Administrative Specialist License
Career-Technical Education Administration
Educational Leadership K-12
Kent State University
(Plan of Study--39 hours)

The administrative specialist license is valid for working in a central office or supervisory capacity. Two years of successful teaching experience under a professional teacher license is required. The Master's degree, with a core of coursework in Educational Leadership plus 12 additional hours in the specialty area, is required for this license. The candidate must earn the qualifying score of 220 on the Ohio Assessments for Educators: Educational Leadership.

Date ___________________________ Student’s I.D.# ________________________

Student’s Name _________________ Student’s Signature: ___________________

Advisor’s Name: ________________ Advisor’s Signature: ___________________

Professional Requirements (3 credit hours)
EVAL 65511* Research in Educational Services (3) ________

Educational Leadership Core (24 credit hours)
EDLE 6/76526* Fundamentals of Educational Administration (3) ________
EDLE 6/76529* Leading for Social Justice (3) ________
EDLE 6/76518 School Law and Special Education (3) ________
EDLE 6/76544 Community Relations & Communication Skills (3) ________
EDLE 6/76542 Principles & Techniques of Supervision and Special Education (3) ________
EDLE 6/76492** Internship in Educational Administration (3) ________
EDLE 6/76533 Central Office Administration (3) ________
EDLE 6/76747 Personnel (3) ________

Specialization (12 credit hours)
CTTE 66001 Principles and Practices CTTE (3) ________
CTTE 66004 Program Evaluation in CTTE (3) ________
CTTE 66003 Analysis of Human Resources (3) ________
CTTE 66005 Special Populations in CTTE (3) ________

* Taken toward the beginning of the program.
** Taken toward the end of the program.

All course work will be taken at Kent State University unless substitutions are approved in writing by the student’s advisor.