

ADMINISTRATOR CERTIFICATION PROGRAM

APPLICATION FOR ADMISSION

IMPORTANT: Candidates seeking admission to the Central Washington University Administrator Certification Program (ACP) in the Curriculum, Supervision, and Educational Leadership Department must first be formally admitted to the University as a matriculated student before any coursework or internship is started, and before a program application will be processed.

Before completing this application, please read the enclosed information regarding school administrator certification programs.

Admission to the ACP will be determined by:

- a. Evaluation by the School Administration Professional Education Advisory Board (PEAB) of:
 - the applicant's performance in current and previously held positions in a state approved K-12 setting as evidenced by recommendations from confidential references;
 - valid Washington State teaching/ESA certificate;
 - transcripts from all colleges/universities attended;
 - completion of or acceptance to an approved Master's degree program from an accredited university;
 - three years of successful, contracted teaching experience, within the most recent five years, in a K-12 classroom setting.
- b. Demonstrating qualities of leadership necessary for school administration, as evidenced by a typewritten, concise letter of intent describing educational leadership objectives and experience.
- c. PEAB Meeting schedule for 2022-2023:

File needs to be complete to CWU
(all documents and references)

February 23, 2024
April 19, 2024

PEAB Meeting

March 8, 2024
May 3, 2024

APPLICANT INFORMATION

Please indicate by checkmark the program for which you wish to apply. You must file a separate application for each program you wish to pursue. However, only one set of official transcripts is required.

____ Residency Principal (P-12) ____ Residency Administrator/Special Education (P-12)

1. (Mr.) (Ms.) _____
(last) (first) (middle)

(all other names under which your file might be listed)

2. _____
(street address) (city) (state) (zip)

Home phone () _____ Work phone () _____

3. Date of Birth _____

4. Email Address _____

5. Your valid Washington teaching certificate number _____

PLEASE ATTACH A COPY OF YOUR TEACHING CERTIFICATE(S)

6. Within the past ten years have you been convicted, fined or imprisoned, or placed on probation for violations of any law, police regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$100 or less was imposed)? Yes _____ No _____

7. Within the last ten years have you been discharged or forced to resign for misconduct or unsatisfactory service from any position--teaching or other? Yes _____ No _____

8. Within the past ten years have you been denied admission into an Administrator Preparation Program? Yes _____ No _____

If any of your answers to question #5, #6, or #7 is "yes", attach a statement explaining circumstances and disposition. Omit offenses that occurred prior to your 18th birthday unless you are on probation or parole resulting from such an offense.

9. Education beyond high school:

Applicants are to provide complete educational and experience records. Please submit transcripts for all institutions (except CWU) listed. **An official copy of all transcripts must also be submitted to the Admissions Office along with application to the University.**

Name of Institution	Dates of Attendance	Degrees/ Credits Earned	Postgraduate Credits Earned
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Attach additional sheet if necessary

Questions 10 and 11:

To be admitted to CWU's Administrator Certification Program, you must:

- a. Be formally admitted to CWU by the Office of Admissions;
- b. Have completed or been admitted to an approved Master's degree program from an accredited university;
- c. Completed three years of successful, contracted teaching experience within the most recent five years in a K-12 classroom setting.

10. Have you been formally admitted to CWU? Yes _____ No _____
Questions regarding admission status should be directed to Office of Admissions (509) 963-1211.

11. Do you have a Master's degree? Yes _____ No _____
If you do not, have you been admitted into a Master's degree program? Yes _____ No _____

If yes, please list the institution: _____

All candidates not holding a Master's degree in an appropriate area of specialization must be admitted to an approved Master's degree program or to the CWU School of Graduate Studies and Research.

Inquiries regarding graduate studies at CWU should be directed to: Graduate Admissions, Central Washington University, Ellensburg, WA 98926-7463.

12. Professional Experience: List public schools, private schools, and/or college teaching or administrative experience beginning with most recent.

Grades	Dates of Employment	District	City	State	Position	# of Days

13. Anticipated Internship Experience: You may still submit the application if you don't have an anticipated internship site.

School District: _____ Other: _____
School: _____ Year: _____
Supervisor: _____

14. **REQUIRED CONFIDENTIAL REFERENCES:**

(YOU MUST HAVE AT LEAST FOUR IN YOUR FILE)

IMPORTANT:

1. **Please understand that the single most important criteria that determines a candidates admittance to the CWU Administrator Certification Program is the strength of his/her school district references.**
2. *Candidates should provide only the information asked of individuals listed below. You will be provided with a reference form to send to your references once your application is deemed complete. It is not necessary to solicit letters of recommendation.*

Both of the following references are required:

- a. Current district Superintendent.
- b. Current supervising Principal or, if none, immediate supervisor.

