

College of Education & Health Professions

July 31, 2018

This packet of information is **ONLY** for *current* DOCTORAL STUDENTS AT CSU WHO WISH TO ADD LEADERSHIP CERTIFICATION....

We welcome your interest in Columbus State University's online Master of Education (M.Ed.) in Educational Leadership TIER I Add-on Certification program. Our program is for individuals who hold a teaching certificate, at least a Master's degree, have three years of teaching experience, and are working in a P-12 system.

This M.Ed. Add-on qualifies the successful candidate for Tier I certification for entry-level leadership positions once all GA Professional Standards Commission requirements (GACE, etc.) are met. These positions include P-12 school level positions below the principal and district level positions that do not supervise principals. At present, earning the degree *does not* lead to a pay increase in the state of Georgia.

Courses emphasize student achievement and real-world decision-making processes, critical to the success of the school leader. You will begin with a survey of the principalship and start an internship at a school during your first semester. Internships take place in schools or districts using real data to create and implement plans that work in improving student performance. The internship is continuous throughout the program but broken into 3 different classes – 1 per semester. The program is designed for you to complete the degree in three semesters (12 months) if you follow the program sequence. If you plan on deviating from the sequence, you will need to inform your advisor and Dr. Garretson in advance.

When Can I Begin Taking Classes?**Am I Eligible?****The Application Process****Getting Started****Courses in the Add-on Program****Testing Requirements****Application Forms**

Thank you for your interest in Columbus State University's performance-based educational leadership program. For more information, please contact: Dr. Chris Garretson, program coordinator at garretson_christopher@columbusstate.edu

When Can I Begin Taking Classes?

Contact the Coordinator of the Educational Leadership program, Dr. Garretson at: Garretson_christopher@columbusstate.edu and let him know that you are interested in getting the Add-on while you are in the doctoral program. You can generally start taking classes right away, but you must also get all the required documentation in to him so that we meet GA PSC requirements.

Am I Eligible?

- NOTE for out of state students:

If you live outside the state of Georgia, your state's regulations may limit your distance education options. To find out whether Columbus State University is authorized to deliver specific programs in your state, please email your inquiry to state_authorization@columbusstate.edu. This email address is exclusively for questions regarding state approval of online offerings. Other types of questions should be sent to the academic department offering the online course.

Columbus State University's programs leading to all levels of licensure, endorsement, and professional certification are designed to satisfy the requirements of their respective Georgia organizations governing licensure. CSU does NOT guarantee that these programs will necessarily satisfy the criteria of professional organizations in other states or territories. Programs effected by state licensing requirements may include, but are not limited to, programs in Leadership and Education. Students from outside of Georgia who are considering a professional program should contact the appropriate organization in their state of intended practice *prior to* beginning a course of study.

Follow this link for professional licensure contact information by state for Education Programs - http://www.nasdtec.net/?page=State_Directory

REQUIREMENTS:

- A Master's degree is a pre-requisite for entry into this MEd Add-on Program
- GPA of 3.0 or better in fulfillment of the requirements for your latest degree.
- 3 years of teaching experience and current employment in a P-12 school as a certified teacher.
- An administrative mentor's commitment to work with you (see below)
- 2 Letters of Reference (at least one from a building or system level administrator)
- Ethics Assessment++ IF you are enrolling in this program, you must submit a copy of your Completion Certificate of having taken the GA Ethics for Educational Leadership Assessment Program entry (370) pre-assessment as a condition of enrollment. All candidates seeking Educational Leadership certification in GA will be required to take the Ethics completion assessment (380) and pass it to obtain certification.
- A clear background check. CSU recognizes a combination of a CURRENT copy of your current state teaching certification AND your verification of current employment by your superintendent or designee as adequate proof for a background check.
- Resume

Testing Requirements:

++ Georgia Ethics for Educational Leadership Assessments

Program Entry Assessment (370) : Required for all candidates enrolling in a Tier I program. This pre-assessment is online. Candidates enroll in this assessment through their MYPSC account at www.gapsc.com (Login/registration is at the top right corner of this site.) Out-of-state candidates must create a MYPSC account (same location) for out-of-state educators seeking GA certification. You will receive a Completion Certificate as your proof of this requirement.

Program Exit Assessment (380): Required to be taken and passed by ALL candidates for educational leadership certification in Georgia, generally taken near the end of your Tier I program. Candidates will be recommended as appropriate by CSU and they will register at the appropriate time through MYPSC.

For more information about the tests themselves, go to:

http://gace.ets.org/ethics/about/educational_leadership

GACE

ADDITIONALLY, Candidates for certification must take and pass the **GACE ASSESSMENT FOR EDUCATIONAL LEADERSHIP (301)**. Usually candidates take this test **near the end** or at the end of their Tier I program.

