas of certification must also apply for a Missouri teaching certificate. The same application may be used to apply for both teaching and administrative areas of certification.</li> <li>• If you have out-of-state teaching and administrative experience, you will need to complete the Verification of Teaching Experience form.</li> <li>• As noted within the checklist, if your out-of-state professional certificates have expired, or if you have never held an out-of-state certificate, you must provide an institutional recommendation from the certification officer at the college or university where you completed your educational administration degree program. The recommendation form can be downloaded by clicking on the appropriate button when completing the online Non-Missouri Graduate Application. The form should be mailed back to you to be included in your packet.</li> </ul>
Montana	<p>Montana Office of Public Instruction - <a href="https://opi.mt.gov">https://opi.mt.gov</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>*Montana does not have reciprocity with any other state, so applicant must meet all requirements before applying for certification*</p> <ol style="list-style-type: none"> <li>1. <b>Administrator – Special Education Supervisor:</b> Complete the free, online course, <a href="#">An Introduction to Indian Education for All in Montana</a>, Three years teaching experience as an appropriately licensed and assigned special education teacher, or five years of experience in an accredited Pre K-12 or K-12 school setting as a fully licensed and assigned related services provider, Completion and verification of a Master's Degree in Special Education or related service area, school psychologist, speech-</li> </ol>

	<p>language pathologist, audiologist, physical therapist, occupational therapist, registered nurse, clinical social worker, or clinical professional counselor, and Completion of an Administrative Special Education Supervisor preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited college or university.</p> <ol style="list-style-type: none"> <li><b>Superintendent:</b> Completion of a non-traditional educator preparation program along with a current, standard, unrestricted out-of-state administrator license, verification of 5 years of successful administrative experience while appropriately licensed and assigned, three semester credits of college coursework in each of the following: Montana school law, Montana school finance and Montana collective bargaining and employment law, and Complete the free, online course, <a href="#">An Introduction to Indian Education for All in Montana</a></li> <li><b>Supervisor Endorsement:</b> This administrative supervisor endorsement is issued in specific fields such as math, music, and school counseling, completion of a supervisor preparation program which is accredited by NCATE, CAEP, or is a state approved program from a regionally accredited college or university, completion and verification of a Master's Degree in the area requested for endorsement, and three years teaching experience as an appropriately licensed and assigned teacher in a state accredited PreK-12 or K-12 school setting.</li> </ol>
Nebraska	<p>Nebraska Department of Education- <a href="https://www.education.ne.gov/">https://www.education.ne.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>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.</b></p> <p><b>Education Requirements</b></p> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• Prior completion of a bachelor's degree and a state-approved teacher preparation program (which also implies completion of the state's human relations course requirement and special education course requirement)</li> <li>• Completion of a state-approved master's degree administrative preparation program of at least two years in duration. This program must consist of at least 36 graduate semester hours.</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Prior completion of a bachelor's degree and a state-approved teacher preparation program (which also implies completion of the state's human relations course requirement and special education course requirement)</li> <li>• Completion of a state-approved specialist or doctoral degree administrative preparation program of at least 60 graduate semester hours</li> </ul> <p>Examinations:</p> <ul style="list-style-type: none"> <li>• You must have passed the Praxis I Basic Skills exam prior to applying for an administrative certificate for either principal or superintendent positions.</li> </ul> <p><b>Experience Requirements:</b></p> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• Must have a valid Nebraska teaching certificate and two years of teaching experience</li> <li>• Must complete an internship of 250 clock hours in an administrative capacity in elementary, middle, or secondary schools</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Must have a valid Nebraska teaching or administrative certificate and two years of teaching experience</li> <li>• Must complete a one-semester practicum in an administrative capacity in an approved school system.</li> </ul> <p><b>Document and Application Requirements:</b></p> <ul style="list-style-type: none"> <li>• Along with your online application for an administrative certificate, please submit:</li> <li>• Institutional Verification forms for both your teaching program and administrative program</li> <li>• Verification of Employment Experience form</li> <li>• Official transcripts from all colleges attended</li> <li>• Official score report from your Praxis I exam</li> </ul>
