



IUP Graduate Handbook

Principal Certification Program

Department of Professional Studies in Education

Handbook Updated 2023-24

Principal Certification Program

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Introduction

Welcome to the IUP Principal Certification Program. Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for PK-12 administrative certification. The program is designed for committed, experienced educators seeking certification as elementary and secondary school principals.

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.

Affirmative Action

<https://www.iup.edu/registrar/catalog/index.html>

Title IX Reporting Requirement

<https://www.iup.edu/registrar/catalog/index.html>

Student Conduct and Student Rights

<https://www.iup.edu/studentssupportandstandards/policies/index.html>

<https://www.iup.edu/registrar/catalog/index.html>

Department of Professional Studies in Education

Welcome to the Department of Professional Studies in Education (PSE) at Indiana University of Pennsylvania. Our department is housed in Davis Hall and is part of the College of Education and Communications (COEC).

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 of schools. Our faculty members 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.

As a graduate student in our principal certification program, you will be positively impacting the lives of others. Welcome to our department and to a challenging program and to a new learning adventure!

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 school 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

<https://www.iup.edu/pse/faculty/index.html>

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 information.

Minimal Professional Requirements to Apply

- An earned master's degree [or a PA Department of Education (PDE) master's equivalence (ME)] with a 3.0 or higher G.P.A
- An instructional or instructionally- related and certificated 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 PDE Administrative I certification. Applicants to our program must hold a Level II PDE Certification (Instructional II or Specialist II).
- 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 of schools.

Transfer of Credit from Other Programs

Because of the competency nature and unique 15 credit design of this program, credits from other programs are generally not transferable. This is a 15-credit program. There is one, 3-credit course, EDAD 756, a prerequisite to 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 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).

The application is submitted electronically through a platform called iRecruit, the IUP Graduate School of Admissions application system. Please visit the site and complete and send the following materials electronically to the School of Graduate Studies and Research.

Questions about the application process should be sent 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. A completed master's degree or PDE Master's Equivalency (M.E.) is required. GPA of 3.0 or higher.
3. Two letters of written recommendation from supervisors who have evaluated your work, preferably principals. One letter must be from a current principal. The letters must be current, dated, and specifically written recommending you for the IUP school principal leadership program.
4. [Numerical Rating Scale of Leadership Competencies](#) – submitted to iRecruit from your current supervising principal.
5. Professional goal statement: Why do you want to earn a principal certification? What is the reason you seek admittance to the program and what are your career goals related to earning a PDE principal certification?
6. \$50 nonrefundable, one-time-only application fee, paid by credit card only
7. Copy of PDE Level II Teaching Certificate (A minimum of three years of successful teaching in your certified area is required for consideration for program admission.)
8. Please read the program handbook and submit the signed acknowledgement statement (one page only at the end of this handbook).

Application Deadlines

EDAD 756, the 3-credit School Administration course, is offered in the summer only through online instruction, some which is synchronous. The course is 9, half-days and is generally offered over the period of two or three weeks on weekdays in the morning. Attendance is mandatory and students should plan to meet with the first (fall) internship mentors to meet requirements of the summer course to plan the fall internship projects. The course is unique and unlike other summer graduate courses you may have taken. Students accepted in the principal certification program make a firm summer commitment to attend classes, which requires time and effort to not only attend and participate in classes, but to meet with the first principal mentor from your school district to write a proposal for the initial internship based on state and National building-level leadership standards. The proposal is the key assessment for EDAD 756 and is due at the end of the course.

Following the successful completion of the first course, students register for two separate internships, completing one internship each of two semesters (fall and spring). If this sequence is followed, the program can be completed in one calendar year. Students begin in summer and complete one internship in fall and one internship in spring the following calendar year, ending in early/mid- May. One, 6-credit (minimum 180 hour) internship can be completed per semester.

