

**Lehman College**  
**School of Education**  
**Advising Worksheet**  
**PROGRAM/CERTIFICATION REQUIREMENTS**  
**Department of Counseling, Leadership, Literacy and Special**  
**Education**

Student \_\_\_\_\_ ID# \_\_\_\_\_

Program: Advanced Certificate 12-15-Credit Extension Program in Educational Leadership  
(leading to NYS certification as a School District Leader)

### **Steps in the Program**

#### **Decision Point 1: Admission to Program**

Applicants must submit the following:

1. A master's degree in educational leadership from an accredited college or university (applicants may be required to take additional leadership courses pending transcript evaluation). (Applicants who possess a master's degree in a related field (e.g., teaching, school counseling, etc.) may be considered, depending on their current or prior leadership experience, as well as their career objectives. Such individuals may be required to take additional leadership courses pending transcript evaluation.)
2. A minimum of 48 graduate credits (applicants may be required to take additional credits to meet minimum credit requirement);
3. A minimum 3.0 (B) grade point average from a completed graduate degree program;
4. New York State initial or professional certification as a School Building Leader or the equivalent;
5. New York State permanent or professional certification in classroom teaching, school counseling, school psychology, or school social work or the equivalent;
6. A minimum of three years of successful N-12 experience as a leader, teacher, counselor, psychologist, or social worker;
7. Three letters of recommendation: at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a district leader, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
8. A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service;
9. A 1000-word essay that discusses the following: a) reasons for wanting to pursue a certification as a school district leader; b) candidate's philosophy on outstanding urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges; and d) brief analysis of a current educational policy, discussing its pros/cons and its impact on urban districts;
10. Candidates who satisfy the preliminary admissions requirements will be invited to a group interview.

#### **Decision Point 2: Enrollment for Student in the Educational Leadership Sequences of Study**

Applicants must meet the following requirements:

1. If conditions were placed on initial matriculation, all conditions must be met by the completion of the first 6 credits;
2. A minimum 3.0 Grade Point Average, a completed internship supervision agreement signed by the region/district internship site supervisor, and permission of the Program Coordinator are required prior to placement in EDL 721 (The Leadership Experience/District Extension); and
3. Demonstrated evidence of ethics, as well as instructional leadership, organizational, administrative, and collaborative skills, through school-based and region/district-based projects.

**Decision Point 3: Exit Requirements**

Applicants must meet the following requirements:

1. Completion of \*12-15 approved graduate credits of study in educational leadership;
2. A minimum Grade Point Average of 3.0 (B);
3. Successful completion of \*200-400 internship hours; and
4. Submission of the culminating electronic program portfolio in EDL 721 (The Leadership Experience/District Extension).
5. The New York State Education Department has made passing the New York State Education Leadership Assessment in SDL a condition of program completion (for SDL programs only as per State regulations). A student enrolled in the Advanced Certificate leading to SDL certification, who does not pass the SDL assessment, can enter what the State has termed a “companion program,” whereby the student can still receive the Advanced Certificate but will not be eligible for SDL certification at that time. The companion program has the same admission requirements, curriculum, and graduation requirements. However, students who do not pass the SDL assessment will not receive New York State SDL certification.

\*(Students who have not completed any leadership internship courses at Lehman College will be required to complete 400 hours (6 credits) of district-level leadership experiences. Therefore, these students will be required to graduate with 15 credits and 400 internship hours.)

**Graduate Courses: Degree Requirements**

See Program Plan (attached).

I have met with this candidate to discuss program/ certification requirements:

\_\_\_\_\_

Program Coordinator \_\_\_\_\_  
 Certification Officer \_\_\_\_\_  
 Other \_\_\_\_\_

I have been advised about the courses that I need to complete my program and certification.

\_\_\_\_\_  
 Candidate

Date: \_\_\_\_\_

Cc: Candidate  
 Department  
 Office of the Dean, School of Education

**Lehman College, CUNY**  
**Department of Counseling, Leadership, Literacy, and Special**  
**Education**

**EDUCATIONAL LEADERSHIP PROGRAM**  
**ADVANCED CERTIFICATE – EXTENSION PROGRAM**  
**SCHOOL DISTRICT LEADER**  
**PROGRAM ADMINISTRATIVE RECORD**

Student \_\_\_\_\_ Advisor \_\_\_\_\_

ID# \_\_\_\_\_ Year of Matriculation \_\_\_\_\_

Address \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail Address \_\_\_\_\_

LUTE     Child Abuse Reporting     Violence Prevention     NYSED

\_\_\_\_\_ Years as a teacher/administrator/supervisor-pupil personnel service provider

\_\_\_\_\_ Number of graduate credits already completed prior to program start

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>SEMESTER TAKEN</b>	<b>COMMENTS</b>
EDL 712	Leading an Effective School District (3 crs.)		Required, Semester 1
EDL 716	Educational Governance, Policy, and Law (3 crs.)		Required, Semester 1
EDL 717	Finance, Operations, and Human Resource Management (3 crs.)		Required, Semester 2
EDL 721	*The Leadership Experience – District/Extension Level (internship/seminar – 200-400 hrs., 3-6 crs.)		Required, Semester 2

*\*Students who have not completed any leadership internship courses at Lehman College will be required to complete 400 hours (6 credits) of district-level leadership experiences. Therefore, these students will be required to register for and complete EDL 721 twice.*

Student's Signature \_\_\_\_\_