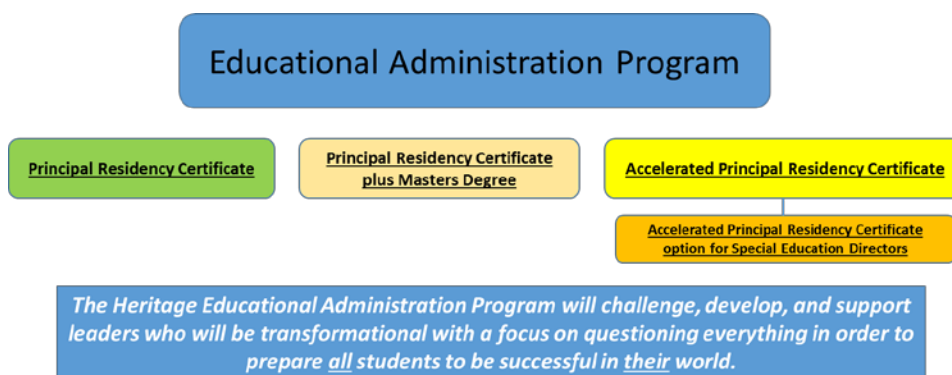




College of Education
Educational Administration

**M.ED. IN EDUCATIONAL ADMINISTRATION &
PRINCIPAL/PROGRAM ADMINISTRATOR CERTIFICATION**

Heritage University has a program that is innovative and well-designed to help you become a dynamic educational leader in the region and state. We have four pathways to meet your goal:



Our program is unique in its innovative blended (synchronous online and on-ground) delivery model and its close alignment with the Association of Washington School Administrators (AWSA) Leadership Framework. Our curriculum is also aligned with the new National Educational Leader Preparation (NELP) Standards. Our candidates have very high rates of success and job attainment throughout the region and state.

Principal Residency Certificate plus Masters Degree:

Designed to serve teachers who do not have a masters degree, program consists of the 5-course plus internship certification strand plus a 10-unit Action Research Project completed over a two-year (5 semester) period.

Principal Residency Certificate:

Designed to serve teachers with a masters degree, program consists of the 5-course plus internship certification strand completed over a two-year (5 semester) period.

Accelerated Residency Certificate:

Designed to serve “Highly Qualified” candidates who have a masters degree plus significant leadership experiences, program consists of the 5-course plus internship certification strand completed in one academic year. Criteria:

- Possess a masters degree
- Not tied to a regular classroom assignment (instructional coach, dean, etc.)
- Significant previous leadership experiences
- Complete support from mentor principal and district superintendent

Accelerated Residency Certificate with emphasis on Special Ed Director:

Similar to the Accelerated Residency Certificate, “Highly Qualified” candidates who are or will be Special Education directors will receive alternative courses in Special Education program design, assessment, finance, and law to prepare them for the position. Candidates will receive a principal certification which will allow them to evaluate certificated staff.

Program Requirements:

- Minimum of three (3) years successful certificated teaching experience (does not include substitute teaching).
- ESA candidates must show evidence of three (3) years “successful school based instructional experience with students.”

Principal/Program Administrator Certification (including Accelerated pathways) – 22 credits total

ED 564A- Creating a School Culture (3) *

ED 567A- Data and Student Achievement (3)

ED 527A- Curriculum Alignment (3)

ED 570A- Instruction and Evaluation Practices (3) *

ED 565A- Closing the Achievement Gap (2)

ED 573 or ED 597- Internship (8) *

ED 550S – Special Education Program Development (2) *

ED 538S – Special Education Assessment Practices (2) *

SPED 568 Special Education Law (2) *

ED 585S – Special Education Finance (2) *

*** = indicates classes taken in the Special Education Director pathway**

Additional Courses Required to earn M.Ed. in Educational Administration- 32 credits total

ED 582- Issues in Education (2)

ED 553R- Fundamental Understanding of Behavioral Research (2)

ED 560R- Application of Behavioral Research (2)

