

October 2, 2008

Subject: Field-Based Principal's Certification Program

Thank you for your interest in *WSU's Field-Based Principal's Certification Program*. As you will see, our program represents a significant departure from traditional administrative preparation programs. We believe it has significantly improved the preparation of beginning principals in Washington State.

We are currently accepting applications for our cohort of students who will begin their program in 2009. Applicants are encouraged to apply as soon as possible, in order to receive full and timely consideration. Participants will be accepted until the cohort is full. Tuition information can be found at

<http://www.spokane.wsu.edu/students/current/FinancialAid/Index.asp>

For those wishing to pursue a master's or a doctoral degree, it is useful to note that credits earned in the Field-Based Principal's Certification Program are applicable to the Master of Education (Ed.M.) degree or the Educational Doctorate (Ed.D.) degree as appropriate, at Washington State University.

Enclosed you will find the necessary program application materials and instructions for entering WSU. It is important to note that applying for the WSU Field-Based Principal's Certification Program is a two-step process:

- First, you must apply to the WSU Graduate School for acceptance to the university.
- Second, you must apply to the Department of Educational Leadership for acceptance into the certification program.
- Application to a master's or doctoral program requires a separate application packet; contact Kelly LaGrutta, academic coordinator, for advising and materials.

Again, instructions for both application processes are provided on the following page entitled, Checklist and Instructions for Admission Requirements. If you have any questions about our program or the application process, please contact me at (509) 358-7948 or email at jamesh@mail.wsu.edu. You may also contact Kelly LaGrutta at (509) 358-7942, or e-mail at lagrutta@wsu.edu.

Sincerely,

Jim Howard, Program Coordinator
Leaders for Tomorrow's Schools

Checklist and Instructions for Admission Requirements

Submit to the Graduate School:

Graduate School, Washington State University
P. O. Box 641030, French Administration 324, Pullman, WA 99164-1030
(509) 335-6424 (<http://www.gradsch.wsu.edu/>)

Graduate School Application

available online at <http://www.gradsch.wsu.edu/future-students/admission/apply.html>

\$50 application fee

paid with credit card when submitting on-line application

OFFICIAL transcripts from any colleges/universities:

- Where any degrees have been granted or are expected.
- That show the last 60-graded semester (90 quarter) credits of course work
- That show graded graduate level work (including doctoral) taken after the bachelor's degree.
- "Official" transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelopes are NOT considered official.

Transcripts are NOT required for course work taken at WSU.

Submit to the Department of Educational Leadership:

Department of Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210-1495
• Phone (509) 358-7942

1. Field-Based Principal's Certification Program Supplemental Information Form (enclosed)
2. Mentor Commitment Letter
This form should be signed by your principal indicating his or her support and willingness to serve as your mentor. (enclosed)
3. Three WSU Administrative Reference Forms (enclosed) These take the place of the letters of recommendation requested by the graduate school, and should be sent directly to the department at the above address.
 - One from the district superintendent or designee.
 - One from your immediate supervisor if that is someone other than your mentor/principal.
 - One supporting evaluation(s) from an individual/administrator/coworker who is familiar with your work.
4. Copies of currently held certificates

Supplemental Information Form

Submit to the Department of Educational Leadership:

Department of Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210 • Phone (509) 358-7942

Semester/year that you wish to begin: _____
Name: _____
Home Address: _____
City, State, Zip _____
Home Phone: _____
E-mail address: _____
Current Position: _____
School District: _____
School: _____

Social Security #: _____
Work Address: _____
Work City, State, Zip _____
Work Phone: _____
Work Fax: _____
Years in current position: _____
Years in current district: _____

Do you currently hold a Washington teaching and/or administrative certificate? _____ Yes _____ No

Educational or Professional Credential Held: _____ Issued by/ Certificate # (attach copies) _____

Written Statement

On separate paper, please describe your professional objectives and how you believe the desired graduate program will promote those objectives. (Be sure to include your name on each page of the essay and attach it to this application form.)

