

June 2017

**Kent State University - Educational Leadership K-12  
State of Ohio Pupil Services Administrative Specialist License  
Requirements—33 credit hours**

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

The administrative specialist license is valid for working in a central office or supervisory capacity. Two years of satisfactory experience under a professional pupil services license (School Audiologist, School Counselor, School Psychologist, School Social Worker, School Speech- Language Pathologist, School Nurse, Orientation & Mobility Specialist, Occupational Therapist or Physical Therapist) prior to licensure application. The Master's degree, with a core of coursework in Educational Leadership plus 6 additional hours in the specialty area, is required for this license. In addition, the candidate must earn the qualifying score of 220 on the [Ohio Assessments for Educators: Educational Leadership](#).

**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) \_\_\_\_\_

**Electives (Select 2 of the following- 6 credit hours)**

SPED 6/73532 Gifted Program Design and Administration (3) \_\_\_\_\_

ECED 50153 Organ. and Super. of Early Childhood Centers (3) \_\_\_\_\_

SPSY 6/77912 Role & Function of the School Psychologist (3) \_\_\_\_\_

SPSY 67973 Consulting Helping Professions (3) \_\_\_\_\_

HED 54543 Administration of School Health Programs (3) \_\_\_\_\_

HED 54550 Drug Abuse and Violence Prevention (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.

*The ODE and the Vacca Office of Student Services always recommends that students apply for licensure immediately following graduation regardless of whether they have secured a job in Ohio. Students who fail to apply for licensure within 12 months of program completion will have their coursework reviewed and may be subject to additional requirements.*

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## **Pupil Services Administrative Licensure Schedule of Classes**

### **Fall (Commence)**

1. EDLE 6/76526: Fundamentals of Educational Administration
2. EDLE 6/76529: Leading for Social Justice

### **Spring**

3. EVAL 65511: Research in Educational Services
4. Elective

### **Summer I**

5. EDLE 6/76518: School Law and Special Education

### **Fall**

6. EDLE 6/76544: Community Relations and Communication Skills
7. EDLE 6/76542: Principles and Techniques of Supervision and Special Education

### **Spring**

8. EDLE 6/76492 Internship in Educational Administration
9. EDLE 6/76533 Central Office Administration

### **Fall**

10. EDLE 6/76747 Personnel
11. Elective