The Application Process

Please submit ALL of the following to the Dr. Chris Garretson, Coordinator of Educational Leadership. There is no application fee involved because you are already enrolled in the doctoral program. Make sure that your name and CSU ID# are legibly and correctly printed on all forms. NOTE: All correspondence with you from this program will be through your CSU email, not your personal or work email.

- Submit the COMPLETED *DOCTORAL STUDENTS Short info form*
- Submit 2 appropriate letters of reference- At least one letter of reference should be from a building level administrator or a system level administrator. Additional references may be provided if desired. (Utilize “Letter of Recommendation Form” provided).
- Submit *Teaching Experience Verification and Mentor form* from your Superintendent or Superintendent’s Central Office designee. (Candidate should keep or receive a copy!)
- A copy of your current clear renewable teaching certificate (& possibly a criminal background check*)
- A copy of your Completion Certificate from the Ga Ethics Educational Leadership Assessment (370) ++
- Resume

Acceptance into the Educational Leadership program.

- Program Coordinator analyzes candidate’s credentials/application and makes a decision on *program* acceptance.
- Candidate is notified by MYCSU email and the candidate’s advisor is notified a day or two later.
- Candidate’s advisor emails candidate (students’ CSU email) with registration materials, etc., within a few days.

Getting Started

This program **REQUIRES** an internship with an administrator certified in Educational Leadership and currently leading a school as your Mentor. His/her leadership certificate number is required by the GA Professional Standards Commission as part of your application for leadership certification. A mentor must be obtained **BEFORE** applying for the leadership program, and the *Teaching Experience Verification and Mentor Form* must be submitted with your application. **You cannot complete the program or become certified without a current licensed administrative mentor.**

After acceptance into the **program**, you will be contacted via your CSU email by a program advisor about registration, etc. **VIA CANDIDATE'S CSU EMAIL**

A TK20 account is required for this program. TK20 is an assessment collection system in which student assessments required for accreditation are collected and stored. The account is valid for a period of seven years. A TK20 account can be purchased directly at <https://columbusstate.tk20.com/> at a cost of \$113.00 (includes a \$3.00 credit card processing fee) or through the CSU Bookstore at a cost of \$132.00 (includes a bookstore handling charge). This cost is current as of May 2018, but it may have gone up at your reading...

Master of Education in Educational Leadership

ADD-ON Program of Study - DOCTORAL

EDUL	6165-3	The Principalship
EDUL	6697-2	Internship for School Leadership
EDUL	6138-3	Continuous Improvement in Schools
EDUL	6128-3	Instructional Strategies for Student Success *
EDUL	6697-2	Internship for School Leadership
EDUL	6185-3	School Law and Ethics **
EDUL	6697-2	Internship for School Leadership
	15 hours	(Sequence varies due to initial semester)

*Course waived for Curriculum track students

**Course waived for Leadership track students

The M.Ed. Add-On Certification qualifies you for consideration for initial leadership positions at the building or district level. At present, earning the degree does not lead to a pay increase in the state of Georgia.

LETTER OF RECOMMENDATION (2 required)
For Admission to Graduate Studies
Educational Leadership Program
College of Education & Health Professions
Columbus State University

TO BE COMPLETED BY THE APPLICANT (print legibly)

Applicant's Name: _____ CSU ID# 909 _____

Address: _____

Telephone Number: _____ Email: _____

School and District employed: _____ City & State _____

Educational Objective:

Non- Degree: TIER I Add-On in EDUCATIONAL LEADERSHIP

Semester applicant is starting the Add-on: Fall / Spring / Summer 20__ (year)

Please Email, Fax, or mail to: Dr. Chris Garretson
Columbus State University,
Frank Brown Hall
1127 Broadway
Columbus, GA 31901
Fax: (706) 565-1458 Email: garretson_christopher@columbusstate.edu

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the referee will be advised of your choice.

Confidential file. I grant permission for this letter of recommendation to be held confidential by Columbus State University

Open file. I retain the choice of having letters of reference available to me

Signature of Applicant

TO BE COMPLETED BY REFEREE

You may wish to make additional comments by letter. If so, please attach your letter to this form so that the department may identify the applicant's choice with respect to the right of access under the Family Educational Rights and Privacy Act. Please note that while the applicant may have waived his/her right of access under the Family Educational Rights and Privacy Act, in some circumstances this letter may be subject to disclosure under the provisions of the Georgia Open Records Act.
Please email, Fax, or mail this recommendation directly to the address/number as noted above.