ED 595R- Data Collection/Field Work (2)

ED 566R- Data Analysis & Project Outcomes (2)

For more information, contact:
Dr. Ken Bergevin, Chair, Educational Administration
Bergevin_k@heritage.edu
(509) 865-0746

Heritage University Educational Administration Program Application

APPLICATION PROCEDURES—Heritage reserves the right to make changes to program or requirements at any time

Important Notice: Candidates seeking admission to the Administrator Preparation Program must be admitted to the Graduate Program before the Professional Education Advisory Board (PEAB) will consider this application. **Please submit all materials for administrator’s application materials at one time.** Applicants must also meet the following requirements:

1. Possess a valid Washington State teaching, CTE, or ESA certificate (Note: Credentials from other states are also acceptable)
2. Completed three years of successful certificated teaching or ESA experience with “successful school based instructional experience.”
3. Provide official transcripts indicating 3.0 GPA for the last 2 years of undergraduate or graduate course work.
4. The candidate must maintain a B grade (3.0 or better) in all course work for masters and/or certification.

PERSONAL INFORMATION

Full Legal Name Last: _____ First _____ Middle _____ (Former Name) _____

Mailing Address: _____ City _____ State _____ Zip _____

Home Phone : () _____	Home E-Mail Address: _____
Work Phone : () _____	Work: E-Mail Address: _____
Cell Phone : () _____	

Please Check the Certification Held: Standard Initial Continuing Residency Professional
 ESA CTE

Please Check Program Option: Principal Cert. w/ Masters Degree Principal Cert Only Accelerated Principal Cert
 Accelerated Principal/Special Ed Director Cert

Years of certificated teaching or ESA experience: _____ (Do not include substitute experience.)

ATTACHMENTS *Please submit all application materials and recommendations at one time*

All Candidates seeking Principal Certification or Program Administrator Certification must submit #1-4 as applicable.

1. **RECOMMENDATIONS** – A minimum of three (3) confidential references from school/district administrators are required. One must be from your current Principal/Administrator and one from your current Superintendent or (Superintendent’s designee). ***Please use the forms provided in this packet.***
2. **Copy** of valid Washington State teaching and/or ESA certificate showing expiration date. (Note: Credentials from other states are also acceptable)
3. **Participation Acknowledgement Form (M.Ed. and Cert Only candidates) / Intern Agreement (Accelerated Candidates)**
4. **Candidates seeking Principal Certification who have ESA endorsement and no teaching certification/experience** must also submit the following: Job description(s) for a position(s) that involved school based instruction; a reflection essay that describes your instructional experience and contributions to student learning, including examples or descriptions of instructional plans and student work; and a letter(s) from an individual(s) who can verify and describe your assignments and service that support “successful school-based instructional experience with students.”

I understand that failure to submit complete and official credentials from all undergraduate and graduate institutions of higher learning I have attended may result in the denial of this application or my subsequent dismissal from the University. I certify that to the best of my knowledge all statements I have made in this application are complete and true.

Date of Application

Signature of Applicant

Participation Acknowledgement (pg. 1 of 2) (M.Ed. and Cert Only Candidates)

Participation Acknowledgement is required with application. Please return the completed acknowledgement form to the Educational Administration Department. This acknowledgement serves to solely endorse the candidate's participation in the Educational Administration Program. For the Internship year, a specific agreement will be provided.

CIRCLE ONE: Principal Certification or Program Administrator Certification

Applicant's Name: _____

Present Position/Title/Subject(s) and level taught: _____

Currently Employed at (Name of School and School District): _____

Washington State Teaching Certificate: Initial Continuing Residency
 Professional Certificate ESA CTE National Board

Number of years of certificated school-based instructional experience with students: _____

The above named candidate is applying to participate in the Educational Administration program at Heritage University. Part of our commitment to the districts we serve is to work closely with principals and superintendents in the identification and support of quality candidates. The purpose of this Acknowledgement is to:

