



Educational Leadership Principal Certification Program Admissions Process

All students applying for admission to the Educational Leadership program must follow the process described below submitting the required documents at each phase to the appropriate office*. Please review the section labeled EDLS Admission Portfolio for a description of each component and to ensure documents are correctly submitted.

Teaching Experience: The applicant must provide evidence, in the application; of compliance with PA state requirements with **at least three years of full-time teaching experience** completed at the time of admission.

Phase 1 Checklist – All items must be submitted no later than 3 weeks prior to the start of the first course (ED 517). Applicant files will be reviewed and students notified of provisional admission status prior to the start of class. Students not meeting minimum requirements will not be permitted to begin class.

Required Items	Where to Submit	Date Completed
<ul style="list-style-type: none"> • Graduate Application 	Online	
<ul style="list-style-type: none"> • Two Recommendations - one Professional and one leadership 	Compile all documents (Admissions portfolio) and send to Wilkes in one envelope. Individual items will not be accepted. *	
<ul style="list-style-type: none"> • Official Sealed Transcripts in original envelopes 		
<ul style="list-style-type: none"> • Copy of Teaching Certificate 		
<ul style="list-style-type: none"> • Educational Philosophy Essay 		
<ul style="list-style-type: none"> • 1-page Essay on “How Principals Shape Learning in Their Schools,” 		

*Wilkes will not be held responsible for documents not addressed to the proper person.

Send your Phase 1 Admissions Portfolio to:

Student Service Center
Wilkes University
84 West South Street
Wilkes-Barre, PA 18766

Questions about admissions documentation should be directed to the Ed Leadership program coordinator, Dr. Gilbert Griffiths at gilbert.griffiths@wilkes.edu or 800-WILKESU ext. 4649.

Phase 2 Checklist – Items will be completed and submitted as follows.

Required Items	Where to submit
<ul style="list-style-type: none"> • Professional Project/Paper and Abstract 	ED 517 instructor by end of third week of class
<ul style="list-style-type: none"> • Problem-Solving Task 	To be completed in ED 517 course
<ul style="list-style-type: none"> • Oral Presentation Task 	To be completed in ED 517 course

EDLS Admission Portfolio

Phase One

The following items are required of students applying for the Educational Leadership program (EDLS) for the Master of Education degree with K-12 Principal certification or for K-12 Principal certification only. All the documents listed below are to be gathered and submitted as an Admission Portfolio by the applicant & submitted together in one admission package.

- **Two Recommendations of the Applicant's Professional Abilities & Leadership Potential from School District Personnel (submitted in sealed envelope)**

Two letters recommending the applicant for admission to the principal certification program are required from the school district in which the applicant is employed. The recommendations must be dated within the last 18 months and submitted by individuals familiar with the applicant's professional abilities and potential to perform as a principal. At least one of the recommendations must be from a supervisor in the prospective student's place of employment.

- **Official Transcripts**

Official sealed transcripts from the undergraduate degree-granting institution and the institution recommending the applicant for initial certification (if different) must be submitted in the portfolio. Transcripts not in sealed envelopes will not be accepted. If the applicant has graduate credits he/she wants reviewed for transfer, these may also be included or sent separately after notification of phase one admission status. Previous graduates of Wilkes MS programs applying for a second degree may request application of completed ED 520, ED 587, and/or EDAM 5031 to the Ed Leadership master's at this time.

- **Educational Philosophy**

A written statement of the applicant's educational philosophy is required in the admission portfolio. The applicant's name and WIN should be placed in the header of the document.

- **Essay**

A one-page essay on the topic, "How Principals Shape Learning in Their Schools," is required as part of an admission portfolio. The applicant's name and WIN should be placed in the header of the document.

- **Copy of Teaching Certificate**

Phase Two

Students accepted on a conditional basis, will participate in activities during the first course that demonstrate the following abilities:

- **Problem-Solving Ability**

Problem-based learning activities are embedded in the first course. Students must demonstrate their problem solving and decision-making abilities throughout the course. Activities will be scored using prescribed rubrics.

- **Oral Presentation Ability**

Opportunities for oral speaking in both formal and informal settings are embedded in the first course. A formal oral presentation is required in the first course. Activities will be scored using prescribed rubrics.

- **Professional Project/Paper and Abstract**

One example of a professional project or paper from previous coursework, or a work-related project (ex: curriculum document, grant application, in-service session conducted by the applicant) that the applicant considers an indication of **leadership and scholarship in the field of education** is required.

A two-to-three paragraph abstract, written by the applicant, must be attached to the front of this submission explaining **how this work reflects the applicant's potential for leadership in education and scholarship at the master's level**. Use the title PROFESSIONAL PROJECT/PAPER and ABSTRACT on the cover page of this submission. Please be sure the applicant's name appears on the document and abstract.

The project and abstract will be submitted to the ED 517 course instructor by the end of the third week of class. Electronic submission is highly encouraged. The ED 517 instructor will forward any paper documents received to the EDLS program coordinator by the fifth week of class.

Review for Regular Admission Status

The instructor of ED 517 will electronically forward all Phase Two Documents to the Program Coordinator. The Program Coordinator and the Educational Leadership program faculty member will review the phase two-admission documents and determine final admission status for each applicant. Review of Phase Two documents will take place near the end of the first semester, in order to notify students prior to the start of the next semester.

Applicants must successfully demonstrate problem-solving and oral presentation abilities along with demonstrated potential for leadership. To be fully admitted to the Ed Leadership program for K-12 Principal Certification, students must demonstrate these competencies along with a grade of 3.0 or higher in ED 517. The Program Coordinator will notify students, via letter, of their admission status.

Applicants not granted regular admission status will not be permitted to continue in the Educational Leadership courses and will be advised of other program alternatives.