

College of Education & Health Professions

September 21, 2023

We welcome your interest in Columbus State University's online Master of Education (M.Ed.) in Educational Leadership Add-on Certification program. **Our program is for individuals who hold a teaching certificate, a master's degree, have three years of teaching experience, and are working in a P-12 system.**

This MEd Add-on qualifies the successful candidate for Tier I certification for entry-level leadership positions once all GA Professional Standards Commission requirements (GACE, etc.) are met. These positions include P-12 school level positions below the principal and district level positions that do not supervise principals. At present, earning the degree *does not* lead to a pay increase in the state of Georgia.

Courses emphasize student achievement and real-world decision-making processes, critical to the success of the school leader. You will begin with an internship at your school during your first semester. Internships take place in schools or districts using real data to create and implement plans that work in improving student performance. **The program is designed for you to complete the degree in three semesters (12 months) if you follow the program sequence.**

This packet of information is separated into the following sections:

When Can I Begin Taking Classes?

Am I Eligible?

The Application Process

Getting Started

Courses in the Program

Letter of Recommendation Form:

Teaching Experience Verification and Mentor Form

Thank you for your interest in Columbus State University's performance-based educational leadership program. For more information, please contact: Dr. Dana Griggs, program coordinator at griggs_dana@columbusstate.edu.

Sincerely,

Dr. Deniz Peker, Professor
Chair, Counseling, Foundations, and Leadership

When Can I Begin Taking Classes?

- We take new cohorts Fall, Spring, and Summer. So, join us when you can! Academic Calendars can be found online.
- Future Cohorts will begin in August, January, and June of each year.

Am I Eligible?

- NOTE for out of state students:

If you live outside the state of Georgia, your state's regulations may limit your distance education options. To find out whether Columbus State University is authorized to deliver specific programs in your state, please email your inquiry to state_authorization@columbusstate.edu. This email address is exclusively for questions regarding state approval of online offerings. Other types of questions should be sent to the academic department offering the online course.

Columbus State University's programs leading to all levels of licensure, endorsement, and professional certification are designed to satisfy the requirements of their respective Georgia organizations governing licensure. CSU does NOT guarantee that these programs will necessarily satisfy the criteria of professional organizations in other states or territories. Programs effected by state licensing requirements may include, but are not limited to, programs in Leadership and Education. Students from outside of Georgia who are considering a professional program should contact the appropriate organization in their state of intended practice *prior to* beginning a course of study.

Follow this link for professional licensure contact information by state for Education Programs
- http://www.nasdtec.net/?page=State_Directory

REQUIREMENTS:

- A Master's degree is a pre-requisite for entry into this MEd Add-on Program. *We also offer a full degree program, which can be funded by financial aid. The add-on program does not qualify for financial aid.*
- GPA of 3.0 or better in fulfillment of the requirements for your latest degree.
- 3 years of teaching experience and current employment in a P-12 school as a certified teacher.
- An administrative mentor's commitment to work with you (see below)
- 2 Letters of Reference (at least one from a building or system level administrator)
- Ethics Assessment++ *IF you are enrolling in this program, you must submit a copy of your Completion Certificate of having taken the GA Ethics for Educational Leadership Assessment Program (380) assessment as a condition of enrollment. All candidates seeking Educational Leadership certification in GA are required to take the Ethics completion assessment (380) and pass it to obtain certification.*
- A clear background check. *CSU recognizes a combination of a CURRENT copy of your current state teaching certification AND your verification of current employment by your superintendent or designee as adequate proof for a background check.*
- A current resume

The Application Process

Please submit ALL of the following to the CSU Admissions office after completing the online application at <https://admissions.columbusstate.edu/grad/index.php> Make sure that your name is legibly and correctly printed on all forms. If there is not a way to attach them, you can also email them to : data_entry@columbusstate.edu

NOTE: All correspondence with you from admissions and this program will be through your CSU email, not your personal email. You'll be issued the CSU email from admissions once you apply. You will also be issued a CSU

ID# (it will begin with 909) and need to include it on all correspondence and forms with admissions. (This ensures that your forms go to you and not to someone else with your name.)

