

PLEASE COMPLETE #1 OR #2, SIGN, DATE, AND SUBMIT WITH YOUR COURSE REGISTRATION FOR THE MASTER OF EDUCATION PROGRAM AT COVENANT COLLEGE

Application for Admission to the Certification Program in Educational Leadership Covenant College

The certification program in Educational Leadership at Covenant College leads to an advanced certificate in Educational Leadership (level 5) in the State of Georgia for those individuals who hold a valid certificate at the initial level.

Requirements for a Georgia certificate in Educational Leadership (as listed in the *Academic Bulletin*):

1. Completion of master's or higher degree from a regionally accredited institution
2. Completion of three years of acceptable school experience*
3. Completion of an approved program at the master's degree level or higher in Educational Leadership and obtain the professional recommendation from the preparing institution
4. Completion of special Georgia requirements in special education
5. Completion of In Tech requirement
6. Exemption or passing score on GACE I
7. Passing score on Praxis II in Leadership and Administration

*Definition: valid experience is experience obtained at a regionally/state accredited institution as recognized by the State of Georgia, and gained while holding a certificate minimally at the initial level. Experience that is not recognized for certification purposes is:

1. supply or substitute teaching
2. clerical or nonprofessional experience in an education institution
3. services as a member of a board of education
4. service as a teacher aide or paraprofessional
5. teaching experience in private elementary or secondary schools not holding regional/state accreditation
6. teaching in a college or university not holding regional accreditation

See Rule 505-2-.40

Name: _____ Date: _____

Social Security #: _____

Cellular Phone #: _____ Home Phone #: _____

Mailing address: _____

Street

City

State

Zip

Directions: Please complete the information below and submit completed form and appropriate documentation to the Master of Education Office along with your application for admission to the Master of Education Program.

1. I have read the information below and intend to complete the *specialization in Educational Leadership* without completing the certification program. Therefore, I understand I will be not be eligible for certification through Georgia or any other state.

Applicant Signature: _____ Date: _____

2. Entrance to the Certification Program in Educational Leadership requires documentation as expressed below.

The following documentation needs to be provided for approval into the certification program in educational leadership:

1. Official transcript of accredited baccalaureate degree
Transcript submitted: date: _____
2. Copy of valid initial teaching certificate. State certificate held: _____
Date copy submitted: _____
3. Completion of course in exceptional education (must include the identification and education of children who have special educational needs) from a regionally accredited institution with a minimum grade of C (documentation required only if certification held from a state other than Georgia).

- Date official transcript submitted: _____
4. Completion of technology requirement from a regionally accredited institution with a minimum grade of C (documentation required only if certification held from a state other than Georgia).
Date official transcript submitted: _____
5. Exemption scores or passing scores for GACE. (documentation required only if certification held from a state other than Georgia). Documentation attached _____.
6. Completion of three years of acceptable school experience. See Rule 505-2-.37, www.gapsc.com.
Teaching experience meets the criteria of Rule 505-2-.37: _____ Yes; _____ No.

Applicant Signature: _____ Date: _____

Action taken by Certification Official:

- Approved
 Not approved for the following reasons:

Signature: _____ Date: _____
Certification Official