



“Preparing Excellent Leaders for Excellent Schools”

Application Packet

Principal Licensure Course Sequence

2013-2014

Program Overview

Application Guidelines

Student Admissions Application

Educational Leadership Program
College of Education, Criminal Justice
and Human Services
University of Cincinnati
PO Box 210022
Cincinnati OH 45221-0022



Overview

The mission of the University of Cincinnati Educational Leadership Program is to prepare excellent leaders for excellent schools and to seek, generate, test, and share new knowledge for the transformation and improvement of the profession. We seek to embody the principles of social justice, caring, diversity, and collaboration in authentic and tangible ways in all aspects of our practice.

The University of Cincinnati's Educational Leadership Program is a course sequence for individuals interested in earning a principal license. This course sequence is **only** available to students who already have a master's degree. The course sequence will be delivered in an entirely online format.

The Principal Licensure course sequence provides graduate study, research, field experience, and career development for all persons who aspire to, or presently hold, educational administrator positions. The principal licensure course sequence meets the requirements for licensure in the State of Ohio (out-of-state check with your state licensing board).

Course Requirements for Licensure:

EDLD 7050	Principal Clinical Internship I (Offered Fall or Spring Only)	3
EDLD 7051	Principal Clinical Internship II (Offered Fall or Spring Only)	3
EDLD 8093	Special Topic: Principal Licensure	1
EDLD 8031	Principles of Curriculum and Data-Driven Decision Making	4
EDLD 8032	Human Resources Administration in Education	3
EDLD 8034	School Finance	3*
EDLD 8035	School Law	3

The Educational Leadership Program is dedicated to serving the diverse, pluralistic leadership needs of all schools, throughout the State of Ohio. We welcome applications from those who would like to be a part of our learning community.

Transfer of Credits (Advanced Standing):

On a case-by-case basis, a student may petition to have graduate credit from an accredited college or university counted as the equivalent of another course in the curriculum and accepted as transfer credit. In such cases, a student will have to supply a course syllabus to ensure that the content in the course taken at another university is equivalent to the content of the course in the principal licensure course sequence curriculum. A course with a similar name or the same name as a course offered at the University of Cincinnati does not necessarily mean that the content of the course is similar enough to accept it as transfer credit to our program. Furthermore, some courses in the principal licensure course sequence curriculum are required and cannot be transferred from another college or university.

Students may transfer up to *9 hours* of graduate credit in *Education* courses from an accredited college or university, although this is clearly viewed as an exception due to licensure and NCATE/CAEP requirements in the 20 hour licensure course sequence. Graduate courses outside of education will not be accepted. Courses taken outside an accredited college or university—such as non-credit professional development—will not be accepted. Only courses with grades of B or higher will be considered for transfer. No credit is given for previous work history. Courses taken more than 5 years prior to a student's date of application to the program will not be accepted as transfer credit.

Application Guidelines

Thank you for your interest in the University of Cincinnati Principal Licensure Course Sequence. Please follow the guidelines listed below as you apply to the program. If you have any questions about the application process or our programs, please feel free to contact John Holbrook at john.holbrook@uc.edu or by phone 513-556-4679.

Step 1 - Educational Leadership Application

1. Student Admissions Application

In this application packet is the Principal Licensure Sequence Application Form. Complete this form and include it in the application materials you send to the Educational Leadership Program.

2. Letter of Application

A letter of application is required for admission to the program. Your letter should be addressed to the Educational Leadership Admissions Committee and should discuss your interest in school administration and your leadership potential. Include your letter of application in the application materials you send to the Educational Leadership program.

3. Professional Resume and License

A professional resume with three references and a copy of your current teaching license should be included in the application materials you send to the Educational Leadership Program.

4. Undergraduate and Graduate Transcripts

Official transcripts of all undergraduate and graduate coursework are required. Transcripts must be sent directly from each institution to the Educational Leadership Program in order to be considered official transcripts. Student copies will not be accepted. These transcripts will be used to audit student coursework that may be transferred in. Please review the guidelines above regarding transfer credit.

5. At Least Two Years of Teaching Experience under a valid teaching license.

6. International Applicants: Submit Official Scores for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) (If Applicable)

- International students are required to submit official TOEFL or IELTS scores for tests taken within the last seven years, prior to the application deadline for the term of the application. These scores must be submitted directly to the program office at the address given in Step 6.
- For more information regarding Graduate School Policies, please visit <http://www.grad.uc.edu/international-services.aspx>
- More information about these tests can be found at www.toefl.org and www.toefl.org/tse/tseindx.html

7. Submission of Application Materials

Applicants to the Principal Licensure Course Sequence should mail the appropriate items listed above to:

EDLD Online Principal Licensure Sequence
ATTN: John Holbrook
University of Cincinnati
CECH – School of Ed
Teachers College 615 Q
P.O. Box 210022
Cincinnati, OH 45221-0022

All application materials are due to the Educational Leadership Program no later than:

December 1st for matriculation in the Spring Semester

April 15th for matriculation in the Summer Semester

July 15th for matriculation in the Fall Semester

STUDENT ADMISSIONS APPLICATION

Principal Licensure Course Sequence

SOCIAL SECURITY NUMBER	NAME	YEAR 2013 - 2014	
ADDRESS		APPLYING FOR <input type="checkbox"/> Principal Licensure Course Sequence entirely Online <input type="checkbox"/>	
CITY	STATE	ZIP	BIRTH DATE (MM / DD / YYYY)
HOME ADDRESS (IF DIFFERENT FROM ABOVE)			HOME PHONE (WITH AREA CODE)
CITY	STATE	ZIP	WORK PHONE (WITH AREA CODE)
PREFERRED E-MAIL ADDRESS			
ARE YOU A RESIDENT OF OHIO? <input type="checkbox"/> Yes <input type="checkbox"/> Kentucky Reciprocity County <input type="checkbox"/> Out of State		ARE YOU A U.S. CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NOT, TYPE OF VISA HELD	
GRADE POINT AVERAGE - UNDERGRADUATE	GRADE POINT AVERAGE - GRADUATE	TOEFL SCORE (if applicable)	
ARE YOU APPLYING FOR FINANCIAL AID? IF YES, PLEASE INDICATE TYPE AND DATE(S) <input type="checkbox"/> Yes <input type="checkbox"/> No			
SIGNATURE OF APPLICANT			DATE