# Superintendent Licensure

## I. INTRODUCTION

The College of Education and Human Services can recommend candidates who hold a master's degree, a principal or administrative specialist license and have 3 yrs of experience as a principal or administrative specialist for superintendent licensure. **Note:** Students MUST apply and be accepted to the University as Graduate Licensure for the Superintendent program PRIOR to enrolling in these courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term to Be Taken</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 674</td>
<td>Special Education Law OR</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM 677</td>
<td>Legal and Policy Issues in Education</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM 652</td>
<td>School Business Management &amp; School Facilities</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM 811</td>
<td>The School Superintendency</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>ADM 880</td>
<td>Internship (2 semesters, 2 credits per semester)</td>
<td>4</td>
<td>15-16</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS (15 Semester Hours)**

## III. APPLYING FOR THE LICENSE:

All requests for a new credential must be completed on-line through the Ohio Department of Education's (ODE) website. Information regarding the on-line license application process can be found at: [http://education.ohio.gov/Topics/Teaching/Educator-Licensure](http://education.ohio.gov/Topics/Teaching/Educator-Licensure).

After visiting this website if you still have questions regarding the on-line application process, please contact the Education Advising Office at 216-687-4625. Once you have submitted your on-line license application to the ODE and payment is made, it will be forwarded to Cleveland State for review.

**CLEVELAND STATE MUST HAVE ON FILE AN APPROVED PROGRAM OF STUDY, A RECORD OF YOUR PRAXIS/OAE SCORES, AND RESULTS OF YOUR PORTFOLIO ASSESSMENT (IF REQUIRED) TO APPROVE YOUR LICENSE APPLICATION.** You will be notified by the ODE if you do not have a current background check on file with them.
SUPERINTENDENT LICENSURE EXPERIENCE VERIFICATION FORM

Candidates must have a master's degree, hold a principal or administrative specialist license and have 3 yrs of experience as a principal or administrative specialist.

Name: ____________________________________________ CSU ID: ____________________________

Please state the credential(s) you hold: ____________________________________________

Employment History (list most current employer first, use additional paper if needed):

Employer: _______________________________________________________________________
Position Held: ___________________________________________________________________
Grade Level(s) Served in this Position: ____________________________________________
Number of Years at Position: _____________________________________________________
Position Start Date: ___________________________ Position End Date: __________________

Employer: _______________________________________________________________________
Position Held: ___________________________________________________________________
Grade Level(s) Served in this Position: ____________________________________________
Number of Years at Position: _____________________________________________________
Position Start Date: ___________________________ Position End Date: __________________

Employer: _______________________________________________________________________
Position Held: ___________________________________________________________________
Grade Level(s) Served in this Position: ____________________________________________
Number of Years at Position: _____________________________________________________
Position Start Date: ___________________________ Position End Date: __________________

(Please keep this form attached to your program of study)