CSPG No. 9
July 1, 2004

EXPERIENCE REQUIREMENTS FOR INITIAL SUPERVISORY, ADMINISTRATIVE CERTIFICATES AND LETTERS OF ELIGIBILITY

General Policies

The Bureau of Teacher Certification and Preparation has the responsibility to determine creditable experience towards the requirements of the regulations and these guidelines.

Requirements and Process

Basic requirements for issuance of certificates and letters of eligibility:

- All requests must be made by submitting the appropriate application forms and fee.
- All candidates for supervisory and administrative certificates and letters of eligibility must submit evidence of the requisite professional certificated service. All service evaluated for any certificate identified in this CSPG must be rated as satisfactory.

1. **Supervisory and Administrative Certificates**

   a. The service required for an administrative certificate is five years of professional service on a state-issued certificate appropriate for the assignment.

   b. The five years of professional service for supervisory certification must be obtained under the appropriate instructional or educational specialist certificate.

   c. For supervisory and administrative certification, at least three years of the professional experience shall have been on a state-issued public school certificate, including the Pennsylvania School Program Specialist Certificate, which was: (i) valid for the assignment in the state in which such service was performed, and (ii) comparable to the Pennsylvania type 01 emergency permit or the Intern, Level I (provisional), or Level II (permanent) certificates.

   d. The remaining two years of such certificated experience may be:

      (1) Salaried service (minimally half-time: 14 hours/week) as a regularly appointed college teacher in the certificate area when the employing postsecondary school or college is either state-approved or regionally accredited.

      (2) Salaried service (minimally half-time: 14 hours/week) as a regularly appointed college supervisor of student or intern teachers or other collegiate-supervised field practicum in a state-approved teacher preparation/certification program in an area(s) for which the candidate is seeking the Pennsylvania supervisory certificate.

(3) Non-certificated service (minimally half-time: 14 hours/week) in the area for which the Pennsylvania supervisory certificate is requested, when performed in the public schools of a state which requires no specific state certificate for employment or assignment in such capacity.

(4) Full-time (minimally 24 hours/week) salaried service as a professional-level employee of a federal or state educational agency or a professional education organization when such service is primarily that of a policy-making, administrative, or field consultant role directly related to elementary and secondary school-level programs.

(5) Service (minimally half-time: 14 hours/week) as a teacher of adult courses (within the area for which the Pennsylvania supervisory certificate is sought) when offered by a school entity which is recognized by the respective state educational agency as a public school, licensed private school, or registered non-public non-licensed school, provided that the applicant held appropriate state certification for service in such a position.

2. **Supervisor of Comprehensive Vocational Education and Vocational Director**

   a. Candidates for a vocational supervisory certificate shall provide evidence of <u>three</u> years of satisfactory service as a state-certificated teacher of secondary-level Agriculture, Business Education areas, Distributive Education, Health Occupations, Family and Consumer Science, or Trade and Industrial Education (including cooperative education activities, and occupational/technical curricula within such fields of vocational education).

   b. To be counted toward the service requirement, out-of-state service must have been in school entities recognized by the respective state department of education as a public school, licensed private school, or registered non-public non-licensed school of secondary school level and on an appropriate state certificate.

3. For Vocational Administrative Director, candidates shall provide evidence of five years of satisfactory professional experience within programs of vocational education, subject to the following conditions:

   a. At least three years of service shall be in a Pennsylvania area vocational technical school or approved program of secondary-level vocational education in a Pennsylvania comprehensive high school as a (i) state-certificated teacher of secondary-level in the areas of Agriculture, Business Education, Distributive Education, Health Occupations, Family and Consumer Science or Trade and Industrial Education (including cooperative education activities, and occupational/technical curricula within such fields of vocational education or (ii) as a secondary vocational counselor, secondary principal, or coordinator or supervisor of a field of vocational education or (iii) as a certificated teacher in a vocational-related subject integrated in the vocational curriculum.

b. The remaining two years of this service may be in positions which meet conditions enumerated in Section 1d of this CSPG, when rendered within, or directly related to, programs of vocational education.

4. **Letter of Eligibility: Superintendent/Assistant Superintendent, Intermediate Unit Director/Assistant Intermediate Unit Director**

a. Candidates shall provide evidence of six years of professional certificated service in state-approved elementary and secondary schools, subject to the following conditions:

(1) The service shall consist of six years of satisfactory service which for the superintendent and intermediate unit director includes three years service (minimally half-time: 14 hours/week) as a supervisor or school administrator in a public school, state-licensed private academic school, or state education department registered non-public non-licensed school when the applicant:

- held a valid public school certificate which (a) qualified him/her for such assignment in the state in which such service was performed, and (b) is comparable to the Pennsylvania supervisory or administrative certificate which would be required for similar service in the public schools of this Commonwealth, or

- rendered such supervisory or administrative service in the public schools of a state which requires no specific state certificate to qualify him/her for such assignment.

Predetermination Evaluation

When a candidate for a supervisory or administrative certificate seeks departmental evaluation of his/her experience <u>before</u> enrolling in a program of studies to meet the educational requirements for such certificate, submission of a formal application with fee must be submitted to the Bureau of Teacher Certification and Preparation.

Unacceptable Service

a. Positions which do not require a Pennsylvania certificate to qualify the incumbent in such position, are non-professional positions. Similar service in the schools of other states, even though on a qualifying certificate of the state, is not creditable toward meeting the experience requirements for Pennsylvania certificates and letters of eligibility. Examples may include Business Manager, Athletic Director or Attendance Officer.

b. If a person serves in a position requiring a specific certificate, but does not hold such certification, such service is not creditable toward meeting experience requirements for certificates and letters of eligibility enumerated in this CSPG.

Special Considerations

Any professional educational service within the Pennsylvania Department of Education which may be applicable to Sections 1–3 of this CSPG must be reviewed and approved by the Certification Appeal Committee before it may be credited toward meeting the experience requirements for certificates and letters of eligibility enumerated in this CSPG

Reference: 22 Pa. Code §§49.161, §§49.163, §§49.172, §§49.182

THIS REVISION SUPERSEDES ALL EARLIER CSPGS CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 3/75, 1/87