Nevada	<p>Nevada Department of Education- <a href="http://www.doe.nv.gov/">http://www.doe.nv.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>The Nevada Department of Education offers an Administrator endorsement to qualified applicants who already hold a Nevada teaching license and wish to become elementary or secondary school principals, vice principals, superintendents, associate superintendents, or assistant superintendents. You must hold a Nevada teaching license and have at least three years of teaching experience</p>
New Hampshire	<p>New Hampshire Department of Education - <a href="https://www.education.nh.gov/">https://www.education.nh.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>May apply via Alternative 2 if you have Completed an approved educator preparation program outside of NH.</p>
New Jersey	<p>New Jersey Department of Education -<a href="https://www.nj.gov/education/">https://www.nj.gov/education/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>All candidates for administrative and supervisory certification, except as indicated in N.J.A.C. 6A:9B-12.7, must hold a master's or higher degree from a regionally accredited college or university. The following administrative endorsements are available:  6A:9B-12.4 School administrator</p>

	<p>6A:9B-12.5 Principal  6A:9B-12.6 Supervisor (Standard only)  6A:9B-12.7 School business administrator</p>
New Mexico	<p>New Mexico Public Education Department - <a href="https://webnew.ped.state.nm.us/">https://webnew.ped.state.nm.us/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i>  *New Mexico has reciprocity as long as the applicant's program meets NMAC criteria which can be found in 6.69.4.10 NMAC <a href="http://164.64.110.134/parts/title06/06.060.0004.html">http://164.64.110.134/parts/title06/06.060.0004.html</a>  <b>Criteria for Persons seeking reciprocal administrative licensure shall meet the following requirements:</b></p> <ol style="list-style-type: none"> <li>(1) hold a master's degree or higher degree from a regionally accredited or PED approved college or university; and</li> <li>(2) hold a valid administrator's license or licenses issued by a state education agency or department of defense dependent schools or foreign country;</li> <li>(3) have completed a regionally accredited college or university education administrator preparation program approved in another state or accepted by the PED;</li> <li>(4) provide on a form acceptable to the PED, evidence of having satisfactorily worked in any state or foreign country or combination of other states or countries other than New Mexico for at least six (6) full school years as a teacher at any time preceding their application for New Mexico licensure in education administration, or having worked in any state or foreign country or combination of other states or countries other than New Mexico for six (6) full school years either as a teacher or administrator with at least three (3) full school years of experience as a teacher at any time preceding their application for New Mexico licensure in education administration.</li> </ol>
New York	<p>New York State Department of Education - <a href="http://www.nysed.gov/">http://www.nysed.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement are eligible for this home state's certification as administrators in comparative certification areas.</i></p>
North Carolina	<p>Public Schools of North Carolina - <a href="http://www.ncpublicschools.org/">http://www.ncpublicschools.org/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i>  <b>School Administrator - Superintendent</b>  Note: Eligibility to serve as a superintendent must be verified by the State Board of Education prior to election by a local board of education.</p> <ul style="list-style-type: none"> <li>• Minimum of one year of experience (or the equivalent) as a principal.</li> <li>• Advanced graduate level (sixth-year degree) in school administration.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• At least a bachelor's degree from a regionally accredited college or university and five years leadership or managerial experience considered relevant by the employing local board of education.</li> </ul> <p><b>School Administrator - Principal</b></p> <ul style="list-style-type: none"> <li>• Completion of an approved program in school administration at the master's level or above.</li> <li>• No provisional principal's licenses are issued for service as a principal.</li> </ul> <p><b>School Administrator - Assistant Principal</b></p> <ul style="list-style-type: none"> <li>• Completion of an approved program in school administration at the master's level or above.</li> <li>• Provisional principal's licenses are issued for service as an assistant principal if the local board determines there is a shortage of individuals with principal licensure.</li> <li>• Affiliation with a master's school administrator program must occur before the expiration of the provisional license. Provisional principal licenses shall be issued for three school years during which time program requirements must be met.</li> </ul>
