



Indiana University of Pennsylvania

Principal Certification Program

Department of Professional Studies in Education



Handbook Updated
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Principal Certification Program
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<http://www.iup.edu/pse/grad/principal-certification/>

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WELCOME

Welcome to the Department of Professional Studies in Education at Indiana University of Pennsylvania. Our department is part of the College of Education and Communication Media and is housed in Davis Hall.

IUP was originally known as the Indiana Normal School when it was founded in 1875. In 1920, the name was changed to Indiana State Teachers College, and it was at that time when the institution began granting teaching degrees.

PSE is proud to continue the tradition of graduating prepared and successful educational professionals in a multitude of occupations, grade levels, and content areas. These occupations include early childhood/special education teachers; middle-level teachers; elementary, middle, and high school principals; reading specialists; curriculum coordinators; and superintendents. Our faculty consist of those with experience in these various occupations. This wealth of experience benefits our students' learning immensely. The department offers programs at the bachelor, master, and doctoral levels.

PSE is committed to providing a high-quality education for all future educators. In this vein, the importance of providing field experiences in a multitude of settings is vital. We believe it is important for **all** children at **all** ages in **all** areas be given highly effective teachers, principals, and superintendents and we strive to make this happen. We are proud of our IUP students and graduates; they are making a difference in the many lives they touch.

Be a part of positively impacting a child's life. We welcome you to call, e-mail, or visit our department for more information about any of our exciting programs.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Mission Statement and Program Objectives

Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for administrative certification. The program is designed for committed, experienced educators seeking certification as elementary, middle, and secondary school principals. The program emphasizes the achievement of administrative competencies through documented outcomes of field experiences, rather than progression through a sequence of courses. Our program is designed to provide maximum convenience to the working professional by having the internships completed within the context of the

candidates' home district. Our program is considered a leading principal certification program in Pennsylvania, the entirety of which can be completed in a year.

IUP is dedicated to the preparation of outstanding educational leaders who see themselves as both scholars and practitioners. This particular program, therefore, reflects the expectations that aspiring principals:

- Model credible strategic leadership within their own school district,
- Demonstrate exemplary interpersonal skills,
- Exemplify outstanding communication and organizational skills,
- Reflect a history of continued professional growth and the use of data to inform curricular and pedagogical decisions, and
- Engage in political and community initiatives.

Faculty and Staff

Faculty who work in the program hold Principal Certification.

Program Director:

Dr. Susan M. Sibert
Office: 328 Davis Hall
Phone number: (724)-357-2400
Email address: smsibert@iup.edu

Program Advisors/Internship Supervisors:

Dr. Kelli Paquette, Dept. Chair
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Dr. Crystal Machado
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Dr. Sue Rieg
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Dr. Susan M. Sibert
Email: smsibert@iup.edu

Admission

The IUP Principal Certification Program (PCP) is a performance-based program. To be successful in this program, students must have the support of the district superintendent and principals at the elementary and secondary levels in order to accomplish the competency requirements as detailed in the Internship Handbook.

Minimal Professional Requirements to Apply

- A master's degree or a PDE master's equivalence
- An instructional position within a school district
- Those seeking the principal certification must initially be certified as a teacher, guidance counselor, librarian, school psychologist, or some other instructional-related professional position in the school prior to engaging in principal certification work and have three complete years of experience upon applying for certification.
- Be aware that, at the completion of this program and upon application for certification from the Pennsylvania Department of Education, you will be required to provide verification of completion of three years of relevant Pennsylvania professional experience from your district superintendent.

Transfer of Credit from Other Programs

Because of the competency nature of this program, credits from other program are generally not transferable. This is a 15 credit program. There is one, 3-credit course, EDAD 756, and two, 6credit internships (EDAD 798 – one elementary level and one secondary level). All internship activities must be completed while enrolled in an internship course (EDAD 798) and under the supervision of both an on-site mentor and university supervisor.

How to Apply

Prospective students apply to both The IUP Graduate School (to seek university graduate school admission) and The IUP Principal Certification Program (to seek principal certification program admission).

- I. The first part of the application process is completed electronically through iRecruit, the IUP Graduate School of Admissions application system. Please visit the site and complete and send the following materials to the School of Graduate Studies and Research:**

Principal Certification Program Application Material
Graduate Admissions
G24 Sutton Hall
1011 South Drive
Indiana University of Pennsylvania
Indiana, PA 15705

For this part of the application (items 1-5 below), please send the appropriate electronic materials and/or questions to graduate-admissions@iup.edu

1. [Completed Application for Admission](#)

2. Official transcripts from every college or university you have attended (regardless of whether or not you earned a degree). These transcripts must be sealed by the registrar and remain sealed until their arrival at the School of Graduate Studies and Research.
3. Two professional letters of written recommendation on school letterhead.
4. Goal statement for graduate school.
5. \$50 nonrefundable, one-time-only application fee, paid by credit card only (via the IUP Marketplace)
6. Upload copy of PDE Level II certification.
7. Please read the [Internship Handbook](#) (can be found on the program website) and upload the signed acknowledgment statement page near the end of the handbook.

