

Applying for Registration of Educational Leadership Programs

Questions and Answers

1. What programs must meet the new standards for leadership programs adopted by the Regents in July 2003, new programs only or all programs?

Answer: All programs must be reviewed and approved as meeting the new standards, including programs registered before 2004. Programs currently registered must be reviewed and re-registered by September 1, 2004, in order to continue operating.

2. What will happen to the programs currently registered and the students enrolled in those programs?

Answer: The programs leading to provisional or permanent certification will be removed from the Inventory of Registered Programs effective September 2, 2006. Enrolled students must complete the programs before that date. Beginning September 1, 2004, institutions should not enroll new students in those programs. Individuals holding SAS provisional certificates that have not expired may continue to qualify for the permanent SAS certificate by providing evidence of two years of school experience in an administrative/supervisory position and a master's degree.

3. How much time will the institutions have to review and modify their current programs to meet the new standards?

Answer: The applications are due by May 7, 2004, in the Office of College and University Evaluation (OCUE). The Regents adopted the new standards on July 17, 2003; the Application Form was widely distributed immediately.

4. If an institution does not currently have a school leadership program, is anything needed in addition to the application?

Answer: Yes. The additional information includes an evaluation of the proposed program by a recognized expert, selected in consultation with OCUE (two evaluations for doctoral programs); estimated revenues and expenditures for the first five years of the program; and a schedule of course offerings by semester for one complete offering of the program. If the program will be the institution's first graduate program in the field of education, the institution will also need Regents' approval of a master plan amendment. For this purpose, the institution will

provide evidence of need for the program in that region of the state and an abstract of the program for use in canvassing other institutions for comments.

5. How long will it take to gain approval and re-registration of a program?

Answer:

Review of complete applications for re-registering existing programs received before April 1, 2004, will be completed in two months.

Review of complete applications for re-registering existing programs received between April 1 and May 7, 2004, will be completed in three months; those received after the May 7 due date may not be completed before September 1.

An institution requesting registration of a new program in educational leadership at its main campus or at a branch campus will need to submit the Application and provide additional information. Please call the Office of College and University Evaluation, (518) 474-1551, for assistance.

6. May we use the applications that we completed for NCATE purposes in lieu of completing the SED application for program registration?

Answer: The SED application needs to be completed in full. Portions from other applications that are fully responsive to the SED questions and contain current information may be used in the SED application.

7. Nine characteristics of effective leaders are cited in the regulations with a requirement that all institutions commit to developing such leaders. How could anyone measure whether an individual has such characteristics, for example, the characteristic that "leaders know what it means and what it takes to be a leader"?

Answer: The nine leadership characteristics were developed after several years of deliberation by Commissioner Mills and the broadly representative Blue Ribbon Panel on Leadership. The descriptors for each characteristic have been included within the knowledge and skills to be acquired by candidates in each type of leadership program, under the heading, "Content Requirements." By describing how the knowledge and skills will be developed, the program will indicate how it will prepare candidates who possess these nine characteristics.

8. How many credits are required for each type of educational leadership program? Is a three-credit course required for meeting each content requirement specified for a leadership program?

Answer: Commissioner's Regulations require that candidates earn a master's degree by the time they complete a program leading to the initial certificate as a

school building leader, and require that master's programs include at least 30 semester hours of graduate study. Education Law 3003 requires that candidates for certification as school district leaders or school district business leaders complete 60 semester hours of graduate study approved by the Department, and Commissioner's Regulations also require that they qualify for a master's degree upon program completion if they do not hold one prior to program completion. Each content requirement in 52.21(c) does not necessarily require three semester hours of study.

9. Why is an 80 percent passing rate for program completers on certification tests required for programs that prepare school building leaders, but not required for programs that prepare school district leaders or school district business leaders?

Answer: It is not required because the Education Law 3003 defines requirements for certification of school district leaders and school district business leaders and does not include passing an examination among the certification requirements for those titles. Commissioner's Regulation, however, states that institutions must require candidates to pass the State certification test for satisfactory completion of those programs. (Education Law does not define requirements for certification of school building leaders.)

10. Must institutions submit separate applications for programs preparing leaders for different leadership certificates?

Answer: There are important distinctions among the programs; therefore, separate applications are required. Feel free to copy any sections where the program response is exactly the same as a response for another program.

11. What are the acceptable accrediting bodies for leadership programs?

Answer: NCATE is currently available. TEAC may be available if an agreement between TEAC and SED is reached. RATE may be available if the Regents approve an amendment of Regents Rules to include leadership accreditation.

12. What alternative formats will be acceptable for leadership experiences?

Answer: This option pertains only to the following provision in clause (b) of the requirements for leadership experiences: "The leadership experiences . . . shall occur throughout the program of study. In addition, they shall culminate in a full-time experience of at least 15 weeks that is structured to provide leadership responsibilities of increasing breadth and depth." An alternative format that is substantially equivalent may be acceptable. All other requirements must be met as set forth in clause (a) of the requirement for leadership experiences.

13. Must the faculty requirements for programs that prepare classroom teachers be met for the leadership programs also?

Answer: Requirements in Subdivision 52.21(b) for programs preparing classroom teachers do not apply to the educational leadership programs, unless they are repeated in Subdivision 52.21(c). The requirement that the majority of credit-bearing education courses in a program preparing classroom teachers be taught by full-time education faculty is not required in 52.21(c). All requirements in Section 52.2, however, must be met, as they apply to all programs in all fields of study. Section 52.2 requires that institutions provide a sufficient number of full-time faculty and that all program faculty have credentials and expertise appropriate to the program. If you would like to review Section 52.2, Commissioner's Regulations are found at <http://www.highered.nysed.gov/ocue>

14. Where will information be available on State certification tests for leadership?

Answer: Please check the following Department website periodically for information on certification tests, www.highered.nysed.gov/tcert/.

October 2003