



INITIAL AND RESIDENCY CERTIFICATE REQUIREMENTS for ADMINISTRATIVE CERTIFICATION

INITIAL/RESIDENCY CERTIFICATE REQUIREMENTS

MATERIALS WHICH MUST BE ON FILE AT THE INSTITUTION PRIOR TO RECOMMENDATION FOR A CERTIFICATE

RESIDENCY PRINCIPAL

Holds or has held a teaching or ESA certificate (from Washington or another state).

A state approved program of preparation for the principalship.

A master's degree.

Successful school-based experience in an instructional role with students.

Copy of a regular teaching certificate or ESA certificate.

Completed application for an administrative certificate.

Official transcript of the completed administrative program and master's degree.

Verification of school-based experience.

Receipt for \$35.00 fee payment.

Verification of good moral character and personal fitness.*

RESIDENCY PROGRAM ADMINISTRATOR

A state approved program of preparation for the program administrator.

A master's degree.

Completed application for an administrative certificate.

Official transcript of the completed administrative program, master's degree, and post BA study.

Receipt for \$35.00 fee payment.

Verification of good moral character and personal fitness.*

INITIAL SUPERINTENDENT

A valid teaching, program administrator, principal, or educational staff associate certificate.

A state approved preparation program for the superintendency.

A master's degree.

45 quarter hours (30 semester hours) of graduate level coursework in education completed after the baccalaureate degree.

Copy of a valid, regular teaching, program administrator, principal, or educational staff associate certificate.

Completed application for an administrative certificate.

Official transcript of the completed administrative program, master's degree, and post BA degree study.

Receipt for \$35.00 fee payment.

Verification of good moral character and personal fitness.*

*Required only if applicant does not hold a valid Washington certificate at the time of application.



CONTINUING CERTIFICATE REQUIREMENTS for ADMINISTRATIVE CERTIFICATION

CONTINUING CERTIFICATE REQUIREMENTS

MATERIALS WHICH MUST BE ON FILE AT THE INSTITUTION PRIOR TO RECOMMENDATION FOR A CERTIFICATE

PRINCIPAL

Completion of all requirements for initial certification. Must hold a valid initial principal's certificate.

A master's degree.

15 quarter hours (10 semester hours) or 150 clock hours of post-initial level study (in consultation with and approved by employer) based on performance domains (for applicants not holding a valid initial certificate issued prior to August 31, 1998).

180 days of service as a principal, vice principal, or assistant principal, 30 days of which must have been in the same school district for individuals who hold a valid initial principal's certificate issued prior to August 31, 1998. All other individuals need three years of service as a principal, vice principal, or assistant principal.

Issues of abuse coursework.

Copy of a regular teaching certificate or ESA certificate.

Completed application for an administrative certificate.

Official transcript of the completed administrative program, master's degree, and post initial certificate study.

Receipt for \$70.00 fee payment.

Verification of administrative experience.

Verification of good moral character and personal fitness.*

PROGRAM ADMINISTRATOR

Completion of all requirements for initial certification. Must hold a valid initial program administrator certificate.

A master's degree.

30 quarter hours (20 semester hours) of graduate level coursework in education completed after the baccalaureate degree.

180 days of service as a program administrator, 30 days of which must have been in the same school district.

Issues of abuse coursework.

Complete application for an administrative certificate.

Official transcript of the completed administrative program, master's degree, and post BA degree study.

Receipt for \$70.00 fee payment.

Verification of administrative experience.

Verification of good moral character and personal fitness.*

SUPERINTENDENT

Completion of all requirements for initial certification. An individual need not hold an initial superintendent's certificate before the continuing.

A master's degree.

60 quarter hours (40 semester hours) of graduate level coursework in education completed after the baccalaureate degree or a doctorate in education.

180 days of service as a superintendent, assistant superintendent, or deputy superintendent, 30 days of which must have been in the same school district.

Issues of abuse coursework.

Copy of a valid, regular teaching, program administrator, principal, or ESA certificate.

Completed application for an administrative certificate.

Official transcript of the completed administrative program, master's degree, and post BA degree study.

Receipt for \$70.00 fee payment.

Verification of administrative experience.

Verification of good moral character and personal fitness.*

*Required only if applicant does not hold a valid Washington certificate at the time of application.