

College of Education & Health Professions

January 13, 2025

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, which are critical to the success of the school leader. You will begin 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:

Thank you for your interest in Columbus State University's performance-based educational leadership program. For more information, please contact: Dr. Chris LeMieux, program coordinator at lemieux_christopher@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 May 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.nasdtc.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 also offers for financial aid for eligible candidates. You will need to check with the CSU Financial Aid office for eligibility.*
- 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://www.columbusstate.edu/admissions/graduate/>. 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 will be issued with a 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 in 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 – electronic transcripts are encouraged (your personal copy – does not 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). [CSU Educational Leadership Program Online Reference Form](#)
- Submit ***Teaching Experience Verification and Mentor form*** from your Human Resources Officer or Superintendent’s Central Office designee. Use the following link for this submission: [Tier I Educational Leadership Teaching Experience Verification and Mentor Agreement Form](#)
- Submit ***Certificate of Immunization***; fill out only the basic student information and the online EXEMPTION, sign, and submit. (See Admissions webpage - [Forms - Columbus State University](#))
- Proof of Lawful Presence in the United States (See Admissions webpage - [Forms - Columbus State University](#))
- A copy of your current clear renewable teaching certificate
- A criminal background check or a copy of your current teaching certificate and employment verification
- A copy of your Completion Certificate from the Ga Ethics Educational Leadership Assessment (380)
- Professional resume
- Admissions fee required

Acceptance into the Graduate School of CSU

- All required application documents are submitted to CSU’s Admissions Office (Data_Entry@columbusstate.edu.)
- The 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.
- The program Coordinator analyzes candidate’s credentials/application and decides 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* (use hyperlink below) must be submitted.
[Tier I Educational Leadership Teaching Experience Verification and Mentor Agreement Form](#)
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.
- 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/> 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, leadership 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.