- Submit ALL *official* transcripts to the admissions office – e transcripts are encouraged (your personal copy doesn't count as official)
- Submit 2 appropriate letters of reference - At least one letter of reference should be from a building level administrator or a system level administrator. Additional references may be provided if desired. (Utilize "Letter of Recommendation Form" provided).
- Submit **Teaching Experience Verification and Mentor form** from your Human Resources Officer or Superintendent's Central Office designee. (Candidate should keep or receive a copy, too!)
- Submit **Certificate of Immunization**; fill out only the basic student information and the online EXEMPTION, sign, and submit. (Admissions webpage)
- Proof of Lawful Presence in the United States (see Admissions webpage)
- A copy of your current clear renewable teaching certificate (& possibly a criminal background check*)
- A copy of your Completion Certificate from the Ga Ethics Educational Leadership Assessment (380)
- Resume
- Admissions fee required

Acceptance into the Graduate School of CSU

- All required application documents are submitted to CSU's Admissions Office.
- Candidate is informed of acceptance to The Graduate School by the Admissions Office. Acceptance into the Leadership program is separate (see below.)

Acceptance into the Educational Leadership program.

- The Educational Leadership program is informed by Admissions of candidate's acceptance into the Graduate School.
- Program Coordinator analyzes candidate's credentials/application and makes a decision on *program* acceptance.
- Candidate is notified by MYCSU email and the candidate's advisor is notified a day or two later.
- Candidate's advisor emails candidate (students' CSU email) with registration materials, etc., within a few days.

Getting Started

- This program **REQUIRES** an internship with an administrator certified in Educational Leadership and currently leading a school as your Mentor. His/her leadership certificate number is required by the GA Professional Standards Commission as part of your application for leadership certification. A mentor must be obtained **BEFORE** applying for the leadership program, and the *Teaching Experience Verification and Mentor Form* must be submitted with your application. **You cannot complete the program or become certified without a current licensed administrative mentor.**
- After acceptance into the **program**, you will be contacted via your CSU email by a program advisor about registration, etc. **VIA CANDIDATE'S CSU EMAIL.** Check your letter of acceptance from CSU for your CSU email address.
- Go through the CSU Orientation at: <http://gradschool.columbusstate.edu/coehp/orientation/welcome.php>
- View the online "Understanding Sexual Assault" link and video before registration. This is a pre-registration requirement for all students and staff at University System of Georgia schools, including online students.
- Before your online classes start, we also recommend the online course orientation http://dl.columbusstate.edu/cv_starterguide/d2lstudent.php
- A TK20 account is required for this program. TK20 is an assessment collection system in which student assessments required for accreditation are collected and stored. The account is valid for a period of seven

years. A TK20 account can be purchased directly at <https://columbusstate.tk20.com/> (includes a \$3.00 credit card processing fee) or through the CSU Bookstore (includes a bookstore handling charge).

++ Georgia Ethics for Educational Leadership Assessment

All applicants to the Educational Leadership Program should take the **Ethics Exam (380)** prior to becoming enrolled in any Tier I program.

Any candidate who took the exam for their Tier I program **will not** need to take it again for the Tier II Program.

For more information about the tests themselves, go to:

http://gace.ets.org/ethics/about/educational_leadership

GACE

ADDITIONALLY, Candidates for certification must take and pass the **GACE ASSESSMENT FOR EDUCATIONAL LEADERSHIP (311)**. Usually candidates take this test near the end or at the end of their Tier I program.

Master of Education in Educational Leadership

ADD-ON Program of Study

COURSES OFFERED IN FALL SEMESTER		
EDUL	6165-3	The Principalship
EDUL	6227-3	Obtaining and Using Resources Wisely
EDUL	*6691-1	Internship for School Leadership
COURSES OFFERED IN SPRING SEMESTER		
EDUL	6138-3	Continuous Improvement in Schools
EDUL	6185-3	School Law and Ethics
EDUL	*6692-1	Internship for School Leadership
COURSES OFFERED IN SUMMER SEMESTER		
EDUL	6128-3	Instructional Strategies for Student Success
EDUL	*6693-1	Internship for School Leadership
	18 hours	

*All three internships are offered each semester, you should register for them in order 6691, 6692, 6693.

