

**DEPARTMENT OF EDUCATIONAL LEADERSHIP
Neag School of Education
University of Connecticut**

**CERTIFICATION REQUIREMENTS FOR
SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools Certificate is issued by the State of Connecticut to those who meet the requirements established by the State Board of Education. Though primarily a requirement for the position of Superintendent of Schools, it is also valid for any administrative or supervisory position in the public schools.

Initial Certification

To receive an INITIAL certificate, the applicant shall present documentation that he/she meets the following requirements as specified in Section 10-145d-585 (see attached):

1. Holds or is eligible for a Connecticut teaching certificate.
2. Has completed five (5) years of successful teaching experience under proper certification.
3. Has completed not less than three (3) years of full-time administrative or supervisory experience in the public schools of the United States under proper certification.
4. Presents the recommendation of an accredited university approved by the CSDE.

That recommendation shall state that:

- 4.1 "the applicant is personally and professionally qualified to serve as superintendent of schools."
- 4.2 "an appropriate program of the institution specifically in preparation for the position of superintendent of schools" has been completed.
- 4.3 The "program of preparation on which the institutional recommendation is based shall aggregate not less than 30 semester hours of graduate study in addition to the master's degree."
- 4.4 Has taken not less than 15 semester hours of graduate study at the recommending institution.

5. Has completed some course work (which may include Doctoral dissertation preparation) in the major area (Educational Administration) at the institution, in the program of preparation for the superintendency within seven (7) years of the date of the application, or has demonstrated substantial professional development activity in this major area within this seven year period.
6. Has completed in his/her total post baccalaureate program, study in each of the following areas:
 - 6.1 Psychological and pedagogical foundations of learning.
 - 6.2 Curriculum development and program monitoring.
 - 6.3 School administration.
 - 6.4 Personnel evaluation and supervision.
 - 6.5 Contemporary educational problems and solutions from a policy making perspective.

Most educators who seek initial certification as a Superintendent of Schools have met requirements one (1), two (2), and six (6) when they receive certification for intermediate administrator or supervisor.

Requirement three (3) is met by service in a position(s) which "if in Connecticut public schools" would require possession of the intermediate administrator or supervisor certificate.

Requirements four (4) and five (5) are met by "study appropriate to a program of preparation for the superintendency." At the University of Connecticut, applicants must complete the Executive Leadership Program or either be enrolled in or graduated from a doctoral program of study at the Neag School of Education and present nine (9) semester hours of course work over and above that required for Intermediate Certification. This study must include the following courses:

EDLR 477	Educational Policy and Politics	3 credits
EDLR 471	Seminar: School District Executive Leadership	3 credits
EDLR 421	Financial and Human Resources Management in Education I	3 credits

Note: Those candidates completing the Executive Leadership Program do not need to take a course in special education as that state requirement is included within the program. Other candidates, however, will need the following:

Special Education:

1. EPSY 387 Administration and Supervision of Special Education
- or -
2. EPSY 308 Instruction for Students with Special Needs in the Mainstream
3. Requirement already met.
4. EDLR 381 Practicum: Leadership in Exceptional Children Programs
(Open to Sixth-Year Diploma University of Connecticut Administrator
Preparation Program [UCAPP] students only.)

Application for Superintendent Certification

Students at the University of Connecticut requesting initial superintendent certification should complete the application materials required by the Connecticut State Department of Education according to the directions provided. Such forms and directions are available from the student's advisor or from the Department of Educational Leadership, Gentry Building, Room 406 (860-486-4812). The completed application for initial superintendent administrator certification should be forwarded to the student's advisor in the Educational Administration program for review and subsequent processing by the Dean's Office. Generally, students should not forward these application materials directly to the Connecticut State Department of Education.

Provisional and Professional Certification

Individuals who have been certified initially as a superintendent and later meet the requirements for provisional or professional certification (see Section 10-145d-586 and 587 of attached) should apply directly to the Connecticut State Department of Education for their superintendent certificates. These certificates are ordinarily issued when the individual presents satisfactory evidence of three years as a Superintendent of Schools under each certificate.