North Dakota	<p>North Dakota Department of Public Instruction - <a href="https://www.nd.gov/dpi/">https://www.nd.gov/dpi/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i>  The North Dakota Department of Public Instruction issues administrator licenses in Educational Leadership for those who wish to pursue administration positions in North Dakota schools. Credentials are available at the Elementary and Secondary level (i.e., for Principals) and at the Superintendent level.  <b>Education Requirements</b>  <b>Provisional Credential – Principal:</b></p> <ul style="list-style-type: none"> <li>• You must have completed at least 8 hours of graduate coursework in a master's degree state-approved program in educational administration</li> <li>• You have two years to complete the educational administration program while working as a principal under a Provisional Credential</li> </ul> <p><b>Level II Professional Credential – Principal:</b></p> <ul style="list-style-type: none"> <li>• You must have completed at least 20 hours of graduate coursework in a master's degree state-approved program in educational administration, as follows: <ul style="list-style-type: none"> <li>○ Planning, organizational behavior and leadership in education</li> <li>○ Organizational structure and educational law</li> <li>○ Staff development, supervision and personnel.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Learning theory, curriculum and instruction</li> <li>○ Educational finance and policy</li> <li>○ Administration of the elementary/secondary school</li> <li>○ Elementary /Secondary school curriculum</li> </ul> <p><b>Level I Professional Credential – Principal- you must have one of the following degrees:</b></p> <ul style="list-style-type: none"> <li>● Master’s degree in educational administration with coursework specific to the grade level you seek the credential for (i.e., elementary or secondary)</li> <li>● Master’s degree with a major in which the Education Standards and Practices Board (ESPB) offers licensure/endorsement</li> <li>● Coursework for either degree must include all of the above areas in Level II plus: <ul style="list-style-type: none"> <li>○ Theory and practice of administration and leadership</li> <li>○ Political and legal foundations of education</li> <li>○ Research, analysis, statistics and writing</li> <li>○ Educational foundations, curriculum, and instruction</li> <li>○ Information systems for instruction and management</li> </ul> </li> </ul> <p><b>Provisional Superintendent Credential:</b></p> <ul style="list-style-type: none"> <li>● Issued if you already have a Principal Credential but lack the necessary coursework for the Professional Superintendent Credential</li> <li>● You must complete the educational requirements for Professional Superintendent Credential while working under a Provisional Superintendent Credential.</li> </ul> <p><b>Professional Superintendent Credential:</b></p> <ul style="list-style-type: none"> <li>● You must have completed the educational requirements necessary for a Level I Professional Principal Credential</li> <li>● You must also have completed at least 8 additional hours of graduate coursework specific to superintendents, as follows: <ul style="list-style-type: none"> <li>○ Seminar in superintendency</li> <li>○ Advanced school law</li> <li>○ Advanced finance, revenue and business management</li> <li>○ Facilities/facilities planning</li> <li>○ Personnel administration</li> <li>○ Politics, community relations and policy</li> </ul> </li> </ul> <p><b>Examinations:</b></p> <ul style="list-style-type: none"> <li>● No examinations are required for administrative licenses and credentials in North Dakota. However, since all positions require that you first have a teaching license, it is assumed that you have passed the Praxis I Basic Skills exam and the Praxis II exam for your area of licensure.</li> </ul> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>● For all of these credentials, you must have at least three years of teaching or administrative experience (or a combination thereof) in North Dakota schools under an active North Dakota educator’s license. Additionally, to receive the Professional Superintendent Credential, you must have two more years of administrative experience in North Dakota schools as an elementary or secondary principal, a central office administrator, or an administrator of an approved school with a 12-year program; along with field experience (internship) as a superintendent.</li> </ul>
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Ohio	<p>Ohio Department of Education - <a href="http://education.ohio.gov/">http://education.ohio.gov/</a></p> <p><i>Mercy College’s Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State’s certification requirements for an administrator endorsement may be eligible for this home state’s certification as administrators in comparative certification areas.</i></p> <p>Ohio requires the successful completion of an educational leadership exam for all administrator licenses.</p> <p><b>Principal:</b> If you have a master’s degree and have completed an approved principal preparation program through an accredited college/university, you may apply for the professional principal license.</p> <ul style="list-style-type: none"> <li>● Work experience: You must have at least two years of successful teaching experience under a standard or professional teaching license (or work experience under a professional pupil services license) in the grade level(s) you request for your principal license. You may choose from the following grade levels for a principal license based upon work experience: <ul style="list-style-type: none"> <li>● Grades PreK-6</li> <li>● Grades 4-9</li> <li>● Grades 5-12</li> </ul> </li> </ul> <p><b>Administrative Specialist:</b> If you have a master’s degree and have completed an approved licensure program for the specified area, you may apply for the professional administrative specialist license.</p> <ul style="list-style-type: none"> <li>● Work experience: You must have at least two years of successful teaching experience under a professional teaching license (except for the Pupil Services Administration license, which requires two years of experience under a professional pupil services license). You may choose from the following specialty areas for a professional administrative specialist license: <ul style="list-style-type: none"> <li>● Educational Research</li> <li>● Educational Staff Personnel Administration</li> <li>● Curriculum, Instruction and Professional Development</li> <li>● Pupil Services Administration</li> <li>● School-Community Relations</li> <li>● Career-Technical Education Administration</li> </ul> </li> </ul> <p><b>Superintendent:</b> If you have a master’s degree, hold a principal or administrative specialist license and have completed an approved</p>
