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# UTC School Leadership Program

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**To:** Graduates of the M.Ed./School Leadership or (Post Master's) Certificate Students  
**Re:** Licensure Requirements (a summary)      **Date:** 8/2007

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- 1) **Mrs. Connie Cloud (425-4022) is your main contact in the certification procedure.**  
She is the "Certification Officer" at UTC and the official signature (along with the Dean) on all certification documents.
- 2) To obtain your "Beginning Administrator License" (Code 480) in TN, or the "Educational Leadership License" (Code 704) in GA, you need 3 things:
  - a) Official transcripts\* *sent directly to:*  
Connie Cloud, Certification Officer  
College of Education and Applied Professional Studies, Dept 4154  
UTC-615 McCallie Ave, Chattanooga, TN 37403
  - b) Verification of three years teaching experience (TN form #ED 9034-A; or get from Ms. Cloud. If your teaching is in TN, this is not required)
  - c) Your SLAA score (TN). Note: The Tn Office of Teacher Licensing will no longer accept either a copy or the original of the examinee's score.
    - (1) If you had a copy sent to UTC (Code 1831) you are OK.
    - (2) If you had a copy sent to the TN DOE (Code 8190) but not UTC, you will need to submit a copy of the examinee's report to Ms. Farrell.
    - (3) If you did not have a copy of the report sent to either UTC or TnDOE, you will need to order an institutional score report (\$30) and have it sent to UTC.
    - (4) **Georgia:** GACE assessments in Educational Leadership will be deferred until June 2008, and the PSC will continue to accept passing Praxis scores for Educational Leadership assessments administered on or before March 15, 2008 until July 31, 2008.

After July 31, 2008 the GACE Leadership assessment will be required to support applications for Georgia Educational Leadership certification.

[http://www.gapsc.com/msgc/msgc\\_GACEToReplacePraxis.asp](http://www.gapsc.com/msgc/msgc_GACEToReplacePraxis.asp)

- 3) Please contact Mrs. Cloud as soon as you have requested all transcripts and have other documentation. She has the state forms you need to fill out.
- 4) I suggest that you NOT procrastinate. Some districts will not even interview without license-in-hand. Mrs. Cloud cannot be expected to put something on "rush" because you

***IMPORTANT INFORMATION: SAVE THIS DOCUMENT WITH YOUR ADMINISTRATIVE LICENSE***

procrastinated. In addition, the biggest turn-around time is at the State level, and no one can force that process to rush.

- 5) I also suggest that you get your license now, even if you think you may wait a while before applying for administrative positions. The requirements may change.

\* If you currently hold a TN teaching license, some of your transcripts are already on file in the State Office of Teacher Licensing. However, you will need to provide *official transcripts of all coursework related to this endorsement*. If you do not have transcripts on file in Nashville, you will need an official transcript from *every college/university attended (including undergraduate)*.

- 6) ONCE YOU HAVE YOUR TN "BAL" (Beginning Administrators License)
- a) It will expire in 5 years. In order to renew it, you **MUST** follow the requirements of the TN Department of Education. At the time this was written, the State was revising those requirements. Please check with Mrs. Cloud for details.
  - b) Once you become a PRINCIPAL or SUPERVISOR, YOU HAVE THREE YEARS TO ADVANCE YOUR LICENSE TO A "PAL" (Professional Administrators License).
    - i) This is a process that you should begin in the first year of your principalship.
    - ii) It begins with the "verification for advancement form that you can access through my website ("Program Finishers" section)
    - iii) A sample verification form is also on the website
    - iv) At the time this was written, the State was also revising these requirements. Please check with Mrs. Cloud for details.
- 7) Once you have your initial GA license
- i) At the time this was written, the State was also revising these requirements. Please check with Mrs. Cloud for details.