- Ensure awareness of the applicant's intent to participate in our program
- Seek the principal's and superintendent's endorsement of the application's participation
- Secure commitment to support the leadership development of the applicant, which may include:
 - Access to information, meetings/events, and opportunities within the district
 - Consideration of possible internship placement(s) and mentors
 - Leadership opportunities at the building and district level
 - Assist applicant in meeting requirements for participation in the district's internship program
- Prompt a conversation about the University and WA State requirements for the Principal/Program Administrator internship in advance of entering into an internship agreement, which must be completed before the start of the school year in a candidate's second year in our program



Participation Acknowledgement (pg. 2 of 2) (M.Ed. and Cert Only Candidates)

By signing this document, I am endorsing the participation of this applicant in the Heritage University Educational Administration program and committing to provide support and encouragement to help the applicant gain the skills and dispositions necessary to become a successful intern in our school district.

Site Principal/Program Administrator Signature

Date

ACKNOWLEDGED BY

Superintendent or Designee

Date

Intern

Date

Heritage University Program Chair

Date

Please return completed applications to:
Dr. Ken Bergevin, Chair, Educational Administration
Heritage University, College of Education
3240 Fort Road, Toppenish, WA 98948



Internship Agreement 2019-20 (Accelerated Pathways) (pg. 1 of 2)

Internship Agreement is required with application. Please return the completed agreement form to the Educational Administration Department. This agreement, when approved, establishes a professional working relationship between the intern, school district, and Heritage University. Changes may be permitted with program approval.

Planning to intern during Fall 20_____.

CIRCLE ONE: Principal Internship SpEd Emphasis Program Administrator Internship

Applicant's Name: _____

Home Address: _____ City/St./Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Personal Email Address: _____ Work Email Address: _____

APPLICANTS QUALIFICATIONS

Present Position/Title/Subject(s) and level taught: _____

Currently Employed at (Name of School and School District): _____

Washington State Teaching Certificate: Initial Continuing Residency
 Professional Certificate ESA CTE National Board

Number of years of certificated school-based instructional experience with students: _____

PROPOSED INTERNSHIP LOCATION

School Name: _____ School Phone: _____

School Address: _____ City/Zip: _____

Principal's Name: _____

Principal's Email: _____

Mentor's Name (if different than principal): _____ Title: _____

Mentor's Email: _____

Superintendent's Name: _____ Business Phone: _____

District Address: _____ City/Zip: _____

UNIVERSITY and DISTRICT MENTOR RESPONSIBILITIES

1. Heritage University Responsibilities:

- ✓ Ensure on-site mentor and intern clearly understand all expectations for the internship.
- ✓ Meet on-site with the intern and their mentor on a regular basis.
- ✓ Maintain a record of visits, NELP Standards discussed, and agreements reached.
- ✓ Assist intern with revision of their Internship Plan as needed.
- ✓ Counsel and respond to intern and mentor questions or concerns.
- ✓ Monitor intern activities and progress.
- ✓ Provide feedback (e.g., writing, telephone, or in person) to intern regarding their progress.
- ✓ Approve Minimum Criterion Performance Checklist, Intern Log, Portfolio, and Final Intern Evaluation.

2. District/Mentor Responsibilities:

- ✓ Ensure the intern is assigned a highly qualified and effective mentor, with a minimum of three years administrative experience.
- ✓ Share organizational goals and plans for site-level projects appropriate for intern involvement.
- ✓ Collaborate with the intern and university supervisor to develop quality plans for activities and responsibilities.
- ✓ Monitor field activities to assure student is making satisfactory progress toward the required 540 hours.
- ✓ Provide the depth and breadth of experiences needed to achieve the required knowledge, skills, and dispositions required for principal and/or program administrator certification.
- ✓ Provide release time to attend required internship seminars (ED 573) and other professional growth opportunities, within budget capacity.
- ✓ Meet with the university supervisor regularly during the internship to review intern progress.
- ✓ Notify the university supervisor immediately if intern progress is not satisfactory.
- ✓ Guide and coach the intern regarding his/her internship plan.
- ✓ Approve the Minimum Criterion Performance Checklist, Intern Log, Portfolio, and Final Intern Evaluation.