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	<p>preparation program for superintendents through an accredited college/university, you may apply for the professional superintendent license.</p> <ul style="list-style-type: none"> <li>• Work experience: You must have at least three years of successful work experience under a professional principal or administrative specialist license.</li> </ul>
Oklahoma	<p>Oklahoma State Department of Education - <a href="https://sde.ok.gov/">https://sde.ok.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Experience Requirements:</b>  <b>Principal:</b> You must have at least two years of teaching experience in an Oklahoma public or private school under a Standard Certificate.  <b>Superintendent:</b> 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.)</p> <p><b>Examinations</b>  <b>Principal:</b> You must pass the Principal Oklahoma Subject Area Test (OSAT).  <b>Superintendent:</b> You must pass the Superintendent Oklahoma Subject Area Test (OSAT).</p>
Oregon	<p>Oregon Department of Education - <a href="https://www.oregon.gov/ode/Pages/default.aspx">https://www.oregon.gov/ode/Pages/default.aspx</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Reciprocal Administrator License:</b> 18-month term of license          For Administrators prepared outside of Oregon and holding full licensure in another state or country</p> <ul style="list-style-type: none"> <li>• Must hold an active and valid administrator license from that state or country</li> <li>• Out of state preparation and licensure will be evaluated at the time of application for equivalency with Oregon's Principal or Professional Administrator Licensure.</li> </ul> <p>Before the expiration of your Reciprocal Administrator License, you must qualify for a first-time Principal License or Professional Administrator License to maintain an administrator position. As part of the requirements, you must:</p> <ul style="list-style-type: none"> <li>• Pass the required Protecting Student and Civil Rights in the Educational Environment exam</li> <li>• Complete course on Oregon School Law and Finance or demonstrate equivalent competency.</li> </ul>
Pennsylvania	<p>Pennsylvania Department of Education - <a href="https://www.education.pa.gov/Pages/default.aspx">https://www.education.pa.gov/Pages/default.aspx</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• Obtain all official transcripts (bachelors and beyond) in college-sealed, unopened envelopes. A bachelor's degree from a nationally accredited college/university is a base requirement for certification. Transcripts will be used to verify:             <ul style="list-style-type: none"> <li>○ Bachelor's degree conferral</li> <li>○ Graduate-level certification program completion</li> <li>○ 3.0 program GPA</li> <li>○ Practicum or field experience</li> </ul> </li> <li>• Obtain a copy of your state certificate/license comparable to the PA certificate you are seeking if held.</li> <li>• Obtain a completed Education Preparation Program Verification Form, PDE338A as proof of completion of a state approved graduate level certification preparation program.</li> <li>• Obtain proof of the required experience by having the Verification of Experience Form PDE338V completed by your current/previous employers. Submit one form for each employer as proof of completion of required experience. Pennsylvania public school experience will be verified electronically through TIMS, PA's online certification application system.</li> <li>• Confirm that the required content area test score has been reported to PDE directly from the test administrator. For test information, refer to the Certification Test and Score Requirements spreadsheet. A test taken for another state can be accepted ONLY if it is the exact test required in PA. You must meet the PA qualifying score.</li> </ul>
Puerto Rico	<p>Puerto Rico Department of Education – <a href="https://www.de.pr.gov/">https://www.de.pr.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement are eligible for this home state's certification as administrators in comparative certification areas. Prior to enrollment, candidates should contact their home state's department of education to determine if Mercy College's Education Administration programs will fully meet their home state's requirements for certification, licensure, or otherwise advancing a student's internship credentials prior to enrollment.</i></p>
Rhode Island	<p>Rhode Island Department of Education - <a href="https://www.ride.ri.gov/">https://www.ride.ri.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Building Level Administrator Certificate:</b> available through reciprocity</p> <ul style="list-style-type: none"> <li>- Valid in PK-12 Public Schools</li> <li>- EXPERIENCE: 3 years of documented PK -12 professional experience</li> <li>- CRITERIA: Advanced degree from a regionally accredited institution, Completion of a 300 hour internship, Has</li> </ul>