Applicants may apply for the program to be part of the next (summer start) cohort at any time, but the

deadline to complete the application is March 15. Applications not completed by March 15 will be considered for the following year's summer cohort. Because we want our students to be successful, there are no exceptions to this application deadline. Admitted students need time to commit and prepare for the intense summer course, secure and plan internship activities with principal mentors, and complete a list of requirements to prepare for the first (fall) internship, all of which take time and commitment. We ask that students check summer course dates against personal and professional commitments prior to applying as class attendance is required. If you find you are not able to attend the classes, consider applying for the next summer.

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

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

Financial Assistance

Graduate Assistantships

As candidates in this program generally hold full-time positions working in schools, while completing program internships, no graduate assistantships are offered.

- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: www.iup.edu/financialaid/

If you are seeking financial aid or reimbursement from your school district, the following information is offered for planning. This is a 15 credit, part-time program, with the number of semesters and credits per semester as follows: Summer, First Semester – 3 credits; Fall, Second Semester – 6 credits; Spring, Third Semester – 6 credits.

Students seeking reimbursement from school districts are responsible for payment of tuition at the time of student billing. Course grades are available electronically at the end of each semester and that schedule is set by the IUP Registrar's Office.

Academic Advisement

Candidates in the Principal Certification Program are assigned an IUP Academic Advisor, who is generally the program coordinator. Your advisor 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 internship courses.

The IUP Internship Supervisor is an IUP PSE faculty member who, in collaborating with the on-site 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 within the school building and the school district and which meet program guidelines and internship hours requirement. The IUP Internship

Supervisor is responsible for evaluating assigned candidates during the internship. The Internship Supervisor works with the school principal mentor(s) and principal intern to guide and to assess the candidate performance. 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. Upon final completion of requirements, the IUP Internship Supervisor and Program Coordinator will then recommend certification to the Dean of the COEC. Additionally, following successful completion of PDE certification testing requirements, the candidate may apply through the IUP Office of Educator Preparation for the PDE certification.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

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

IUP Campus Library: www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/veterans/resource-center/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center: www.iup.edu/career/

IUP Parking Services and Visitor Center: www.iup.edu/parking/

University Policy: www.iup.edu/police/ | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

PDE Administrative Certification Application College of Education and Communications (COEC), Office of Educator Preparation, 104 Stouffer Hall <https://www.iup.edu/teachereducation/>

Educational Testing Services (ETS) for Praxis Exam: <https://www.ets.org/praxis>

PDE – Teacher Certification: <https://www.education.pa.gov/Educators/Certification/Pages/default.aspx>

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 <https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/> to learn more about

setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

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 full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Certification

The IUP Principal Certification Program is a post-master's certification preparation program which prepares students for the PDE Administration I certification. Students must pass and meet all PDE certification requirements beyond this program.

Course Descriptions

Students in the 15-credit program complete one 3-credit course and two 6-credit internships. One 6-credit internship is completed in an elementary setting and one 6-credit internship is completed in a secondary setting. The two internships together must entail administration of all grades, PK-12.

EDAD 756 - Credits: 3

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.

EDAD 798 – Credits: 6

Two internships within PK-12 schools, 180 hours each, one elementary and one secondary.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Candidates will be evaluated through coursework requirements as listed on course syllabi, including one 3-credit course and two 6-credit internships. During the internship period, candidates work with their principal mentor and university internship supervisor in implementing projects detailed in their Internship Action Plan. Each 6-credit internship experience requires the candidate to work in all 6 areas

of this performance-based program and to document administrative competency highlighted in the 7 NELP standards and to meet PDE standards. Additionally, students are expected to visit another public school district for one full principal day in each internship to increase their knowledge of different frameworks of organization and management, staffing patterns, and unique school programs that school leaders oversee. 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) formulated in conjunction with the school principal.