Professional Experience: List school experience; begin with the most current experience.

Dates of Employment	District and location	Position held	Supervisor

Education Beyond High School

Institution	Degree	Dates attended

Within the last ten years have you pleaded guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, policy regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$100 or less was imposed)? _____ Yes _____ No

Within the last ten years have you been discharged or forced to resign for misconduct or unsatisfactory service from any position – teaching or other? _____ Yes _____ No

Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures? _____ Yes _____ No

Are you presently on probation as a teacher, educational staff associate, or administrator? _____ Yes _____ No

If you answered “yes” to any of the above questions, please attach an explanation.

Signature

Date

Mentor Commitment Letter

Dear Principal,

_____ is in the process of applying for admission to **WSU's *Field-Based Principal's or Program Administrator Certification Program***. This program, as you may know, centers around a two-year internship with integrated seminars. The enclosed brochure will provide additional information about the content and format of the program.

We believe this program has the potential to significantly improve the quality of preparation for beginning principals in Washington State. However, doing so will require the professional involvement and commitment of current principals such as you.

Because of our program's emphasis on the intern experience, it is critical that participants have a strong commitment from their building principal to serve as their sponsor and mentor during the two-year duration of the program. Although we recognize that individual situations may change during the course of the internship period, we believe that an agreement to serve as an intern mentor in this program should include the intent to:

- Develop, in concert with the intern and his/her university supervisor, an appropriate set of internship activities that provide experiences in a range of principal-related activities.
- Meet weekly with the intern to discuss progress on internship activities and share perceptions regarding district operations and the functions of the principal.
- Provide intern access to a variety of intra-district experiences not normally enjoyed by classroom teachers, including attendance at administrative meetings, private meetings with the superintendent and other district administrators, meetings with legal counsel, and planning sessions with parents and other community groups.
- Meet at least once each semester with the intern and his/her university supervisor to discuss progress on the internship.
- Attend one regional meeting each semester with the intern. These meetings of the area members of the program cohort and their mentors are generally held in a centrally located hotel or restaurant and often include a guest speaker. The primary purpose of the meetings is to establish and strengthen the regional network of interns and mentors.
- Provide the intern with honest, candid assessment information regarding his/her skills and performances in internship activities.

If you are willing to serve as this candidate's intern mentor, please sign below, complete the attached evaluation form and return both to: Educational Leadership, WSU Spokane, PO Box 1495, Spokane, WA 99210-1495.

If you have questions regarding our program or the commitment required of intern mentors, please contact: Jim Howard, program coordinator of *Leaders for Tomorrow's Schools*, (509) 358-7948.

I agree to serve as this candidate's mentor as part of *WSU's Field-Based Principal's Certification Program*.

Mentor Signature

Mentor name (please print)

Superintendent or Designee Evaluation

_____ has applied for the *WSU Field-Based Principal's Certification Program*. This candidate is required to present references of educational service and has provided your name for that purpose. The candidate must have demonstrated substantial qualities of leadership and professional interest. We ask that you carefully and candidly evaluate the candidate to the best of your ability and knowledge. As fully as possible, please provide the information requested below. Return this form directly to Department of Educational Leadership, Washington State University Spokane, PO Box 1495, Spokane, Washington, 99210-1495.

THIS INFORMATION WILL BE CONSIDERED CONFIDENTIAL

What is your position? _____
 I have worked with this individual from _____ to _____ in the _____ School District.
 (date) (date)

DIMENSIONS OF LEADERSHIP

Instruction: Listed below are the Dimensions of Leadership as recognized by CAAP. Using the scale below, please indicate the degree to which you feel the candidate possesses these dimensions.