	<p>demonstrated content competencies as prescribed by the appropriate RIDE approved national professional associations</p> <ul style="list-style-type: none"> <li>- Must pass the School Leader Licensure Assessment (6990) with a score of 151</li> </ul> <p><b>District Level Administrator – Curriculum, Instruction, and Assessment:</b> available through reciprocity</p> <ul style="list-style-type: none"> <li>- Valid in PK-12 RI public schools</li> <li>- CERTIFICATE: Hold a Building Level Administrator (12001)</li> <li>- CRITERIA: Advanced degree from a regionally accredited institution, Has demonstrated content competencies as prescribed by the appropriate RIDE approved national professional associations</li> </ul> <p><b>District Level Administrator Special Education</b> – available through reciprocity</p> <ul style="list-style-type: none"> <li>- Valid in PK-12 RI public schools</li> <li>- EXPERIENCE: 3 years professional education experience in teaching Special Education, as a Speech and Language Pathologist, as a School Social Worker, or as a School Psychologist</li> <li>- OTHER CRITERIA: Holds an advanced degree from a regionally accredited institution; Has demonstrated the professional competencies of the Rhode Island Standards for Educational Leadership (RISEL) with an emphasis on the content required of a District Level Special Education Administrator; Has demonstrated content competencies as prescribed by the appropriate RIDE approved national professional associations</li> </ul> <p><b>School Business Administrator</b> – available through reciprocity</p> <ul style="list-style-type: none"> <li>- Valid in PK-12 RI public schools</li> <li>- EXPERIENCE: 3 years of professional experience in financial management or school business operations</li> <li>- CRITERIA: Bachelor's degree from a regionally accredited institution, Demonstration of meeting the Professional Competencies of the Rhode Island Standards for Educational Leadership (RISEL)</li> </ul> <p><b>Superintendent of School</b> – available through reciprocity</p> <ul style="list-style-type: none"> <li>- Valid in PK-12 RI public schools</li> <li>- CERTIFICATE: Building Level Administrator (12001) or significant leadership experience in organizations other than schools</li> <li>- CRITERIA: Advanced degree from a regionally accredited institution, Demonstration of meeting the Professional Competencies of the Rhode Island Standards for Educational Leadership (RISEL)</li> <li>- Must pass the School Superintendent Assessment (6021) with a score of 160</li> </ul>
South Carolina	<p>South Carolina Department of Education - <a href="https://ed.sc.gov/">https://ed.sc.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Education Requirements</b></p> <p><b>Elementary School Principal &amp; Supervisor – Tier 1:</b></p> <ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Completion of an advanced state-approved program for the training of elementary principals and supervisors</li> </ul> <p><b>Elementary School Principal &amp; Supervisor – Tier 2:</b></p> <ul style="list-style-type: none"> <li>• Complete the Principal Induction Program in your first year as an elementary principal</li> </ul> <p><b>Secondary School Principal &amp; Supervisor- Tier 1:</b></p> <ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Completion of an advanced state-approved program for the training of secondary principals and supervisors</li> </ul> <p><b>Secondary School Principal &amp; Supervisor- Tier 2:</b></p> <ul style="list-style-type: none"> <li>• Complete the Principal Induction Program in your first year as a secondary principal</li> </ul> <p><b>District Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Completion of an advanced state-approved program for the training of school superintendents</li> </ul> <p><b>Experience Requirements</b></p> <p><b>Elementary School Principal &amp; Supervisor- Tier 1:</b></p> <ul style="list-style-type: none"> <li>• Valid South Carolina Professional Teaching Certificate at the elementary level</li> <li>• Three years of teaching experience in grades PK-8</li> </ul> <p><b>Secondary School Principal &amp; Supervisor- Tier 1:</b></p> <ul style="list-style-type: none"> <li>• Valid South Carolina Professional Teaching Certificate at the secondary level</li> <li>• Three years of teaching experience in grades 7-12</li> </ul> <p><b>District Superintendent:</b></p> <ul style="list-style-type: none"> <li>• Valid South Carolina Professional Teaching Certificate at the elementary, middle or secondary level</li> <li>• Three years of experience as a PK-12 or post-secondary teacher</li> <li>• Two years of experience as a school administrator, school district administrator, post secondary administrator, or school business administrator</li> </ul>
South Dakota	<p>South Dakota Department of Education - <a href="https://doe.sd.gov/">https://doe.sd.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>The South Dakota Department of Education issues Administrative Certificates to applicants who meet qualifications for the following areas: PK-12 Principal, P-8 Elementary Principal, 7-12 Secondary Principal, and P-12 Career School Superintendent. Endorsements in these areas are also possible if you meet qualifications.</p> <p><b>Education Requirements</b></p> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• You must have a minimum of a master's degree and complete a state-approved program for school principal preparation</li> </ul>

	<p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>You must have an education specialist or doctoral degree and complete a state-approved program for career school superintendent preparation (currently only at one school); OR</li> <li>You must have a master's degree and 15 graduate semester hours of courses in state-approved school superintendent preparation programs.</li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>For both Principal and Superintendent Certifications, you must pass the Praxis II Educational Leadership: Administration and Supervision exam.</li> </ul> <p><b>Experience Requirements</b></p> <p>Principal:</p> <ul style="list-style-type: none"> <li>You must have three years of school experience specific to the grade level in which you wish to become a principal (i.e., PK-12, P-8 or 7-12) with at least one of those years consisting of classroom teaching experience</li> <li>You must also complete an internship within your principal preparation program, with time spent in at least two of the following levels: elementary school, middle school or secondary school</li> </ul> <p><b>Superintendent:</b></p> <ul style="list-style-type: none"> <li>You must have three years of school experience within grades PK-12 with at least one of those years consisting of classroom teaching experience</li> <li>You must also participate in an internship in your school superintendent preparation program, including all job responsibilities of a school superintendent</li> </ul>