Two of the following references:

- c. Other district line administrator.
- d. Other present or former line administrator.

Please provide the title, name, position, name of school or district, address of school or district, city, zip code, and phone number of each reference.

NOTE: References must be current within the last seven (7) years.

a. Title: _____ Name: _____ Position: _____
 School/District: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

b. Title: _____ Name: _____ Position: _____
 School/District: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

c. Title: _____ Name: _____ Position: _____
 School/District: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

d. Title: _____ Name: _____ Position: _____
 School/District: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

e. Title: _____ Name: _____ Position: _____
 School/District: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

15. LETTER OF INTENT:

Using the attached rubric, submit a typewritten letter of intent/personal statement. The letter of intent is written in the form of an application letter, no longer than two pages describing your educational leadership objectives and experience. Attach the letter of intent to this application.

16. COMPLETION DEADLINE: Candidates seeking certification as a Principal or Program Administrator must complete all coursework and internship requirements within six (6) years from the date of admission to the Administrator Preparation Program.
17. Upon acceptance to the Administrator Certification Program, **all official communication will be conducted via the CWU email system.**
18. Application and acceptance into the Administrator Certification Program requires mandatory attendance at the ACP Intern Orientation held on the last Friday in July on the CWU-Ellensburg campus.

19. Send completed application to:

**Curriculum, Supervision, and Educational
Leadership Department
Administrator Certification Program
Central Washington University
400 East University Way (Mail Stop 7410)
Ellensburg, WA 98926-7410**

Signature: _____ **Date:** _____

It is the policy of Central Washington University not to discriminate on the basis of race, color, religion, sex, age, national origin or the presence of any handicap in its education programs, activities, admissions or employment policies.

Revised 6/22

Administrator Certification Program Letter
of Intent Rubric

Name of Applicant: _____

Scored by: _____

Component	Unsatisfactory (1)	Basic (2)	Proficient (3)	Distinguished (4)	Score
1. Personal introduction and Leadership philosophy statement, reflection	Applicant does not articulate a Coherent leadership philosophy and provides no self-awareness of growth as a leader.	Philosophy is articulated but is limited regarding vision; awareness of potential for change is limited.	Leadership philosophy is coherent and includes vision; recognition of strengths and weaknesses in leadership is demonstrated.	Leadership philosophy is coherent and includes a vision committed to helping <i>all</i> children achieve their highest potential; strengths and weaknesses are recognized and the focus for improving knowledge, skills, and dispositions of leadership.	
2. Demonstrated leadership outside the classroom	Applicant does not document demonstrated leadership outside their classroom.	Applicant provides limited examples of demonstrated leadership.	Applicant provides examples of demonstrated leadership outside their classroom.	Applicant provides thorough and consistent examples of leadership in education outside their classroom.	
3. Implementation/Reflection of classroom Best Practices	Applicant's example of Knowledge/implementing best practices is incomplete and does not reflect the ability to translate "knowledge about" into "knowledge applied."	Applicant's example of implementing best practices is complete but does not reflect the ability to translate "knowledge about" into "knowledge applied."	Applicant's example of implementing best practices is complete and reflects understanding of how to translate "knowledge about" into "knowledge applied" (e.g., inclusion of information about change in skill levels or classroom structures).	Applicant's example of implementing best practices is detailed and focused on how "knowledge about" translates into implementation. Included are strategies such as changing skills, dispositions, and structures; need for evaluating implementation processes and student outcomes; ongoing formative and summative assessment; etc.	
4. Quality of writing – usage, mechanics, fluency, substance of thought, and organization	Writing is full of numerous grammar errors, misspelling, and awkward phrasing. Content is unorganized and hard to follow and/or substance of content does not reflect current knowledge about leadership or best practice.	Meaning is impaired because of awkward phrases and sentences; grammatical errors and proofing errors detract from message of the essay. Reflects some understanding of leadership and best practices but is inconsistent with current knowledge base for these content areas.	Meaning is clear and generally free from usage or other proofing errors. Content is organized, flows from one topic to the next, and is easy to follow. Substantive knowledge for both leadership and best practices is current and complete.	Writing flows from sentence, paragraph, topic to the next. Meaning is sharp and language is eloquent and free of proofing errors. Substance of content is conceptually rich, nuanced, and current for both leadership and best practices.	

10.27.23 Adopted from WKU