

# Your school is your community. Be its leader.

## The online PK-12 certificate in educational administration

The [online PK-12 certificate in educational administration](#) from the KU School of Education and Human Sciences provides students who already possess a master's degree in an education-related field with an accelerated path toward the credentials required to become a principal at the PK-12 level. Successful completion of this program prepares you to sit for the Kansas state Building Leadership licensure exam; upon passing this exam, you will be eligible to add the Building Leadership and Administration Endorsement to your teaching license in the state of Kansas.

### Program Structure

- 8 courses
- 24 credit hours
- 8 weeks per course
- Complete in as few as 12-16 months

### Admissions Requirements

- Completed [online application form](#)
- Professional resume or CV
- Completed bachelor's degree with a master's degree in an education-related field, both from accredited colleges or universities
- Current teaching license with at least 3 to 5 years of experience in schools
- Official transcripts from all colleges or universities attended
- Personal statement showing a clear understanding of how the degree will fit into the applicant's career plans
- Three letter of recommendation from qualified individuals
  - 1 from an immediate supervisor
  - 2 from others in leadership positions (principal, grade-level chair, instructional coach, etc.)
- Application fee: \$30
- IELTS or TOEFL scores (for non-native English-speaking applicants)

### Program Benefits

- Learn from renowned faculty with extensively published research and diverse real-world experience
- Experience the challenges of over 30 diverse schools and their case-study-based curricula in the innovative simulated community of [Jayhawkville](#)
- Complete your coursework anytime, anywhere, through our [innovative online format](#)
- No GRE required for admission

## The Curriculum

**ELPS 750:** Principalship

**ELPS 752:** Education Law

**ELPS 755:** Human Resource Management

**ELPS 854:** Students in Society

**ELPS 852:** School Resource Management

**ELPS 853:** Staff Evaluation and Development

**SPED 756:** Special Education Leadership

**ELPS 895:** Internship

## What You'll Learn

You will learn from the same experienced faculty who lead our online master's in educational administration program and explore the educational policy, management skills, and socioeconomic forces that inform effective building-level leadership.

You will study various administrative roles; learn about education law; examine the national context for education in the U.S.; and focus on how to develop, support, and manage staff members. You will also complete an internship and related portfolio project as a culminating exercise, demonstrating your ability to apply course content hands-on in a building leadership role.

After the first class, ELPS 750, students will have access to the ELPS Internship Gateway course to start preparing and gaining experiences to complete the internship, ELPS 895.

## Career Outcomes

Graduates of the online PK-12 certificate in educational administration program are prepared to sit for the Building Leadership licensure exam in the state of Kansas and to add the Building Leadership and Administration Endorsement to their Kansas state teaching license upon passing the exam. Graduates of the program will typically advance into administrative roles upon successful completion of their licensure requirements.

While most graduates intend to advance to principal roles, their career paths may also include positions as department heads, assistant principals, athletic directors, or as leaders in non-administrative roles such as superintendents, school board presidents, or district directors.

This online academic program fulfills Kansas state standards for the Building Leadership and Administration licensure endorsement and helps prepare students for the building-level certification examinations other states require for licensure, but it does not fulfill the requirements needed to complete a master's degree.

**Note:** In order to enroll in this program, a bachelor's degree, a master's degree in an education-related field, current teaching license, and PK-12 teaching experience under that license are required.

The online post-master's PK-12 certificate in education administration meets the educational requirements for licensure in the state of Kansas. KU's licensure programs strive to maintain accurate and up-to-date information about the educational requirements for licensure in U.S. states and territories. However, regulations are subject to change and may have varying interpretations. In addition to possible changes in educational requirements, licensure often includes additional requirements, such as specific examinations and additional training or practicum hours. It is highly recommended that students seek guidance from the appropriate licensing agency before beginning an academic program to ensure they know what is needed to obtain the license/certification/registration in the state in which they intend to practice and/or seek licensure.

Visit [soehs.ku.edu/current-students/licensure/disclosures](https://soehs.ku.edu/current-students/licensure/disclosures) for more information.