Code: LETR

1. Knowledge of Applicant:

Approximately how long have you know this applicant? _____

How well do you feel you know the applicant? Casually ____ Well ____ Very Well ____

What was the nature of your contact(s) with the applicant?

____ Colleague ____ Major Advisor ____ Employer ____ Other (Specify) _____

2. Evaluation: In comparison with other leadership candidates who have the same amount of experience and training, I rate this person as follows:

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable To Rate
Knowledge in subject of proposed study					
Ability to grasp new concepts					
Originality, Intellectual creativity					
Mathematical and logical thought					
Written expression					
Oral expression					
Human Relation Skills					
Perseverance toward goals					
Ethical Dispositions					
Potential as an educational leader					

3. Recommendation: Considering this applicant's academic records, special abilities, ambition, and determination, please indicate your recommendation:

Recommend strongly Recommend with reservation
 Recommend Cannot recommend

4. Additional Comments: Please add or attach any comments which you feel will assist in evaluating the applicant's potential to pursue graduate study.

Name of Referee (please print): _____ Date _____

Signature: _____

Title: _____ Organization: _____

City, state, zip code: _____

Phone number (optional): (____) _____ Email: _____

Master in Education (M.Ed.) ADD-ON
Educational Leadership Program Only
Teaching Experience Verification and **Mentor** form

PART A: To Be Completed by the Applicant. Please include signatures.

Applicant's Name _____
Last First Middle Jr., etc.

CSU ID# 909 _____ OR Last 4 digits of Applicant's Social Security Number: _____

Number of Years of Teaching and/or Administrative Experience: _____

Applicant Signature: _____ Date: _____

This program **REQUIRES** an internship with an administrator certified in Educational Leadership and actively engaged in leading a school organization. It is the applicant's responsibility to obtain a site mentor (principal, assistant principal, or district-level personnel) **BEFORE** starting the program, obtain that mentor's information and signature on this form, and submit it to the applicant's district office. It is not possible to complete this program or become certified without an effective and engaged administrative mentor.

Site Mentor* Responsibilities

1. Agree to accept the candidate as a leader intern for a designated time (for a **MINIMUM** total of 250 clock hours required at the Internship location).
2. Meet with the University Representative and candidate intern in order to assist in developing a plan for the Internship including the goals, objectives, and activities that will comprise the Internship. University representative, mentor, and candidate meetings will be held via electronic means through such mediums as Skype or Facetime.
3. Assist university representative in the evaluation of intern performance in administrative activities.
4. Review internship activity logs and verify hours with signature.

***Note:** School or System level site mentors are to be certified in Educational Leadership in the state in which they practice and are to be school leaders actively engaged in the work of educational leadership for school improvement. The Georgia Professional Standards Commission, as of January 2015, requires the **teaching certificate number of the mentor** for educational leadership candidates to be reported on the candidate's certification application.

Mentor Agreement:

Page 2

I agree to act as mentor for _____ during his/her internship with Columbus State University's Educational Leadership Program.

Mentor Name : _____

(As it appears on your Teaching Certificate)

Mentor Signature: _____ **Position:** _____

School: _____ Date: _____

Mentor's Teaching certificate # _____ Certification State: _____

PART B: To Be Completed by Superintendent or Central Office Designee.

1. Please verify the applicant's teaching experience.
2. Please acknowledge by your signature your willingness to allow this applicant and the mentor designated to participate in the Columbus State University Educational Leadership Program.

Superintendent or Central Office Designee

Printed Name: _____

Official Title: _____

Signature: _____ **Date:** _____

School System: _____

City/State: _____

Please return this form to: Dr. Chris Garretson, Coordinator
Columbus State University,
Frank Brown Hall
1127 Broadway
Columbus, GA 31901
Fax: (706) 565-1458 Email: garretson_christopher@columbusstate.edu

Please supply the Applicant with a copy of this form.

For information phone: (706) 565-1450

DOCTORAL STUDENT
TIER I Certification SHORT FORM

Name: _____ CSU ID# 909 - _____

CSU email: _____@columbusstate.edu

Doctoral Track: ___ Curriculum ___ Leadership

Home Address: _____

City: _____ State: _____ Zip: _____

Emergency Phone (home or cell) _____

School and District where employed:

Position: _____ Yrs of Teaching Experience: _____

Site Address, City: _____

Site Phone: _____

Work or home email (emergencies): _____

(All correspondence is through your MYCSU gmail account)

You must be currently employed as a certified teacher with a minimum of 3 years teaching experience to be enrolled in the Tier I Add-on program.

COMPLETE and return via EMAIL to:
Garretson_christopher@columbusstate.edu