

Urban School Leadership- Graduate Certificate (LICENSE ONLY)

You can help change our urban educational system

This program prepares school leaders in urban areas to confront and engage in complex social change. Because these communities have unique challenges, urban principals require a different kind of preparation at the certification level. This program trains you to be a leader who risks, hopes, and dares to create social justice critical for all students to be successful.

We give the highest priority to the issues that affect urban areas, including:

- Demonstrating moral and ethical leadership
- Engaging the school and community
- Recognizing power and politics
- Organizing and creating change
- Supporting the teaching and learning of diversity
- Advocating equity and social justice
- Designing school improvement Urban principalship program of study.

You can apply for admission for the Building Level Administrator, (K-12) licensure only program. This program is 24 credit hours. You must have a master's degree to be eligible for the licensure only program.

Students admitted to this program are not eligible for financial aid.

****In addition to successfully completing the program, students seeking licensure must meet all current IDOE requirements.**

For more information about the program, please contact us. We would be happy to help you explore your options.

This program will include face-to-face and online course offerings.

All applicants are required to submit their transcripts, with the degree conferral, to be reviewed for admission. Please contact the advisor (see above) for information about the application instructions and submitting the transcripts. Applicants with a cumulative GPA below a 3.0 may be asked to participate in an interview during the admission process. The GPA from your highest degree received will be considered.



Building Level Administrator License (K-12)	GRADUATE
URBAN SCHOOL LEADERSHIP GRADUATE CERTIFICATE	Revised Form- Summer 2023

Student Name: _____ Student ID #: _____

Advisor Name: _____ Date Accepted to Program: _____

***Students must be admitted to the Urban School Leadership Graduate Certificate (licensure only) program.**

Educational Leadership (24 credits)			
EDUC J500 – Instruction in Context of Curriculum	3		
EDUC A500 – Introduction to Educational Leadership	3		
EDUC A510 – School Community Relations	3		
EDUC A515 – Educational Leadership: Teacher Development & Evaluation	3		
EDUC A608 – Legal Perspectives on Education	3		
EDUC A624 – Educational Leadership: The Principalship K-12	3		
EDUC A635 – Public School Budgeting and Accounting	3		
EDUC A695 – Practicum in Educational Leadership <i>Note: Students must complete a total of 3 credits of the A695 practicum for the building-level administration.</i>	3		

Advisor Signature

Date

Student Signature

Date

Transferred Courses/ Revalidation

Transferred Courses /Revalidation			

Note: Licensure courses cannot be substituted. At the time of degree/licensure completion, course work cannot be over seven years old. **Revalidation:** Courses over seven years old must be revalidated. Revalidation requires students to demonstrate their current knowledge of course material that was not recently taken. Students will work with their faculty advisor and/or Program Coordinator for an approved revalidation plan.

*Courses over ten years old are expired and cannot be used to fulfill the degree/licensure requirements.

Advisor Approval: _____ Date: _____

Eligibility for the Building Level Administrator License (Indiana)

IUPUI's master's degree and BLA licensure program is an approved program by the Indiana Department of Education. To obtain a Building Level Administrator license students must successfully complete the program and meet other relevant IDOE requirements including.

- Hold a Proficient Practitioner or Accomplished Practitioner license.
- Pass the ETS Test #5412: Educational Leadership: Administration and Supervision with a score of 150 or higher. Find the link for the ETS Test information here: <https://www.ets.org/praxis/in>.
- Valid CPR/AED training at the time of applying for the Building Level Administrator license; here is a list of state approved providers: <https://www.in.gov/doi/educators/educator-licensing/cpr-and-aed-certification/>
- Complete the Suicide Prevention Training Certificate. here is a link to the School of Education module: <https://iu.instructure.com/enroll/69AD7J> *Note: Anyone with this link and IU credentials can enroll.*

Licensing Application Process

Applicants that have completed a Building Level Administrator Program may apply online through the License Verification and Information System (LVIS). Note: *Students may apply after the degree is posted to the transcript.

- Log-in to the Indiana LVIS Portal and create an individual profile. Be sure to indicate that IUPUI is the "recommending university."
- LVIS Portal/Instructions: <https://www.in.gov/doi/educators/educator-licensing/lvis/>

Application Documents (Domestic Students)

- **Personal Statement**
 - Please use the writing prompt below as a guide for your statement.
 - Writing prompt: Leadership programs of the IU School of Education prepare educators to be moral and transformational agents leading high performing schools and fostering equity, justice, and diversity. Leaders of this sort routinely contend with and challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity, and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organization, community relations, curriculum development and delivery, legal and financial issues, and leadership practice. This work demands the ability to reflect and respond in written and oral form.
 - So that we can assess interest and commitment to engaging with our faculty and fellow students in these efforts, we ask all candidates to provide a Statement of Purpose for entering the IU School of Education Educational Leadership program. This statement should clearly introduce you, indicate your educational and professional goals and relate these to your educational, work and life experiences.
 - Along with addressing the prompt above, be sure to include answers to the following questions in your statement:
 - What are your personal, academic, and career goals?
 - How will this program help you meet your academic and career goals?
 - What experiences have prepared you for this program?
- *This statement should be no more than three double-spaced pages, be written with a 12-point font, and have one-half inch right and left margins and one inch top and bottom margins. It should answer the following prompt. ***All documents should be written in English.***
- **Two Letters of Recommendation**
 - Submit two (2) letters of reference/nomination on official letterhead with signatures from current administrators, specifically, addressing leadership experiences with potential for leadership success as a school principal. All letters must be submitted on letterhead with signatures.
 - Please note: *The application will require you to submit your recommender's email; an email request will automatically be sent to the recommender on your behalf.*
- **Transcripts**
 - Upload an unofficial transcript for each institution
- **Proof of License**
 - Please provide a copy of your school teaching, school guidance counselor, or school media specialist license.

Application Documents (International Students)

International Applicants- *If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant.*

English Proficiency

- *The School of Education at IUPUI will accept a TOEFL score of 79 for the Internet-based version exam; the TOEFL cannot be over (2) years old. **Please note: The English for Academic Purposes exam (EAP) is waived with a TOEFL score of 100.** Click here for information about the TOEFL: <http://www.ets.org/toefl/> . However, if you complete an online exam (TOEFL iBT Home Edition or TOEFL Essentials), you will be required to complete the EAP exam.*
- *Here is information about the EAP: <http://liberalarts.iupui.edu/english/pages/eap-program-folder/eap-placement-test.php> .*
- *Here is information about English Proficiency: <http://international.iupui.edu/admissions/how-apply/graduate/english.html>.*
- *Here is a list of countries for English Proficiency Exemptions, if you received the equivalent of a U.S. Bachelor's degree from these countries: <http://international.iupui.edu/admissions/english-speaking-countries-grad.html>.*

Student Visa

- *If you are on a Visa status or will need to use a Visa to pursue your education at IUPUI, please contact the Office of International Affairs. Their number is (317) 274-7000. Click here to access their Visa information: <http://international.iupui.edu/visas/index.html> . Here is a link to their contact page: <http://international.iupui.edu/about/contact.html>*