Tennessee	<p>Tennessee Department of Education - <a href="https://www.tn.gov/education.html">https://www.tn.gov/education.html</a></p> <p><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>There are two levels of administrative licenses issued by the Tennessee Department of Education. The Instructional Leadership License – Beginning (ILL-B) is the initial administrative license issued, while the Instructional Leadership License-Professional (ILL-P) is the advanced administrative license, earned after you have at least three years of work experience under the ILL-B and have completed the necessary professional development activities for school leaders.</p> <p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>In order to receive the ILL-B, you must complete a state-approved master's degree program in school administration and supervision/educational leadership.</li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>You must pass the Praxis II School Leaders Licensure Assessment to earn the ILL-B.</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>You must hold a valid Tennessee education license and have at least three years of education experience. You must also complete an internship during your program in school administration and supervision.</li> </ul> <p><b>Documents and Application Requirements</b></p> <ul style="list-style-type: none"> <li>Once you have met application requirements, download the Application for Administrator License. Mail it to the Tennessee Department of Education, along with having the Dean of Education and Certification of your college/university program complete Option 1 on Page 2 of the application.</li> </ul>
Texas	<p>Texas Education Agency - <a href="https://tea.texas.gov/">https://tea.texas.gov/</a></p> <p><i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>*To be exempt from Texas State certification test must have proof of: Administrator and student service certificates: 2 academic years of verifiable, wage-earning, full-time experience in the certificate area. May also submit tests that were required for certification in applicant's state. If the applicant is not exempt from Texas certification test but granted a 1 year certificate, the applicant must take and pass any necessary tests. *</p> <p>If you hold a student services or administration certificate but do not hold a classroom teaching certificate, you will need to submit documentation of two years of acceptable school experience in the area of your certification. Applications are reviewed on an individual basis. If applicant is granted reciprocity, they will receive a one year non-renewable certificate. Once the year is up they must apply for a standard certificate.</p> <p>Requirements for certificates:</p> <p><b>Principal</b></p> <p>There are five requirements to obtain a Principal certificate.</p> <ul style="list-style-type: none"> <li>must hold a master's degree from a university that is accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board (THECB) (outside source) <ul style="list-style-type: none"> <li>U.S. Department of Education Database for Accredited Colleges and Universities (outside source)</li> </ul> </li> <li>hold a valid classroom teaching certificate</li> <li>have two years of creditable teaching experience as a classroom teacher</li> <li>successfully complete an approved principal educator preparation program</li> <li>successfully complete the required exam</li> </ul> <p>TEA is redesigning Texas' principal certification standards and corresponding tests. For more information, visit the Principal Certification Redesign homepage.</p> <p><b>Superintendent</b></p>



	<p>There are four requirements to obtain a Superintendent certificate.</p> <ul style="list-style-type: none"> <li>● must hold a master's degree from a university that is accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board (outside source) <ul style="list-style-type: none"> <li>● U.S. Department of Education Database for Accredited Colleges and Universities (outside source)</li> </ul> </li> <li>● hold a Principal certificate or the equivalent issued by the TEA, another state or country or,</li> <li>● completed the superintendent certificate application (PDF, 314 KB) and been approved by the TEA to substitute managerial experience in lieu of a principal certificate</li> <li>● successfully complete an approved superintendent educator preparation program</li> <li>● successfully complete the required exam</li> </ul>
