The 60 credit-hour Certificate of Advanced Study program has, as its primary goal, certification as School Building Leader (SBL) and/or School District Leader (SDL). A six-credit internship is part of this program and is required for New York State certification.

**Admission Requirements:**

- One official copy of the baccalaureate and Master's transcripts from an accredited institution.
- 3.0 GPA or higher on Master's transcripts.
- A professional or permanent NYS teaching certificate.
- A coherent essay reflecting on the Educational Leadership Constituent Council (ELCC) Standards
- Three letters of recommendation from school administrators. These letters should be requested using our online application system.
- Written verification from the school district of at least three years of teaching experience. Please request this verification through our online application system.

**Application Procedures**

To apply, **upload** the following items into the graduate online application system:

1. One copy of all undergraduate and graduate transcripts, including schools with transfer credits. You may upload internal/student copies of your transcripts to expedite an application review; however, we require official transcripts be mailed to our office.
2. Evidence of your professional or permanent NYS teaching certification.
3. An essay addressing the ELCC’s standards
4. Request three letters of recommendation from practicing school administrators.
5. Request an employment verification letter from a school district official.

If you have questions about the application process or the programs offered, please contact the Graduate School at (845) 257-3947 or gradschool@newpaltz.edu.
Program Requirements

- Matriculation must be completed prior to completing six (6) credits. Upon matriculation, an advisor will be assigned to the candidate.
- File a Plan of Study during the first semester after matriculation. The Plan of Study is developed with the assigned advisor.
- Complete prescribed course work and other requirements within five years after matriculation.
- Maintain a cumulative average of 3.00 or higher with no more than two grades below B-
- Complete a Child Abuse Seminar or verify a previous completion of this seminar.
- Complete a S.A.V.E. course (if taking EDA775, this will automatically be recorded on your New Paltz transcript).
- Complete a Dignity for All Students Act (DASA) workshop or verify a previous completion of this seminar.
- MMR immunization
- Application to and completion of Internship.
- Pass the appropriate NYS School Leadership Examinations
- Note: for certification, fingerprint clearance must be received again even if clearance had been received earlier in one’s career.

Curriculum Requirements (60 credits): Master's degree + 30 credits

Required Courses (24 credits)

- EDA793 Leadership and School Organization (3 credits)
- EDA772 Administrative Theory and Practice (3 credits)
- EDA775 New York State Education Law and Policy Implementation (3 credits)
- EDA7xx Finance course (3 credits)
- EDA760 Current Issues in Educational Administration (3 credits)
- EDA769 The Principalship (3 credits)
- EDA784 Curriculum Development for Administrators (3 credits)
- EDA789 The Superintendency (3 credits)
- Internship in Educational Administration (6 credits)

Elective Courses
An appropriate number of the following courses must be selected under advisement at the time the student matriculated in a specific program.

- EDA 752 Public School Budgeting (3 credits)
- EDA 755 Support Service Management (3 credits)
- EDA 773 School Business Administration (3 credits)
- EDA 774 Human Resource Management for Administrators (3 credits)
• EDA 776 Finance and Revenue Management (3 credits)
• EDA 777 Seminar in Practices and Problems in School Business Administration (3 credits)
• EDA 778 School Plant Administration (3 credits)
• EDA 786 Facilities Planning, Operation and Maintenance (3 credits)
• EDA 787 The Politics of Educational Administration (3 credits)
• EDA 793 Selected Topics (3 credits)
• EDA 799 Modular Institutes (1 credit)

For course descriptions, please click COURSES.