The internship shall take place in an educational setting under the general supervision of a practitioner who is performing in the role for which the certification is sought. I have a State of WA certificate (principal or program administration) and have been an administrator for at least three years. As an administrative mentor, I accept mentor responsibility for _____ as my intern, by providing meaningful experiences that will meet course requirements and aid in the professional growth of this aspiring administrator. The internship experience will begin in **Fall 20** _____.

Mentor Principal/Program Administrator Signature

Date

APPROVED BY

Superintendent or Designee

Date

Intern

Date

Heritage University Program Chair

Date

Please return completed applications to:
Dr. Ken Bergevin, Chair, Educational Administration
Heritage University, College of Education
3240 Fort Road, Toppenish, WA 98948

Graduate Studies Declaration and Change of Major Form

Student's Name	Student ID#	Date
Please indicate if this is a:	<input type="checkbox"/> Declaration of Major	<input type="checkbox"/> Change of Major
Please indicate catalog year:	<input type="checkbox"/> 2019-2020	<input type="checkbox"/> Other: _____

<p>Master of Education Degree:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counseling <input type="checkbox"/> Educational Administration <input type="checkbox"/> Organizational Leadership <input type="checkbox"/> Organizational Leadership, with ProTeach Portfolio Support <input type="checkbox"/> Organizational Leadership, Bilingual Education <input type="checkbox"/> Organizational Leadership, English as a Second Language (ESL) <input type="checkbox"/> Organizational Leadership, English Language & Literature <input type="checkbox"/> Organizational Leadership, Reading / Literacy <input type="checkbox"/> Organizational Leadership, National Board-Certified Teacher Preparation <input type="checkbox"/> Special Education <p>Master in Teaching Degree:</p> <p>Elementary Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Education Course Based (K-8) <input type="checkbox"/> HU 105 Elementary Education Residency (K-8) <p>Secondary Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> English/Language Arts (5-12) <p>Master of Science Degree</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physician Assistant <p>Master of Arts Degree</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical Sciences <input type="checkbox"/> Multicultural English Literature & Language <p>Graduate Certificate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ESA School Counseling Certificate <input type="checkbox"/> Educational Administration <p style="margin-left: 20px;">Specialization (choose one):</p> <p>_____ Principal (including SpEd Director emphasis)</p> <p>_____ Program Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Multicultural Literature <input type="checkbox"/> Writing and Rhetoric <input type="checkbox"/> Applied Linguistics 	<p>Non-degree:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pro Teach Portfolio Support <input type="checkbox"/> National Board Preparation <p>Endorsement only programs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Endorsement only: <ul style="list-style-type: none"> <input type="checkbox"/> ELL <input type="checkbox"/> BLE <input type="checkbox"/> English Language Arts
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Candidates seeking both a Masters degree plus certification check Masters Degree option above plus the Graduate Certificate option below.

Candidates seeking only Principal Certification only need to check the option under Graduate Certificate.

Students: Please be sure you have copies of your unofficial transcripts when meeting with your faculty or academic advisor.

(1.) Department Chair Signature	Date	Assigned Academic Advisor Name (print)	(2.) Student's Signature	Date
			(3.) Registrar's Signature	Date

INTERNAL USE ONLY: *Student academic files will be transferred once all appropriate signatures have been collected and data updated in EX. The Office of Student Affairs Academic Advising will transfer student files to the appropriate Faculty Advisor/Department.

Confidential Recommendation for Admission, page 1 of 2

TO THE APPLICANT: Please return the three (3) Administrators' Confidential Recommendation Forms with your application materials. One should be from your current principal, one from your superintendent or the designee, and one from another administrator who is knowledgeable about your skills.

