



**Educational Leadership Program Only
Teaching Experience, Leadership Verification and
Mentor Agreement**

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

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

Social Security Number _____ CSU ID# 909 _____

Level of Certification Sought: ____

School Based Leader Certification

____ **System** Based Leader Certification

Leadership ROLE Currently Held (**Mandatory for entry to EDS program**):

____ Team Leader ____ Assistant Principal
____ Department Chair ____ Principal
____ Member Leadership Team ____ Other: _____
Grade Level Chair

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

Signature of **Applicant**: _____ 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 300 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 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:

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

Mentor Signature: _____ **Position:** _____

School: _____ **Date:** _____

Mentor's Teaching certificate # _____ **State:** _____

PART B: To Be Completed by Superintendent or Designee.
1. Please verify the applicant's teaching experience.
2. Please acknowledge by your signature your willingness to allow this applicant and the
Signature of Superintendent or Designee: _____ **mentor**
designated to participate in the Columbus State University Educational
Leadership Program.

Superintendent or Designee

(Printed Name and Official Title): _____

Signature: _____ **Date:** _____

School System: _____

City/State: _____

Please return this form to: Office of Admissions
Columbus State University,
4225 University Avenue
Columbus, GA 31907-5645
Fax: (706) 568-2462

For information phone: (706) 507-8800 or toll-free 1-866-264-2035