



**APPLICATION FOR ADMISSION**

**CERTIFICATE FOR INTERMEDIATE ADMINISTRATION AND SUPERVISION  
(ENDORSEMENT #092)**

The following three requirements were set forth by the CSDE for admission to a program for a Certificate for Intermediate Administration and Supervision. These criteria must be met by all applicants:

1. Hold a Master's degree in education or a related field from an accredited institution.
2. Evidence of five years of full-time educational experience in a PK-12 setting.
3. Completion of at least 36 semester hours of a special education course.

For WestConn's program, the entrance materials will include three additional types of information:

4. Two recommendations, using a form with specific criteria and questions developed in conjunction with faculty at WCSU, CCSU and local administrators. One recommendation must be completed by the candidate's district superintendent or someone designated by the superintendent at the executive level of the school district (Central Office), and the second should be submitted by a supervisor of the applicant.
5. An Application and Leadership Mini-Portfolio must be completed by each applicant and assessed using a scoring rubric. This rubric incorporates knowledge, skills, and dispositions targeted throughout the program and on the Employer Survey.
6. An interview including an accompanying 4-point rating of target criteria will be completed by all interviewers.

An Admissions Committee will minimally consist of the Educational Administration Program Coordinator, at least one other faculty member from the EdD Program, and a present or former local school administrator. All candidate materials will be reviewed by the admissions committee before entry to the program will be granted.

**Admissions Procedures:**

1. After students are admitted to the EdD in Instructional Leadership Program, they will complete the first course in the EdD and 092 program, ED800: Foundations of Instructional Leadership. Students will then declare their interest in pursuing the 092 certificate.
2. Students will have the opportunity to participate in a variety of Pre-practica experiences through their coursework.
3. Students will complete two additional courses in the EdD program (ED804: Learning, Cognition, and Teaching, and ED820: Topics in Curriculum and Instruction). At this time, they will confirm a commitment to the 092 certificate program.
4. After the fourth course is completed, ED805: Research and Evaluation in Education, applicants will submit two recommendations, a mini-portfolio, and the name and title of a mentor to the 092 Program Admissions Committee.
5. All applicants will be interviewed and notified of acceptance, prior to an orientation meeting in May and the beginning of the summer courses offered by CCSU faculty.



**APPLICATION FOR ADMISSION: MINI-PORTFOLIO**  
**CERTIFICATE FOR INTERMEDIATE ADMINISTRATION AND SUPERVISION**  
**(ENDORSEMENT #092)**

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Date of Application

---

Name (Last, First, Middle Initial)

Social

Security Number

---

Date of Birth

Place

of Birth (City, State)

---

Street Address

Telephone

Number (Include Area Code)

---

City

State

Zip Code

---

E-Mail Address

Citizenship:   US Citizen   Permanent Visa   F-1 Student Visa   F-2 Student Visa  
Other Visa Status

Alien Information: Do you hold an Alien Registration Receipt Card (Green Card)?

\_\_\_\_\_No   \_\_\_\_\_Yes, please enclose a photocopy of both sides of your Green Card.

Alien No. \_\_\_\_\_

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Employer

Em

ployer Telephone (Include Area Code)

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Employer Address

City

State

Zip Code

How did you first hear about WestConn's 092 Program?

- Professional organization Newsletter
- WCSU's website
- A school administrator
- A teaching colleague
- A student in the program
- A graduate of the program
- Radio ad
- Other: \_\_\_\_\_



## MINI-PORTFOLIO

### Personal Statement Regarding Your Professional Goals and Experiences

Please respond to the two questions below. Your responses should be typed in double-space format and each answer should not exceed 500 words.

1. Explain your personal and professional reasons for seeking the Certificate for Intermediate Administration and Supervision. Be specific as to: (a) knowledge base, (b) skills, and (c) dispositions you hope to develop.
2. Describe a difficult or challenging situation that occurred in your educational setting and the leadership role you played in the resolution of that situation. Include a description of each of the following personal attributes or characteristics that you employed: (a) problem-solving, (b) conflict resolution, (c) interpersonal relations, (d) initiative-taking, (e) attention to diverse needs of individuals.





