

**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)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_  
Student ID# \_\_\_\_\_  
Email address \_\_\_\_\_  
Advisor \_\_\_\_\_

Education Advising and Student Services  
College of Education and  
Human Development  
University of Louisville  
Louisville, KY 40292  
(502) 852-5597

**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,
  - Professional Code of Ethics for Ky. School Personnel.
- 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
		<b>Level 1</b>				
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			
<b>CARDS 8 (Midpoint Assessment):</b> 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			
<b>Total Hours for Level 1</b>			<b>24</b>			

<b>Refer to program completion requirements for Level 1 prior to Level 2.</b>						
		<b>Level 2</b>				
ELFH	609	Principal Internship (required course)	3			
<b>Students should select an additional 3 hour course from one of the three options listed below:</b>			3			
ELFH	720	Advanced Internship in Leadership				
Elective	XXX	Elective (TBD by student and advisor – may be a course leading to an additional certification)				
Elective	XXX	Elective (TBD by student and advisor - course may be outside of the College of Education)				

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

<b>Minimum total hours for EdS:</b>	<b>30</b>
<b>Minimum total for Rank I</b>	<b>60</b>

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(Continued)

Name \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Degree Program \_\_\_\_\_

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"Guidelines for Portfolio Completion Requirement" received on \_\_\_\_\_

\*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.

**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](http://www.kyepsb.net/assessment/principaltests.asp).
2. Completion of three (3) years of full-time teaching experience.

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.**

Student _____	Date _____	Advisor _____	Date _____
Copy to:            EASS <input type="checkbox"/>	Student <input type="checkbox"/>	Advisor <input type="checkbox"/>	Dept. <input type="checkbox"/>