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 and approved by the principal mentor. Internships follow the IUP academic calendar/semester dates as set by the IUP Registrar's Office. Students must complete an electronic exit portfolio clearly documenting evidence of accomplished competency projects. Students must also submit an updated copy of their resume including IUP internship experiences to the Internship Supervisor to prepare for employment as a school leader. At the completion of the internship, candidates in IUP's performance-based program are required to successfully complete the PDE-mandated Praxis exam and prepare for ongoing leadership development provided through the Pennsylvania Inspired Leadership (PIL) Initiative and Act 45.

Comprehensive/Candidacy Examinations

This examination is given, usually upon the candidate's completion of coursework, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, such as internship portfolios, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may

not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

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. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Degree Completion

The Principal Certification Program is a certification only program. An earned master's degree is one requirement for applicants. Students who complete the program course work must "apply for graduation" during the final semester of the program. Although this program is not a degree granting program, applying for graduation provides a program completion process and designation on transcript of program completion.

In order for completers of this program to earn PDE certification, candidates must pass the PRAXIS examination offered through Educational Testing Service (ETS) and required by the PDE. Following successful completion of the 15-credit program and the PRAXIS, students then contact The IUP Office of Educator Preparation, situated in the IUP College of Education and Communications, 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.

For more information, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

Applying for Graduation

Students in this program are working to complete coursework and apply to the PA Dept. of Education for an Administrative I certification to become a school principal. Although students do not graduate from a degree program, there is a procedure that must be followed to complete the program, which

includes applying for graduation. During the semester of the second internship, students should apply to the IUP Graduate School for graduation. This is an online procedure.

For more information, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

University Policies and Procedures

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 IUP Principal Certification Program Coordinator or the School of Graduate Studies and Research.

Academic Calendar

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

The Following University and SGSR policies can be found at <https://catalog.iup.edu/index.php>

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences

Continuous Graduate Registration for Dissertation and Thesis Grade Appeal Policy

Graduate Fresh Start Policy Graduate Residency Requirement Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation Transfer of Credits Policy

Research

IUP Students have access to the IUP Libraries including research support through the IUP library databases. Information about services can be found at the following websites:

<https://www.iup.edu/registrar/catalog/index.html>

www.iup.edu/research/

Appendices

Appendix A: Internship Information

3 professionals work together during the principal internship experiences: the principal intern student, the principal mentor, and the university supervisor.

Internship Requirements

The nature of this program is competency-based and internships requirement include completing projects aligned with state and national building level leadership standards within PK-12 school districts. Therefore, internships in this program must be completed within traditional schools in one of Pennsylvania's approximately 500 school districts. Internships may possibly be completed at approved private brick and mortar schools. Questions about whether private schools can provide successful internship platforms where candidates can complete standards' requirements should be directed to the program coordinator prior to applying to the program.

This program adheres to PDE educator preparation guidelines and approvals and is not designed to meet internship requirements in prison schools, cyber schools, non-brick and mortar schools, intermediate units, or alternative schools, or other non-traditional school district schools. Please consult the program coordinator prior to applying to determine if you have questions about the internship requirements. Candidates not employed in a PA school district can still complete this program by completing internships under the mentorship of principals employed in one of PA approximately 500 school districts. However, the vast majority of our candidates' complete internships in the school district where they are employed due to the nature of this program.

Interns must work under the mentorship of PA Administration II certified and experienced principals. The mentor principal must be the principal of the school where the internship is taking place. Mentors may not be other non-principal administrators, like assistant principals, superintendents of schools, assistant superintendents, special education supervisors or directors, intermediate unit administrators, vocational directors, etc. Principal Mentors must hold PDE PA Administrative II certification to mentor in this program, which follows PDE guidelines for educator preparation.

All grades (PK-12) must be covered in the two internships. One internship must be in an elementary school (with a K and grade 1) and one internship must be in a secondary school (with the grade of 12). Middle level grades not contained in the elementary school internship and secondary internship must be addressed with internship projects in either or both the elementary internship and the secondary internship. Neither of the two internships can be with a middle level principal; however, candidates have the option to complete standards 1 and/or 2 of national building level leadership standards (and the components of those standards) in a middle level school with the approval of the middle level principal, the secondary principal mentor, and the university supervisor.

