Kent State University - Educational Leadership K-12
State of Ohio Pupil Services Administrative Specialist License
Requirements—33 credit hours

Student Name: _____________________________ Banner ID: __________ Date: __________

Student Signature: __________________________ E-mail Address: __________________________

Advisor Name: _____________________________ Advisor Signature: __________________________

The administrative specialist license is valid for working in a central office or supervisory capacity. Two years of satisfactory experience under a professional pupil services license (School Audiologist, School Counselor, School Psychologist, School Social Worker, School Speech-Language Pathologist, School Nurse, Orientation & Mobility Specialist, Occupational Therapist or Physical Therapist) prior to licensure application. The Master's degree, with a core of coursework in Educational Leadership plus 6 additional hours in the specialty area, is required for this license. In addition, the candidate must earn the qualifying score of 220 on the Ohio Assessments for Educators: Educational Leadership.

Professional Requirements (3 credit hours)
EVAL 65511* Research in Educational Services (3) __________

Educational Leadership Core (24 credit hours)
EDLE 6/76526* Fundamentals of Educational Administration (3) __________
EDLE 6/76529* Leading for Social Justice (3) __________
EDLE 6/76518 School Law and Special Education (3) __________
EDLE 6/76544 Community Relations & Communication Skills (3) __________
EDLE 6/76542 Principles & Techniques of Supervision and Special Education (3) __________
EDLE 6/76492** Internship in Educational Administration (3) __________
EDLE 6/76533 Central Office Administration (3) __________
EDLE 6/76747 Personnel (3) __________

Electives (Select 2 of the following- 6 credit hours)
SPED 6/73532 Gifted Program Design and Administration (3) __________
ECED 50153 Organ. and Super. of Early Childhood Centers (3) __________
SPSY 6/77912 Role & Function of the School Psychologist (3) __________
SPSY 67973 Consulting Helping Professions (3) __________
HED 54543 Administration of School Health Programs (3) __________
HED 54550 Drug Abuse and Violence Prevention (3) __________

* Taken toward the beginning of the program.
** Taken toward the end of the program.

All course work will be taken at Kent State University unless substitutions are approved in writing by the student’s advisor.

The ODE and the Vacca Office of Student Services always recommends that students apply for licensure immediately following graduation regardless of whether they have secured a job in Ohio. Students who fail to apply for licensure within 12 months of program completion will have their coursework reviewed and may be subject to additional requirements.
Pupil Services Administrative Licensure Schedule of Classes

Fall (Commence)
1. EDLE 6/76526: Fundamentals of Educational Administration
2. EDLE 6/76529: Leading for Social Justice

Spring
3. EVAL 65511: Research in Educational Services
4. Elective

Summer I
5. EDLE 6/76518: School Law and Special Education

Fall
6. EDLE 6/76544: Community Relations and Communication Skills
7. EDLE 6/76542: Principles and Techniques of Supervision and Special Education

Spring
8. EDLE 6/76492 Internship in Educational Administration
9. EDLE 6/76533 Central Office Administration

Fall
10. EDLE 6/76747 Personnel
11. Elective