II. Please ask your supervising principal to complete the Numerical Rating Scale of Leadership Competencies and email it directly to smsibert@iup.edu to the Principal Certification Program office:

Dr. Susan M. Sibert, Coordinator of Principal Certification Program
 Davis Hall, Room 328
 570 South 11th Street
 Indiana University of Pennsylvania
 Indiana, PA 15705

The following item should be sent to the program coordinator directly, rather than through the perspective student:

8. [Numerical Rating Scale of Leadership Competencies](#) (This is sent directly from your principal to the Dr. Sibert through email address: smsibert@iup.edu).

The rating scale can be found on the IUP Principal Certification website under How to Apply.

Consult the program director if you need clarification regarding any requirement specific to the principal certification program (items 6-8).

Application Deadlines

EDAD 756, the 3-credit Administration Leadership course, is offered in the summer at IUP's main campus in Indiana, Pennsylvania. The course is 9, half-days and is generally offered over the period of three weeks on Tuesdays, Wednesdays, and Thursdays.

Following the successful completion of the course, students register for two separate internships, completing one internship each of two semesters. If this sequence is followed, the program can be completed in one calendar year. Students begin in July and complete the following May.

Applicants may apply to be part of a cohort at any time, but the deadline to apply for the next cohort is March 15. All application materials must be received by **March 15** to begin the program in July.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Financial Assistance

Graduate Assistantships: As candidates in this program generally hold full-time positions working in schools, no graduate assistantships are offered.

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

Office of Financial Aid: www.iup.edu/financialaid/

Principal Certification Program Scholarship: A Principal Certification Program Scholarship is available to students of this program, **dependent on funding**. An application (located in the Principal Certification Program Internship Handbook) must be completed and sent to the Principal Certification Program Coordinator. The deadline for this application is September 15th. Past awards have been one award of \$500 or less.

The Indiana University of Pennsylvania Principal Certification Program Department Committee will review applicants and notify the recipient. The funding is provided through the IUP School of Graduate Studies and Research in the form of a small scholarship and the entire amount must be applied toward tuition in one semester for the current academic year. The amount will be distributed to a student or divided between students enrolled in the Principal Certification Program. The student can be new to the program or a returning student, and can be enrolled fulltime or part-time. The funding is awarded in either the fall or spring semester only and must be applied directly to tuition. The decision of the committee is final. The scholarship is not guaranteed and may change from year to year. The funding must be used in the semester it is awarded. If the student does not enroll or complete the semester, the funding is not transferrable to any other semester.

Academic Advisement

Each candidate in the Principal Certification Program is assigned an IUP Academic Advisor. The academic advisor of the Principal Certification Program is the program coordinator, Dr. Susan M. Sibert.

Your advisor will be assigned to you and will be your point of contact to register for coursework and any questions related to registration, such as providing a PIN (personal identification number) in the fall and spring to register for your internships.

The IUP Internship Supervisor is a PSE faculty member who, in collaborating with the school principal mentor in the candidate's school, is responsible for approving all activities and projects designed and developed by the candidate prior to implementing them with the building and the school district, and approving any previously documented projects which meet program guidelines. The IUP Internship Supervisor is responsible for evaluating assigned candidates during the internship. The advisor works with

school principal mentor(s) and principal interns to assess the performance of each candidate. The IUP Internship Supervisor may ask teachers and support staff for feedback regarding the candidate's administrative abilities. When the program performances have been completed, a final portfolio review is scheduled. The IUP Internship Supervisor and Program Coordinator will then recommend certification to the Dean of the COE-ET.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center <http://www.iup.edu/career/>
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and fulltime graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Certificates and/or Certification and/or Licensure

The IUP Principal Certification Program is a Pennsylvania Principal Certification preparation program. Upon successful completion of the program and PRAXIS exam, students may make application to the PA Department of Education for a PA Principal Certification. PDE is the sole certification granting agency.

Course Descriptions

EDAD 756 School Administration

Designed as a basic course in school administration, this course serves as an introduction to the principles and practices of school administration for students who aspire to a supervisory or administrative position in public schools. Human aspects of educational administration are emphasized.

During the initial three-credit course, EDAD 756, the construction of knowledge and skills needed for a successful administrative internship is paramount. Students will examine current research and contemporary thinking in each of six core areas. They will also have the opportunity to discuss model programs with peers in other districts.

* EDAD 756, the 3-credit Administration Leadership course, is offered in the summer at IUP's main campus in Indiana, Pennsylvania. The course is 9, half-days (either morning or afternoon) and is generally offered over the period of three weeks on Tuesdays, Wednesdays, and Thursdays.

EDAD 798 Principal Internship: Two 6 Credit Internships (One Elementary/One Secondary) At the completion of the course, EDAD 756 (School Administration), candidates present their internship plan for developing administrative competency to their assigned University Internship Supervisor and their On-site Building Mentor/Administrator. Internship plans completed by students throughout the program must clearly represent the candidates proposed project intent and link to student learning; time frame; evaluation proposal; unique and innovative aspects; and description of involved personnel.