Utah	<p>Utah State Board of Education- <a href="https://www.schools.utah.gov/">https://www.schools.utah.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>● Candidates for administrative concentrations in Utah must already hold their Level 2 Teaching Licenses (if you are a teacher with a Level 1 Teaching License, see Utah Teacher Certification Renewal).</li> <li>● In order to obtain an administrative license area of concentration, candidates must obtain master's degrees in education, in addition to completing an administrator preparation program. During their preparation programs, potential administrators study management concepts, learning what kinds of skills they need to effectively communicate with staff, develop school-wide programs, and lead in times of crisis.</li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>● To be eligible for an administrative concentration, candidates must pass one of two examinations. The Educational Leadership: Administration and Supervision exam covers curriculum design and instruction improvement for potential administrators. This exam tests a candidate's knowledge of staff development and program implementation, in addition to group leadership skills. The Utah State Office of Education requires candidates to receive a score of 151 to be eligible for certification.</li> <li>● Candidates may also complete the School Leaders Licensure Assessment to earn certification. This test examines a candidate's knowledge of organizational and education systems, asking them to outline their visions and goals for a school. Candidates must earn scores of at least 163 to pass certification requirements.</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>● In order to become administrators, candidates must have completed at least three years of experience as professional teachers. Additionally, candidates must complete administrative internships to qualify.</li> <li>● Utah standards dictate that administrative candidates complete a minimum of 450 hours of supervised administrative experience. During their internships, candidates for certification gain first-hand experience in administrative positions at both elementary and secondary school levels.</li> </ul>
Vermont	<p>Vermont Agency of Education - <a href="https://education.vermont.gov/">https://education.vermont.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>● Those seeking an endorsement as a principal must hold at least master's degrees and demonstrate competence in the following areas: <ul style="list-style-type: none"> <li>○ Fundamentals of Educational Administration/Leadership</li> <li>○ School Law</li> <li>○ School Finance or School Business Management</li> <li>○ Staff Evaluation/Development</li> <li>○ Curriculum Management</li> <li>○ School/Community Relations</li> <li>○ Candidates must complete 18 credit hours in these areas to be considered for an endorsement as a principal.</li> </ul> </li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>● Currently, candidates seeking initial Vermont licensure as an administrator only need to complete the PRAXIS Core Academic Skills Tests. The PRAXIS I tests consist of examinations in reading, writing, and mathematics, measuring a candidates basic skill set.</li> <li>● Candidates must receive scores of 177 on Reading, 174 on Writing, and 175 on Mathematics to be considered for certification.</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>● In order to become earn a principal endorsement, candidates must complete at least three years of experience as a PreK-12 teacher.</li> </ul> <p><b>Document and Application Requirements</b></p> <ul style="list-style-type: none"> <li>● Initial administration license seekers should complete an Initial Educator Application.</li> <li>● During the application process, candidates must designate they are seeking an administrative principal endorsement.</li> <li>● Applicants should include all transcripts and documentation of coursework completed toward their administrative licenses with their application packets.</li> </ul>

Virginia	<p>Virginia Department of Education - <a href="http://www.doe.virginia.gov/">http://www.doe.virginia.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>The Virginia Department of Education (DOE) (<a href="http://www.doe.virginia.gov/teaching/licensure/index.shtml">http://www.doe.virginia.gov/teaching/licensure/index.shtml</a> ) requires all candidates for administrator endorsement to earn Master's degrees from accredited universities and complete approved administrator preparation programs.</li> </ul> <p><b>Examinations</b></p> <ul style="list-style-type: none"> <li>Candidates seeking endorsement as a school administrator must complete the School Leadership Licensure Assessment (SLLA). The SLLA determines whether or not an entry-level administrator is fully prepared to reflect the vision and goals of a school through multiple-choice testing.</li> <li>The DOE requires candidates to earn a score of at least 163 to be eligible for the administrative endorsement.</li> </ul> <p><b>Experience Requirements</b></p> <ul style="list-style-type: none"> <li>Virginia Licensure Regulations state that candidates seeking certification as administrators must have completed three years experience as a teacher. This ensures that school administrators have a full understanding of a school's atmosphere, and is able to relate to the faculty they will one day lead.</li> <li>During their administration preparation programs, candidates also complete administrative internships that take place in a variety of different kinds of schools. Candidates must have completed a minimum of 320 hours focused on instructional leadership and school structure.</li> </ul>
