### University of Louisville
College of Education and Human Development
Specialist in Education (Ed.S.) in Educational Administration
(Includes both Principal Certification and Supervisor of Instruction Certification)

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<th>Name</th>
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<th>Education Advising and Student Services</th>
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<td>Address</td>
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<td>College of Education and Human Development</td>
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<tr>
<td>Phone #</td>
<td>Zip</td>
<td>University of Louisville</td>
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<tr>
<td>Student ID#</td>
<td>Other Phone #</td>
<td>Louisville, KY 40292</td>
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<tr>
<td>Email address</td>
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<td>(502) 852-5597</td>
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<td>Advisor</td>
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### CARDS 7 (DEGREE PROGRAM ADMISSION REQUIREMENTS)

- Evidence of bachelor’s and master’s degrees.
- Transcripts of all undergraduate and graduate work.
- General Test Section score on the Graduate Record Examination.
- Signed copies of the following forms:
  - Acceptable Use of Technology Agreement,
- General Test Section score on the Graduate Record Examination of 900 (V + Q).
- 3.3 grade point average from the master’s degree.
- Joint screening by ELFH departmental and school district personnel.
- A written rationale for pursuing the degree. (Limit one page.)
- A current resume.
- Your philosophy of education. (Not to exceed two pages.)
- Two written letters of recommendation attesting to the candidate’s skills and understanding of a) ability to improve student achievement, b) leadership, c) advanced knowledge of curriculum, instruction and assessment. One must be from the current site supervisor.
- Three years successful K-12 teaching experience in Kentucky (including successful completion of the Kentucky Teacher Internship Program) or three years (one year = a minimum of 140 contract days) of successful K-12 teaching experience outside the state of Kentucky.

### COURSE PREFIX | COURSE NUMBER | COURSE TITLE | CREDIT HOURS | TENTATIVE SEMESTER OFFERED | HOURS EARNED | GRADE EARNED
--- | --- | --- | --- | --- | --- | ---
### Level 1
ELFH 633 | Organizational Structures and Operations | 3 |
ELFH 634 | P-12 Leadership For Curriculum, Instruction and Assessment | 3 |
ELFH 635 | P-12 Human Resources: Securing and Developing Staff | 3 |
ELFH 636 | Shaping School Culture and Community | 3 |

**CARDS 8 (Midpoint Assessment):** Satisfactory dispositions assessment. Satisfactory completion of Hallmark/Dimension Assessments in ELFH 633, 634, 635, and 636. Must maintain a GPA of 3.3.

ELFH 637 | Leveraging Community Systems and Resources for School Improvement | 3 |
ELFH 620 | Legal Issues in P-12 Education | 3 |
ELFH 622 | Educational Resource Management in P-12 Education | 3 |
ELFH 782 | Reflective Practice for School Leaders | 3 |

**Total Hours for Level 1** 24

Refer to program completion requirements for Level 1 prior to Level 2.

### Level 2
ELFH 609 | Principal Internship (required course) | 3 |

**Students should select an additional 3 hour course from one of the three options listed below:**

ELFH 720 | Advanced Internship in Leadership | 3 |
Elective | XXX | Elective (TBD by student and advisor – may be a course leading to an additional certification) | 3 |
Elective | XXX | Elective (TBD by student and advisor - course may be outside of the College of Education) | 3 |

**CARDS 9 (Exit Assessment):** Students in the EdS program will be required to complete an exit portfolio in the last semester of the program.

- **Minimum total hours for EdS:** 30
- **Minimum total for Rank I:** 60

(Continue to next page)
DEGREE PROGRAM COMPLETION REQUIREMENTS

1. A grade point average of 3.3 in all courses counting on this program.
2. Successful completion of a capstone in ELFH 782 at the completion of Level 1.
3. Successful completion of a program portfolio at the end of Level 2. Information about the portfolio is found in “Guidelines for Portfolio Completion Requirement,” available from your advisor.

Certification Requirements

1. The Education Professional Standards Board is responsible for issuing and renewing certificates for all Kentucky teachers and administrators. Candidates for principal certification must pass both the SLLA and the KYPT. These tests may be taken during the last semester of course work for Level 1 Principal Certification. Current information about the Kentucky assessment program may be retrieved from www.kyepsb.net/assessment/principaltests.asp.
2. Completion of three (3) years of full-time teaching experience.

*Completion of a Rank I program requires a minimum of 60 hours in an approved program filed before 45 hours are completed. For Rank I purposes, approved graduate hours at the master’s level may be counted to reach 60 hours, though some of those hours may not count for certification. Students seeking Rank I simultaneously with this certification program must complete the appropriate form with the advisor. The advisor must approve electives/unnamed courses.

Program sheet Addendum    Y    N

THIS PROGRAM SHEET MUST BE SIGNED BY THE ADVISOR AND THE STUDENT AND SUBMITTED TO THE EDUCATION ADVISING AND STUDENT SERVICES OFFICE BEFORE THE STUDENT CAN BE ADMITTED TO THIS PROGRAM.