



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
<b>1. Self-assessment of leadership and awareness of growth/improvement</b>	Applicant does not articulate a coherent philosophy and provides no self-awareness of growth/improvement 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.	
<b>2. Demonstrated leadership outside the classroom</b>	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.	
<b>3. Reflection on Best Practices</b>	Limited knowledge/ understanding of best practices in curriculum, instruction, and assessment is demonstrated.	Basic knowledge of best practices in curriculum instruction and assessment is demonstrated but is not related to improved student outcomes.	Basic knowledge of best practices in curriculum, instruction, and assessment is demonstrated. This understanding is related to improving student outcomes.	Knowledge of best practices in curriculum, instruction, and assessment is conceptually rich and thorough and is interwoven with knowledge of how best practices influence and are central to improving student outcomes.	
<b>4. Implementation of Best Practices: Example</b>	Applicant's example of 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.	
<b>5. Quality of writing – usage, mechanics, fluency, substance of thought, and organization</b>	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.	

Adopted from WKU