Evaluation of Students

Candidates will be evaluated through two internships completed after coursework is finished. During the internship period, candidates work with their principal school mentor and university internship supervisor in implementing projects detailed in their Internship Plan. Each 6-credit internship experience requires the candidate to work in all six areas of this performance-based program and to document administrative competency highlighted in the standards area of each of the program's six core areas. Additionally, students are expected to visit another school district for one day to increase their knowledge of different frameworks of organization and management, staffing patterns, and unique programs. The student's written report about this visit should address a particular goal (for example, to learn more about collaborative assessment strategies or establishing effective learning communities).

Upon completion of the internship, students will submit their log of administrative tasks and hours (minimum of 180 in each setting / elementary and secondary – total minimum 360 hours) to the Internship Supervisor, who will submit the log to the Principal Certification Program Coordinator.

Students must complete an exit portfolio clearly documenting evidence of accomplished competency projects. Students must submit an updated copy of their resume to the Internship Supervisor. This aids in job placement recommendations. At the completion of the internship, all candidates in IUP's performance-based program are required to successfully complete the state-mandated Praxis exam (#6011) and prepare for ongoing leadership development provided through the Pennsylvania Inspired Leadership Initiative and Act 45.

The program design reflects an emphasis on the following PA Inspired Leadership Initiative (PIL) Core Standards:

1. The leader has the knowledge and skills to think and plan strategically, creating an organizational vision around personalized student success.
2. The leader is grounded in standards-based systems theory and design and is able to transfer that knowledge to his/her job as the architect of standards-based reform in the school.
3. The leader knows how to access and use appropriate data to inform decision-making at all levels of the system.

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Degree Completion

The Principal Certification Program is a certification only program. A master's degree is one requirement for applicants. Students who complete the program do not apply for graduation at the end of the program. Instead, they complete the PRAXIS examination offered through Educational Testing Service (ETS). Following successful completion of the 15 credit program and the PRAXIS, students then contact The IUP Office of Educator Preparation to make arrangements to apply for the PDE certification. This office will verify you have completed all PDE requirements and support your application process. Both ETS – PRAXIS and PDE require a fee for their services. There is also an IUP fee to process the certification. Principal candidates are responsible for these costs.

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Principal Certification Program or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Students are responsible to follow the calendar for registering for courses and should be aware of late registration fees.

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/ *The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/*

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

All credits for the principal certification program are required.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program. Due to the nature of the Principal Certification Program, generally no credits are transferred into the program. Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy <http://www.iup.edu/graduatestudies/catalog/>

Reexamination Policy: Candidacy/Comprehensive Examination

The Principal Certification program has no candidacy or comprehensive exam. No student is permitted a “third” examination without a recommendation to that effect from the degree program’s sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration <http://www.iup.edu/registrar/students/registration/>

Students should consult the registration calendar and be aware of registration dates and late fees.

Tuition/Program Costs & Billing

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Parking

Parking is strictly enforced. Students can apply for a parking permit online. Please visit the parking services website to view policies and maps for student parking prior to visiting campus.

<http://www.iup.edu/parking/>

Social Equity

The Office of Social Equity: www.iup.edu/social-equity/

For more information regarding University policy, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/

(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student’s department and the dean of the School of Graduate Studies and Research. The Principal Certification Program follows the five year time limit to complete the fifteen credits of coursework. Therefore, the second internship must be completed by the end of the Summer I semester of the fifth year. Students are strongly encourages to begin the program in the summer and complete it the following spring in the one year period. In order to earn PDE certification, students must complete the PRAXIS exam based on the most recent requirements. Students who do not complete the program in five years may be required to take additional coursework or repeat coursework based on the decision of the Principal Certification Program Committee in the Department of Professional Studies. This committee will review requests from students on a case-by-case basis and provide requirements to complete the program past the five year period.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

<http://www.iup.edu/graduatestudies/catalog/>

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

Principal Certification Program Transfer of Credit from Other Programs

Because of the competency-based nature of this program, credits from other programs generally are not transferable. This is a 15 credit program. There is one, 3-credit course, EDAD 756, and two, 6-credit internships (EDAD 798 – one elementary level and one secondary level). All internship activities must be completed while enrolled in an internship course (EDAD 798) and under the supervision of both an onsite mentor and university supervisor. Internship activities follow the semester academic calendar. For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:

<http://www.iup.edu/graduatestudies/>

Research

Applied Research Lab: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

Program Handbook Signature Page

Dear Aspiring Principal:

Congratulations on choosing to further your education here at IUP! The Department of Professional Studies in Education's goal is your success. So that your experience during your principal internship is the best it can be, this handbook provides one location for information essential to you.

Signing below indicates that you acknowledge your responsibilities for all information outlined in this Principal Certification Program handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

**Submit to IUP Graduate Admissions electronic application
with other application materials by the March 15th deadline.**