Washington	<p>Office of Superintendent of Public Instruction- <a href="https://www.k12.wa.us/">https://www.k12.wa.us/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas. Prior to enrollment, candidates should contact their home state's department of education to determine if Mercy College's Education Administration programs will fully meet their home state's requirements for certification, licensure, or otherwise advancing a student's internship credentials prior to enrollment.</i></p> <p><b>Residency Principal or Program Administrator</b> - Select this if you completed an administrator preparation program or hold or have held a full administrator certificate in another state with at least three years of out-of-state experience in the role.</p> <ul style="list-style-type: none"> <li>The <b>Residency Principal Certificate</b> is for school-level leadership as a principal, assistant principal or vice-principal</li> <li>The <b>Residency Program Administrator Certificate</b> is for district-level leadership roles other than superintendent or assistant superintendent roles, e.g. director level positions. This certificate is not required by the state of Washington to be employed in a program administrator role.</li> <li>Completion of a master's degree. Must submit official transcripts showing degree</li> <li>Completion of a state approved administrator preparation program, or three years of full-time, out of state administrator experience.</li> <li>Submission of fingerprints for a background check is required, if a valid certificate is not already on record</li> <li>Additional Requirements for <b>Principal Certificates</b> Only:</li> <li>Hold or have previously held a regular teacher, educational staff associate or Initial/Continuing CTE Certificate</li> <li>Verification of three years of successful school-based instructional experience in an educational setting</li> </ul> <p><b>Superintendents and Assistant Superintendents:</b></p> <ul style="list-style-type: none"> <li>Completion of a master's degree. Must submit official transcripts showing degree</li> <li>Completion of any state's approved administrator preparation program or three years of full-time, out of state administrator experience in the specific role.</li> <li>Submission of fingerprints for a background check is required, if a valid certificate is not already on record</li> </ul> <p><b>"Initial Superintendent"</b> – apply here if you are applying for your first Superintendent Certificate in the state of Washington</p> <ul style="list-style-type: none"> <li>Completion of a master's degree. Must submit official transcripts showing degrees</li> <li>Completion of a state approved superintendent preparation program or three years of full-time, out of state superintendent experience.</li> <li>Complete the form which applies and submit at the time of application.</li> <li>Hold or have held a valid regular teaching, ESA, principal or program administrator certificate</li> <li>Submission of fingerprints for a background check is required, if a valid certificate is not already on record</li> </ul>
West Virginia	<p>West Virginia Department of Education - <a href="https://wvde.us/">https://wvde.us/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p><b>Education Requirements</b></p> <ul style="list-style-type: none"> <li>WV requires administrative candidates to complete an administrator preparation program from an accredited college or university.</li> <li>Candidates must complete their administrative preparation programs with a minimum GPA of 3.0 to be considered for certification.</li> </ul> <p>Candidates who currently hold a valid administrative license in another state may also be considered if they have three years of managerial or teacher experience, and have completed the Evaluation Leadership Institute program.</p> <p><b>Examination Requirements</b></p> <ul style="list-style-type: none"> <li>In order to be considered for administrative certification in West Virginia, candidates must receive a score of at least 141 on the</li> </ul>

	<p>PRAXIS Educational Leadership: Administration and Supervision exam.</p> <ul style="list-style-type: none"> <li>• Additionally, all license seekers must pass the PRAXIS I Pre-Professional Skills Test in reading, mathematics, and writing.</li> </ul>
Wisconsin	<p>Wisconsin Department of Public Instruction - <a href="https://dpi.wi.gov/">https://dpi.wi.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <p>People who fit this out-of-state pathway profile have completed a state-approved educator preparation program at an accredited institution of higher education headquartered outside Wisconsin. They have also completed the testing requirements of that state and are eligible for licensure in that state. Candidates should apply for the Wisconsin license that most closely matches their out-of-state license. Upon application, a review will be completed to determine comparability with Wisconsin preparation, testing, and statutory requirements. The following are administrative codes for the state of Wisconsin:</p> <p>Subchapter VIII — Administration Areas</p> <p>PI 34.066 Principal.  PI 34.067 District administrator.  PI 34.068 Director of instruction.  PI 34.069 Director of special education and pupil services.  PI 34.070 Reading specialist.  PI 34.071 School business administrator.  PI 34.072 Program coordinator.</p>
Wyoming	<p>Wyoming Department of Education - <a href="https://edu.wyoming.gov/">https://edu.wyoming.gov/</a>  <i>Mercy College's Education Administration programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP). Graduates of these programs who successfully complete New York State's certification requirements for an administrator endorsement may be eligible for this home state's certification as administrators in comparative certification areas.</i></p> <ul style="list-style-type: none"> <li>• To be eligible for an administrator's endorsement in Wyoming, candidates must already possess a Wyoming teaching license.</li> <li>• In Wyoming, administration candidates must complete an approved educational leadership program from a nationally or regionally accredited college or university.</li> <li>• A candidate's approved educational leadership program must lead to an Institutional Recommendation in Educational leadership, Educational Administrator, or School Principal for candidates to be eligible for school administration.</li> </ul>

#### 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 [www.nystce.nesinc.com](http://www.nystce.nesinc.com) External Link Icon .

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