**APPLICATION FOR ADMISSION: RECOMMENDATION FORM**  
**CERTIFICATE FOR INTERMEDIATE ADMINISTRATION AND SUPERVISION**  
**(ENDORSEMENT #092)**

**APPLICANT**

\_\_\_\_\_  
 NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
 STREET ADDRESS

\_\_\_\_\_  
 TELEPHONE NUMBER (INCLUDE AREA CODE)

\_\_\_\_\_  
 CITY

\_\_\_\_\_  
 STATE

\_\_\_\_\_  
 ZIP CODE

\_\_\_\_\_  
 E-MAIL

I waive the right to have access to letters of recommendation written on my behalf.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

**INDIVIDUAL MAKING THE RECOMMENDATION**

\_\_\_\_\_  
 NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
 TITLE AND CURRENT AFFILIATION

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

Would you be available for a follow-up phone call to discuss this applicant? \_\_\_\_YES \_\_\_\_NO

If you answered "Yes," please provide the following information:

\_\_\_\_\_  
 TELEPHONE NUMBER (INCLUDE AREA CODE)

**Directions:** In order for members of the Admissions Review Committee to know more about each applicant's demonstrated characteristics and future potential related to educational leadership, please complete the following information.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant (i.e., as a building principal, department chair, superintendent)?

3. This survey pertains to topics that influence a SCHOOL and DISTRICT. In your opinion, please circle the number that indicates the applicant's ability to demonstrate each of the following activities or behaviors:

**Scoring Guide:**

- 1 = Strongly Disagree: It is highly unlikely that the Applicant could demonstrate this activity or behavior.
- 2 = Disagree: The Applicant could partially demonstrate this activity or behavior.
- 3 = Agree: The Applicant could successfully demonstrate this activity or behavior.
- 4 = Strongly Agree: The Applicant could demonstrate this activity or behavior showing in-depth understanding and execution.

<b>Rubric Criteria</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1. School Improvement Planning for developing and articulating a vision	1	2	3 4	
2. School Improvement Implementation such as implementing and promoting a vision for the school	1	2	3 4	
3. Curriculum and Instructional Implementation	1	2	3 4	
4. Parent/Community Relations (i.e., involve the community in a vision for the school, reach out to organizations, etc.)	1	2	3 4	
5. Managing the Organization such as materials and supplies	1	2	3 4	
6. Managing Operations such as initiating needs assessments, scheduling activities, applying legal principles, etc.	1	2	3 4	
7. Managing Budgets, using problem-solving for strategic planning, understanding how to use public resources, etc.	1	2	3 4	
8. Flexibility When Dealing with Issues that incorporate integrity, fairness, and ethical behavior	1	2	3 4	
9. Understanding the Larger Context in order to address the people and issues involved issues	1	2	3 4	
10. Using Appropriate Problem-solving Abilities and Conflict Resolution Skills	1	2	3 4	
11. Interpersonal Skills needed to address a variety of audiences (i.e., students, teachers, parents, staff, and community members)	1	2	3 4	
12. Ability to Take Appropriate Initiatives to develop the strengths of teachers and school personnel	1	2	3 4	
13. Ability to Address Diverse Needs of Students, Parents, and Personnel	1	2	3 4	

4. Provide an example of this individual's taking an active leadership role in the school or district.

5. In which areas of personal or professional development could this individual continue to grow while pursuing this certificate?

---

SIGNATURE

DATE

Return this completed form to: 092 Certificate Admissions Review Committee, Division of Graduate Studies, Western Connecticut State University, 181 White Street, Danbury, CT 06810



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 NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
 TITLE AND CURRENT AFFILIATION

\_\_\_\_\_  
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\_\_\_\_\_  
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