Applicant's Name: _____

Desired Certification: Principal (including SpEd Director emphasis) _____
 Program Administrator _____

TO THE REFERENCE: The applicant whose name appears above is applying for admission to the Administrator Preparation Program at Heritage University. The Professional Education Advisory Board will appreciate **your honest estimate of the applicant's ability to be successful in the Educational Administration Program.** As you rate and write your letter of recommendation, please describe the applicant's qualifications in any of the areas below. Please provide specific examples when appropriate.

Name of Reference: _____

Current job title: _____

What was your job title at the time you worked with this candidate? _____

From year _____ to year _____ in the _____
(school district/educational institution)

PLEASE RATE (X) THE CANDIDATE ON A 1-4 SCALE AS FOLLOWS:

1: UNACCEPTABLE 2: ACCEPTABLE WITH RESERVATION 3: ACCEPTABLE 4: OUTSTANDING

Personal Characteristics, Behaviors, & Skills	Unable To Rate	1 Unacceptable	2	3	4 Outstanding
Intellectual Capacity: Integrates and works effectively with large quantities of information; grasps, analyzes and understands complex material and concepts.					
Leadership: Sets high expectations for self; seeks innovation and improvement; contributes ideas toward achieving solutions to problems/opportunities; understands and is active in implementing reform(s); demonstrates integrity.					
Communication Skills: Written: Can organize, synthesize, and evaluate informational concepts in a written form that is appropriate for a defined audience and purpose. Oral: Expresses opinions and information orally in a clear and coherent manner.					
Interpersonal relations: Works with others in a collaborative and tactful manner; voices disagreement without creating unnecessary conflict; utilizes effective listening skills.					
Self-Awareness and Personal Development: Has capacity to improve performance and achievement through an awareness of own strengths and weaknesses.					
Judgment: Analyzes situations objectively and uses information to make decisions in an organized and timely manner.					
Dependability and Responsibility: Completes tasks promptly and accurately.					
Initiative: When appropriate, acts independently to resolve issues or to create solutions.					



Confidential Recommendation for Admission, page 2 of 2

Applicant's Name: _____

My overall perception of this applicant's qualifications for admission to the administrative preparation program is as follows (please circle one rating):

1	2	3	4
Not Recommended	Recommended with Reservation	Recommended	Highly Recommended

Please add your comments in the space below to explain your recommendation.

Signature _____ Date _____

Please place your recommendation **in an envelope and sign your name across the seal to ensure confidentiality.**
Please return the envelope to the candidate who will submit the reference with his/her completed application forms.

Thank you for assisting this applicant!

Confidential Recommendation for Admission, page 1 of 2

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Confidential Recommendation for Admission, page 2 of 2

Applicant's Name: _____

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1	2	3	4
Not Recommended	Recommended with Reservation	Recommended	Highly Recommended

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College of Education
Educational Administration

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Name of Reference: _____

Current job title: _____

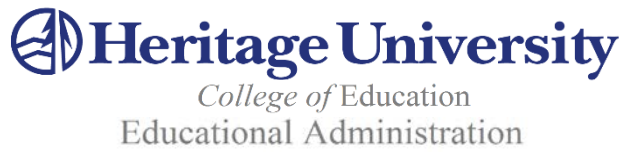
What was your job title at the time you worked with this candidate? _____

From year _____ to year _____ in the _____
(school district/educational institution)

PLEASE RATE (X) THE CANDIDATE ON A 1-4 SCALE AS FOLLOWS:

1: UNACCEPTABLE 2: ACCEPTABLE WITH RESERVATION 3: ACCEPTABLE 4: OUTSTANDING

Table with 6 columns: Personal Characteristics, Behaviors, & Skills; Unable To Rate; 1 Unacceptable; 2; 3; 4 Outstanding. Rows include categories like Intellectual Capacity, Leadership, Communication Skills, Interpersonal relations, Self-Awareness and Personal Development, Judgment, Dependability and Responsibility, and Initiative.



Confidential Recommendation for Admission, page 2 of 2

Applicant's Name: _____

My overall perception of this applicant's qualifications for admission to the administrative preparation program is as follows (please circle one rating):

1	2	3	4
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Please add your comments in the space below to explain your recommendation.

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