The projects in this program's internship courses are beyond the regular work of the candidate and directly aligned with the principal's work and role in both an elementary and secondary school leader. Internship projects are aligned with building level leadership standards, work that a principal would

reasonably do, rather than an extension of the candidate's current position.

Current School Administrators

Current school administrators seeking the principal certification are welcome to apply to our program. Most of our candidates are teachers and some are counselors and psychologists, or other specialists or deans of students. Occasionally we have students apply to our program who are already working in some administrative capacity or hold another supervisory or administrative certification and are seeking the principal certification. In those cases, candidates must understand that this internship is *specifically for the school principal certification*. Experience or certification as another type of school administrator (for instance, but not limited to special education director or supervisor, consultant, dean of students, vocational director, subject area supervisor, etc.) is not the same preparation as being a building level school principal. IUP offers programs in other school administration areas. The coursework and internships of the school principal are required for this program. Internship projects are completed under the mentorship of a PDE-certified, experienced (Administrative II certified) school principal. Candidates in this competency-based program must shadow and work under the mentorship of the school principal on activities and projects that meet PDE and NELP standards and that school *principals* do in their daily work. Although there may be some overlap of administrative activities, projects for this program's internships are those that meet building level principal standards and are approved by the IUP supervisor and completed under the mentorship of the school principal. The projects in this program are beyond the regular work of the candidate and aligned with the principal's work and role in both an elementary and a secondary school.

Each candidate in this program is required at the beginning of the program coursework to become a member (a student membership is acceptable) of The Pennsylvania Principal Association, the premier PA school principal organization that offers support, resources and publications to enhance projects developed during the two-semester administrative internship.

The IUP College of Education and Communication requires liability insurance for all student teachers and educational interns in the following minimum amounts:

1 million per claim/ 3 million per occurrence

Interns must show proof of insurance in these amounts and the coverage must be during the internship semesters.

Candidates also are required to complete Title IX training.

Candidates are required to purchase a subscription to an online repository, LiveText by Watermark at www.livetext.com, prior to beginning the first internship.

Other internship requirements include:

- Establish networks of support and cooperation with their building principal(s) and superintendent of the district in which they are completing program requirements.
- Engage with qualified (PDE Principal Certification) and experienced (PDE Administrative II certification) principal mentors who are qualified to serve as school-based educational

leadership mentors and can be present for a significant portion of internship hours.

- Schedule monthly communication with their supervisor and mentor principal to focus on the progress and results of internship projects.
- Update their progress with their IUP Internship Supervisor through online learning platform or as designated by the Internship Supervisor on a schedule established by the Internship Supervisor
- Maintain an internship log reflecting administrative learning experiences and documenting required minimum of 180 hours in each elementary and secondary setting (total minimum 360 hours)
- Visit another school district for one full day during each of the two internships to expand knowledge of management, staffing patterns, and innovative programs. Record hours and write a reflection about this experience. This experience should expand upon your two internship placements. Examples include urban, suburban, rural, virtual, alternative school, elementary, middle, secondary to allow practice in a wide range of relevant, school-based knowledge and leadership skills. Using the seven NELP Standards as a framework, reflect on the experience.
- Develop an electronic exit portfolio that highlights administrative competency as defined by the NELP standards for school principals established by the National Educational Leadership Preparation Program and that address each category on using the National Educational Leadership Program Standards rubric. Reflect on your experiences citing educational research from course readings and the IUP database of research.
- Complete the state mandated Praxis exam for licensure and certification.
- Apply for graduation (to signify completion of the program) on My IUP during the final internship semester.
- Submit to Internship Supervisor an updated resume.
- Prepare for continued professional development through Pennsylvania Inspired Leadership (PIL) Programs and PA Act 45.

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student 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 the Graduate Admission electronic application by March 15

The Department of Professional Studies in Education will keep this signed document on file.