### OBJECTIVE

Designed for educators who hold a master's degree, or are currently enrolled in a master's program. Candidates earn the Washington State residency principal's certificate.

### ELIGIBILITY

1. Master's degree or higher from a regionally accredited college or university.

2. Valid Washington State teacher or educational staff associate (ESA) certificate.

3. Three years of documented successful school-based experience in an instructional role with students is required by the completion of the program. Certification is predicated on the candidate submitting Prerequisite Experience for a Principal’s Certificate (Form SPI/CERT 4001F-C) to Kimberly Caulfield.

### INTERNSHIP

**Washington State Requirement:**

All candidates for the residency principal's certificate must spend 540 hours in a full school-year field experience, of which at least one half shall be when students and staff are present.

**Mentor Supervision:**

The intern shall be under the supervision of a mentoring principal or vice principal certificated at the appropriate level with a minimum one year experience in the role.

**District & University Approval:**

In addition to getting University approval on all internship arrangements, candidates must initiate and satisfy any internship approval procedures required by their district.

**University Credit:**

540 hours of field experience (EDAD 592) translates to (12) credit hours in an academic year; i.e., three consecutive quarters of (4)

### APPLICATION PROCEDURE

Submit the Graduate School online application posted at [www.wwu.edu/radschool](http://www.wwu.edu/radschool). This secure process includes credit card payment of the $100 (non-refundable) application fee, and instructions for providing these supporting materials:

1. Unofficial Transcripts: One from your master's degree granting institution. If you previously attended WWU, it is not necessary to provide WWU transcripts or other transcripts previously submitted to WWU.

2. Letter of intent stating a) why you want to become a school administrator, b) how your understanding of diversity relates to improving learning for all students, and c) your goals and objectives as an education leader. Include your understanding of diversity and your leadership experiences related to student diversity in your response, recognizing that your school/district has students with diverse backgrounds. For the purpose of this letter of intent, diversity may include but not be limited to: highly capable, special needs, 504 plans, ELL/ESL, ethnicity and culture, religious affiliation, sexual orientation, socio-economic status, or other.

3. Résumé outlining your education and professional history.

4. One copy of valid Washington State certificate (teacher or ESA). If submitting an ESA certificate, you must include a letter from your supervisor describing your assignment and service that supports three years of documented successful school-based experience in an instructional role with students.

5. Professional Reference Forms (3): one each from two building-level administrators, and one from a district-level administrator.
credits each.
APPLICATION DEADLINES

To receive full consideration for admission to this program, applicants must submit all application materials by the following deadlines:

- Fall Quarter: August 1
- Winter Quarter: October 1
- Spring Quarter: February 1
- Summer Quarter: May 1

CURRICULUM: 48 CREDITS (includes the 12 credit internship)

The following courses are required for the Washington State residency principal’s certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDAD 512</td>
<td>Policy Studies in Educational Administration</td>
<td>(4)</td>
</tr>
<tr>
<td>EDAD 537</td>
<td>Seminar in Public School Finance</td>
<td>(4)</td>
</tr>
<tr>
<td>EDAD 541</td>
<td>Theory in Educational Administration</td>
<td>(4)</td>
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<tr>
<td>EDAD 543</td>
<td>Supervision in Public Schools</td>
<td>(4)</td>
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<tr>
<td>EDAD 548</td>
<td>School Law</td>
<td>(4)</td>
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<tr>
<td>EDAD 549</td>
<td>Seminar in School Personnel Administration</td>
<td>(4)</td>
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<tr>
<td>EDAD 550</td>
<td>Developing Staff &amp; Community Relations</td>
<td>(4)</td>
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<tr>
<td>EDAD 552</td>
<td>Planning for Curriculum Administration</td>
<td>(4)</td>
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<tr>
<td>EDAD 553</td>
<td>Administering Elementary &amp; Secondary Schools</td>
<td>(4)</td>
</tr>
<tr>
<td>EDAD 592</td>
<td>Field Experience in Administration for the Principal</td>
<td>(12)</td>
</tr>
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</table>

4 cr/quarter – F/W/S (internship)

PROGRAM HEADQUARTERS

Location:
Western Washington University
Woodring College of Education
Educational Administration Program
516 High Street
Miller Hall 417A | MS 9087
Bellingham, WA 98225-9087
Fax: (360) 650-6526
Tel: (360) 650-3708
Toll Free: (866) 913-3323
wwu.edu/EdAdmin
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Faculty:
Donald Larsen, Ph.D., Director [360-650-4336] Donald.Larsen@wwu.edu
Warren Aller, M.Ed. [360-650-3343] Warren.Aller@wwu.edu
Wayne Robertson, Ed.D. Wayne.Robertson@wwu.edu

INFORMATION SESSIONS

Prospective candidates are invited to explore program options at an upcoming information session held at Everett Community College, Great Wolf Hall Room 160 from 10 am-noon.

Presentation begins at 10 am.

Saturday, September 19, 2015
Saturday, September 5, 2015
Saturday, March 12, 2016
Saturday, June 4, 2016

Verify dates and location on the “Important Dates & Deadlines” page on the Educational Administration website prior to meeting at:

wwu.edu/EdAdmin