

# Principal Licensure Program

The Office of Professional Development at Notre Dame College offers the Principal Licensure Program for educators interested in a career as a school principal or administrator. Educators can obtain the necessary coursework by enrolling in this 8-course (24 credit), online licensure program. The cost for each course is \$1,000. The program can be completed in 24 months.



## Requirements for admission include:

- \*A Master's degree and current teaching license.
- \*Proof of credentials, including current teaching license and/or certificate along with all transcripts.
- \*One year of teaching experience.
- \*Two personal letters of recommendation from principals or other district leaders.
- \*A current Bureau of Criminal Investigation (BCI) check or verification of current BCI check.
- \*A statement of purpose\* submission due by completion of first course.

All courses are delivered online in a synchronous, 8-week format; the two internships are synchronous and 16 weeks in length. Each course is taught by an experienced Division of Education faculty member with several years of experience as an administrator in the K-12 environment.

\*Statement of purpose should include an expressed commitment to lead a school/district, respond to challenging leadership conditions and demonstrate strong instructional leadership. It should also show an understanding of desirable leadership characteristics, including self awareness, social awareness, self-discipline, and effective management skills. Your statement should not exceed three pages.

NEED A MASTER'S DEGREE? Contact Crystal Howitt at 216-373-6386

## COURSES IN THE PROGRAM

### INCLUDE:

**ED640: School Management and Educational Leadership**

**ED641: Personnel Administration and Supervision**

**ED642: School Finance and Business Functions**

**ED643: School Law**

**ED644: Educational Politics, Policies and Community Relations**

**ED645: Principal's Role in Assessment and Accountability**

**ED646: Internship for School Principals I**

**ED647: Internship for School Principals II**

**Upon completion of the coursework, participants must then obtain a passing score on the OAE's Educational Licensure exam.**

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**[www.notredamecollege.edu/professionaldevelopment](http://www.notredamecollege.edu/professionaldevelopment) for more educational opportunities.**