The following three requirements were set forth by the CSDE for admission to a program for a Certificate for Intermediate Administration and Supervision. These criteria must be met by all applicants:

1. Hold a Master’s degree in education or a related field from an accredited institution.
2. Evidence of five years of full-time educational experience in a PK-12 setting.
3. Completion of at least 36 semester hours of a special education course.

For WestConn’s program, the entrance materials will include three additional types of information:

4. Two recommendations, using a form with specific criteria and questions developed in conjunction with faculty at WCSU, CCSU and local administrators. One recommendation must be completed by the candidate’s district superintendent or someone designated by the superintendent at the executive level of the school district (Central Office), and the second should be submitted by a supervisor of the applicant.
5. An Application and Leadership Mini-Portfolio must be completed by each applicant and assessed using a scoring rubric. This rubric incorporates knowledge, skills, and dispositions targeted throughout the program and on the Employer Survey.
6. An interview including an accompanying 4-point rating of target criteria will be completed by all interviewers.

An Admissions Committee will minimally consist of the Educational Administration Program Coordinator, at least one other faculty member from the EdD Program, and a present or former local school administrator. All candidate materials will be reviewed by the admissions committee before entry to the program will be granted.

Admissions Procedures:

1. After students are admitted to the EdD in Instructional Leadership Program, they will complete the first course in the EdD and 092 program, ED800: Foundations of Instructional Leadership. Students will then declare their interest in pursuing the 092 certificate.
2. Students will have the opportunity to participate in a variety of Pre-practica experiences through their coursework.
3. Students will complete two additional courses in the EdD program (ED804: Learning, Cognition, and Teaching, and ED820: Topics in Curriculum and Instruction). At this time, they will confirm a commitment to the 092 certificate program.
4. After the fourth course is completed, ED805: Research and Evaluation in Education, applicants will submit two recommendations, a mini-portfolio, and the name and title of a mentor to the 092 Program Admissions Committee.
5. All applicants will be interviewed and notified of acceptance, prior to an orientation meeting in May and the beginning of the summer courses offered by CCSU faculty.
APPLICATION FOR ADMISSION: MINI-PORTFOLIO

CERTIFICATE FOR INTERMEDIATE ADMINISTRATION AND SUPERVISION
(ENDORSEMENT #092)

Date of Application

Name (Last, First, Middle Initial)    Social Security Number

Date of Birth    Place of Birth (city, state)

Street Address    Telephone    Number (Include Area Code)

City    State    Zip Code

E-Mail Address

Citizenship:  □ US Citizen  □ Permanent Visa  □ F-1 Student Visa  □ F-2 Student Visa  □ Other Visa Status

Alien Information: Do you hold an Alien Registration Receipt Card (Green Card)?

   No   Yes, please enclose a photocopy of both sides of your Green Card.

   Alien No.

Employer

Employer Address    City    State    Zip Code

Employer Telephone Number (include area code)

How did you first hear about WestConn’s 092 Program?

□ Professional organization Newsletter
□ WCSU’s website
□ A school administrator
□ A teaching colleague
□ A student in the program
□ A graduate of the program
□ Radio ad
□ Other: __________________________
Education: List all other colleges and universities attended:

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>Dates Attended</th>
<th>Specialization/Major</th>
<th>Degree Earned</th>
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If needed, attach a separate sheet to indicate additional colleges.

Employment/Teaching Experience:

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</table>

I certify that all of the information I have provided is accurate.

__________________________________________
Signature of Applicant

__________________________________________
Date

Provide the following information about your Mentor (Must be a Principal, Asst. Supt./Assoc. Supt. or Supt.). If you do not have this information yet, please provide it as soon as possible.

Name of Mentor________________________________________Position____________________

Mailing Address________________________________________

__________________________________________
E-mail Address________________________________________Phone____________________

Data: Optional

Sex:  □Male      □Female

Ethnicity:      □Native American □African American □White, Non-Hispanic
□Asian/Pacific Islander □Hispanic □Do not wish to reply
MINI-PORTFOLIO

Personal Statement Regarding Your Professional Goals and Experiences

Please respond to the two questions below. Your responses should be typed in double-space format and each answer should not exceed 500 words.

1. Explain your personal and professional reasons for seeking the Certificate for Intermediate Administration and Supervision. Be specific as to: (a) knowledge base, (b) skills, and (c) dispositions you hope to develop.

2. Describe a difficult or challenging situation that occurred in your educational setting and the leadership role you played in the resolution of that situation. Include a description of each of the following personal attributes or characteristics that you employed: (a) problem-solving, (b) conflict resolution, (c) interpersonal relations, (d) initiative-taking, (e) attention to diverse needs of individuals.
MINI-PORTFOLIO (continued)

Provide a brief description of how you have been involved with each of the following topics. Briefly explain your role and an account of the activity.

1. School Improvement planning and implementation, such as professional development.

2. Implementation of Curriculum and Instruction

3. Parent/Community Relations

4. Discipline Procedures

5. Scheduling Activities
APPLICATION FOR ADMISSION: RECOMMENDATION FORM

CERTIFICATE FOR INTERMEDIATE ADMINISTRATION AND SUPERVISION
(ENDORSEMENT #092)

APPLICANT

NAME (LAST, FIRST, MIDDLE INITIAL)

STREET ADDRESS

TELEPHONE NUMBER (INCLUDE AREA CODE)

CITY        STATE        ZIP CODE

E-MAIL

I waive the right to have access to letters of recommendation written on my behalf.

APPLICANT SIGNATURE       DATE

INDIVIDUAL MAKING THE RECOMMENDATION

NAME (LAST, FIRST, MIDDLE INITIAL)        TITLE AND CURRENT AFFILIATION

SIGNATURE        DATE

Would you be available for a follow-up phone call to discuss this applicant? _____YES _____NO

If you answered “Yes,” please provide the following information:

TELEPHONE NUMBER (INCLUDE AREA CODE)

Directions: In order for members of the Admissions Review Committee to know more about each applicant’s demonstrated characteristics and future potential related to educational leadership, please complete the following information.

1. How long have you known the applicant? _____________________________
2. In what capacity have you known the applicant (i.e., as a building principal, department chair, superintendent)?

3. This survey pertains to topics that influence a SCHOOL and DISTRICT. In your opinion, please circle the number that indicates the applicant’s ability to demonstrate each of the following activities or behaviors:

Scoring Guide:
- **1 = Strongly Disagree**: It is highly unlikely that the Applicant could demonstrate this activity or behavior.
- **2 = Disagree**: The Applicant could partially demonstrate this activity or behavior.
- **3 = Agree**: The Applicant could successfully demonstrate this activity or behavior.
- **4 = Strongly Agree**: The Applicant could demonstrate this activity or behavior showing in-depth understanding and execution.

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4. Provide an example of this individual’s taking an active leadership role in the school or district.

5. In which areas of personal or professional development could this individual continue to grow while pursuing this certificate?

SIGNATURE         DATE

Return this completed form to: 092 Certificate Admissions Review Committee, Division of Graduate Studies, Western Connecticut State University, 181 White Street, Danbury, CT 06810
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