The M. Ed Add-On Certification qualifies you for consideration for initial leadership positions at the building or district level. At present, earning the degree does not lead to a pay increase in the state of Georgia, only a new leadership position will.

LETTER OF RECOMMENDATION (2 required)
For Admission to Graduate Studies
Educational Leadership Program
College of Education & Health Professions
Columbus State University

TO BE COMPLETED BY THE APPLICANT (print legibly)

Applicant's Name: _____ CSU ID# 909_____

Address: _____

Telephone Number: _____ Email: _____

School and District employed: _____ City & State_____

Educational Objective: (check one)

Degree: _____ MED full degree or _____ MED add-on (non-degree)

Major/Area of Study: EDUCATIONAL LEADERSHIP

Semester you are applying: Fall / Spring / Summer 20__ (year)

Please Email, Fax, or mail to: Graduate Admissions, Columbus State University
4225 University Avenue, Columbus, GA 31907
Email: data_entry@columbusstate.edu
Fax # 706-565-1422

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the referee will be advised of your choice.

___ Confidential file. I grant permission for this letter of recommendation to be held confidential by Columbus State University

___ Open file. I retain the choice of having letters of reference available to me

Signature of Applicant

TO BE COMPLETED BY REFEREE

You may wish to make additional comments by letter. If so, please attach your letter to this form so that the department may identify the applicant's choice with respect to the right of access under the Family Educational Rights and Privacy Act. Please note that while the applicant may have waived his/her right of access under the Family Educational Rights and Privacy Act, in some circumstances this letter may be subject to disclosure under the provisions of the Georgia Open Records Act. Please email, Fax, or mail this recommendation directly to the address/number as noted above.

Code: LETR

1. Knowledge of Applicant:

Approximately how long have you know this applicant? _____

How well do you feel you know the applicant? Casually ____ Well ____ Very Well ____

What was the nature of your contact(s) with the applicant?

____ Colleague ____ Major Advisor ____ Employer ____ Other (Specify) _____

2. Evaluation: In comparison with other leadership candidates who have the same amount of experience and training, I rate this person as follows:

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable To Rate
Knowledge in subject of proposed study					
Ability to grasp new concepts					
Originality, Intellectual creativity					
Mathematical and logical thought					
Written expression					
Oral expression					
Human Relation Skills					
Perseverance toward goals					
Ethical Dispositions					
Potential as an educational leader					

3. Recommendation: Considering this applicant's academic records, special abilities, ambition, and determination, please indicate your recommendation:

Recommend strongly Recommend with reservation
 Recommend Cannot recommend

4. Additional Comments: Please add or attach any comments which you feel will assist in evaluating the applicant's potential to pursue graduate study.

Name of Referee (please print): _____ Date _____

Signature: _____

Title: _____ Organization: _____

City, state, zip code: _____

Phone number (optional): (____) _____ Email: _____

Master in Education (M.Ed.) ADD-ON
Educational Leadership Program Only
Teaching Experience Verification and **Mentor** form

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

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

CSU ID# 909 _____ OR Last 4 digits of Applicant's Social Security Number: _____

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

Applicant Signature: _____ 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 250 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 actively 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:

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

Mentor Name : _____
(As it appears on your Teaching Certificate)

Mentor Signature: _____ **Position:** _____

School: _____ Date: _____

Mentor's Teaching certificate # _____ Certification State: _____

PART B: To Be Completed by Superintendent or Central Office Designee.

1. Please verify the applicant's teaching experience.
2. Please acknowledge by your signature your willingness to allow this applicant and the mentor designated to participate in the Columbus State University Educational Leadership Program.

Superintendent or Central Office Designee

Printed Name: _____

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 Email: data_entry@columbusstate.edu

Please supply the Applicant with a copy of this form.

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