Graduate

**School Administrator**

**Issued as a CE endorsement. Candidates can apply for the School Administrator Certificate of Eligibility endorsement exclusive of the Master of Arts in Administration and Leadership program. This endorsement entitles the holder to be employed as a superintendent, assistant superintendent, and director in grade preschool through grade 12.**

**Requirements:**

Applicants are responsible for collecting and emailing all necessary documentation to the **GCU School of Education Certification Officer.**

\* Email address can be found on the GCU State Certification webpage.

 GCU final, unofficial transcript, documenting the master’s degree

 Completion of program with a GPA of 3.0

 **Five years** of full-time teaching under a valid provisional or standard NJ certificate

 Submit the completed “**Record of Full-time Educational Work Experience**”

form, found on the State Certification page of the GCU website, with an **original**

**signature** from a school official. Can be scanned and emailed.

 Completion of HIB Training (Harassment, Intimidation, and Bullying)

 \*Training is provided through www.njpsa.org - $50 course

 <https://portal.njpsa.org/store/events/registration.aspx?event=PDS006V2>

**-OR-**

 **An original letter** documenting participation in district approved training,

 describing what the training covered, with **original signature** by either the

 Human Resources Director or Principal. Can be scanned and emailed.

 Passing test score report: ETS: School Superintendent Assessment (6991)

 Completion of 150-hour internship, **independent of EDC6090 & EDC6091 principal**

 **internship hours**. EDC6094 course must be present on transcript.

**PLEASE NOTE: You Should NOT begin the application process with NJedcert if you wish to be recommended by GCU for your certification. Once materials are verified by the GCU School of Education Certification Officer, further instructions will be given.**

**Certification Fees**

School Administrator $190