	1- Very Effective	3 – Moderately Effective	5 – Not Effective
A. Instructional Leadership			
B. Decisiveness			
C. Oral/Written Communication			
D. Problem Analysis			
E. Sensitivity/ Human Relations			
F. Judgment			
G. Personnel Management			
H. Organizational Ability			
I. Creativity/Risk Taking			
H. Expression - Explaining Vision			
I. Program Assessment			

Superintendent or Designee Evaluation (page 2)

Name: _____ Signature: _____
 Address: _____ School District: _____
 City/State/Zip _____ Date: _____

PERSONAL QUALITIES

Instructions: Listed below are personal qualities that are identified as leading to an effective leader. Please circle on the scale (with 1 being the highest rating) that which best describes this candidate.

Appearance	1 Usually attractive; well groomed	2	3 Acceptable; makes satisfactory impression	4	5 Unkempt; makes unfavorable impression
Poise/Emotional Control	1 Poised and at ease in all situations; excellent self control	2	3 Self-controlled in ordinary situations; usually at ease	4	5 Gets angry or depressed easily; apathetic, unresponsive
Initiative	1 Has excellent ideas and is willing to try them, but goes ahead very well on his/her own	2	3 Assumes responsibility of ordinary tasks; needs guidance on more important tasks	4	5 Overly dependent, requires detailed instructions; needs close supervision
Adaptability	1 Finds new situations challenging	2	3 Meets new situations satisfactorily	4	5 Adjusts to new situations with great difficulty
Sense of responsibility	1 Consistently and thoroughly reliable in all situations	2	3 Dependent; carries out responsibilities reasonably well	4	5 Shirks responsibility; not dependable
Relationships	1 Excellent "mixer"; meets and talks with people and makes friends easily	2	3 Friendly, but reserved	4	5 Aloof, very hard to get acquainted with; makes few friends
Cooperation	1 Helpful; volunteers; works very well with others	2	3 Fairly helpful; does what is expected but does not volunteer	4	5 Self-centered; overly critical of others; doesn't work well with people
Interest in administration	1 Wholeheartedly enthusiastic about administration	2	3 Likes administration but shows little enthusiasm	4	5 Administration is just a job
Potential	1 Eager to learn; analyzes own performance well; open-mindedly seeks suggestions for improvement	2	3 Accepts suggestions fairly well; generally willing to learn	4	5 Reluctant to change; will not admit mistakes; rationalizes and tries to justify self
Humor	1 Sees humor in others as well as self. Uses it effectively.	2	3 Never initiates humor. Comfortable around appropriate humor.	4	5 Overly serious, great difficulty with the "lighter side"

Internship Support

Would you support this candidate in an internship? Yes _____ No _____ If not, why? _____

Employment assessment

Given the opportunity, would you hire this candidate again in the position he/she now holds? Yes ___ No ___ If not, why? _____

Given the opportunity, would you hire this candidate in the capacity of certification after successful completion of program? Yes ___ No ___ If not, why? _____

In an attachment, feel free to elaborate on any aspect of this candidate that would be helpful for us to know.

Immediate Supervisor or Supporting Evaluation (page 1)

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I. Organizational Ability			
I. Creativity/Risk Taking			
I. Expression - Explaining Vision			
I. Program Assessment			

Immediate Supervisor or Supporting Evaluation (page 2)

Name: _____	Signature: _____
Address: _____	School District: _____
City/State/Zip _____	Date: _____

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Sense of responsibility	Consistently and thoroughly reliable in all situations		Dependent; carries out responsibilities reasonably well		Shirks responsibility; not dependable
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Washington State Superintendent Certification Criteria

Program Requirements for Residency Certificate

Washington State University *Field-Based Principal's Credential* Program:

Course	Course Title	Credits
EdAd 516	Instructional Leadership	3
EdAd 583	Community & Communications	3
EdAd 585	Finance Management in Education	3
EdPsy 510	Assessment of Learning	3
EdAd 588	Law and Education	3
EdAd 589	Leadership Development Seminar	3
EdAd 590	Internship	6

OSPI Requirements for Initial Certificate

(see www.k12.wa.us/certification/administrator for current information)