

**GUIDELINES**

Level 1: School Administrator's Certificate

Level 2: Principal's Certificate

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Citizenship and Youth

Education Administration Services Branch  
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## LEVEL 1: SCHOOL ADMINISTRATOR'S CERTIFICATE

## LEVEL 2: PRINCIPAL'S CERTIFICATE

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### Introduction

Manitoba Regulation 515/88 of The Education Administration Act recognizes two levels of certificates.

Level 1: School Administrator's Certificate

Level 2: Principal's Certificate

School divisions may select those who hold, or those who may qualify for the above certificates; however, these certificates may not be required in order to accept an administrative position.

### Qualifications

**Master's or Doctoral degree in Educational Administration** will complete the **academic** requirements for both the Level 1: School Administrator's certificate and the Level 2: Principal's certificate.

#### **Level 1: School Administrator's Certificate**

A **valid** Manitoba Permanent Professional Teaching Certificate is required **plus** a minimum of three (3)-years of teaching experience.

- 120 contact hours of accredited professional development ; **or**
- A **maximum** of 6-credit hours of approved university course work at the 500 level or above, plus 60 contact hours of accredited professional development activities; **or**
- 3-credit hours of approved university course work at the 500 level or above, plus 90 contact hours of accredited professional development activities.

#### **Level 2: Principal's Certificate**

A **valid** Level 1: School Administrator's Certificate is required **plus**, two (2) full years as Vice-Principal or Principal at 100 % time. Experience will be pro-rated based on the percentage.

- 180 contact hours of requisite university coursework in educational administration and accredited professional development combined.
- The **requisite** is 9-credit hours of approved university coursework in educational administration, plus 90 contact hours of accredited professional development activities; **or**
- 18 credit hours of approved university courses in educational administration.

## **Contact Hour Requisite**

Contact hours are achieved through a combination of accredited professional development and approved university course work in educational administration at the post-baccalaureate level.

Level 1: School Administrator's Certificate - **120 contact hours**

Level 2: Principal's Certificate - **180 contact hours**

**Total 300 contact hours**

A **minimum** number of contact hours are required in all competencies towards each certificate level. Contact hours are applied to one level and cannot be duplicated in another level. Surplus contact hours will be forwarded to the Level 2 requirements.

### **Level 1: School Administrator's**

**120** contact hours required

Minimum of **15** contact hours in each area

Leadership

Instruction

Management

Personnel

### **Level 2: Principal's**

**180** contact hours required

Minimum of **20** contact hours in each area

Leadership

Instruction

Management

Personnel

## **Competency Description**

### **Leadership:**

Leadership style; change/implementation process; organization and policy development; use of research; problem-solving; program planning; group processes; communication; student relations; community relations; mediation and conflict resolution.

### **Instruction:**

Instructional objectives; curriculum design and delivery strategies; cognitive development and sequencing of curricula; development of valid performance indicators; use of computers and other technology instruction; developing and using community resources; cost effective analysis and program budgeting; evaluation of instructional program.

### **Management:**

School organization; finances; budgeting; policies; record keeping; legislation and regulations; facility planning and maintenance and operation.

### **Personnel:**

Staff selection; staff supervision and evaluation; staff development and motivation; human relations; organizational behaviour.

## **Contact Hour Designation**

Eligible professional development will be assigned a reference number that identifies each registered session. Before taking the session, ask the sponsoring source for the reference number. The reference number will confirm the session is accepted by our office. Sessions without a reference number are not eligible for credit.

A maximum of 60 contact hours from one source towards each level of certificate will be eligible. Achievement certificates will be invalid if submitted more than two (2) years past the date of completion.

**University course work** - 10-contact hours per credit hour (e.g.) a three (3)-credit hour course = 30-contact hours; audited or non-credit course work will not be granted credit.

**Eligible Professional Development** - a workshop will involve five (5)-contact hours per day and be two full days in length as a minimum. A maximum of 60 contact hours may be completed from one organization or school division towards each level.

**Facilitating Accredited Professional Development** - will receive credit to a **maximum** of twenty (20)-contact hours for two workshops on separate topics towards the Level 2: Principal's certificate.

**Conference Format** - sessions with a conference format will receive two (2) contact hours per full day with a maximum of 10-contact hours in conferences credited towards each level of certificate.

Professional development not eligible for credit includes - committee work and sessions unrelated to the four areas of competency in school administration.

School Divisions and Principal affiliations may apply for workshop accreditation by contacting our office.

## **Procedures to begin the School Admin certificate program**

### **1) Submit achievement certificate(s):**

Eligible Professional Development - Achievement certificates with a reference number may be scanned and submitted to our office by email to: [donna.evanchuk@gov.mb.ca](mailto:donna.evanchuk@gov.mb.ca). Our office accepts faxed copies or mailed photocopies if scanning is not an option.

Eligible professional development activities must be recorded in our office within 2-years of completing the session. Achievement certificates are invalid if submitted more than two years past the date of completion.

Out-of-Province Professional Development - Achievement certificates may be scanned and submitted to our office by email to: [donna.evanchuk@gov.mb.ca](mailto:donna.evanchuk@gov.mb.ca). Our office accepts faxed copies or mailed photocopies if scanning is not an option. Include a session description.

### **2) Submit official transcript:**

Approved university coursework - Mail an official university transcript as verification. **(See list of approved courses outlined in Appendix A)**. Photocopied or faxed transcripts and student grade reports and not accepted.

Out-of-Province university coursework – Mail an official university transcript and include a course description to outline the course content.

### **3) A status letter will be returned with the accumulated contact hours.**

## **Certification Fee Schedule**

- Level 1 : School Administrator's Certificate..... \$60.00
- Level 2 : Principal's Certificate ..... \$60.00

Payment accepted by Cheque, money order, Visa, or MasterCard.

A cheque or money order should be payable to the Minister of Finance and mailed to the address below.

A credit card request may be telephoned in or a credit card request form found on last page of guideline should be completed and mailed. All requests are confidential and a receipt will be issued and mailed.

The certification fee schedule is subject to change without notice.

## **Inquiries**

The Professional Certification Unit  
Box 700  
Russell MB R0J 1W0  
1-800-667-2378 (Toll free in Manitoba)  
1-204-773-2998  
Fax 204-773-2411  
E-Mail: [certification@gov.mb.ca](mailto:certification@gov.mb.ca)

## APPENDIX A

### APPROVED UNIVERSITY COURSE WORK

*Audited or non-credit course work will not be granted credit*

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#### **UNIVERSITY OF MANITOBA**

##### **LEADERSHIP**

- EDUA 5010 Introduction to Educational Administration
- EDUA 5030 Management of Educational Institutions
- EDUA 5240 Problems in Cross-Cultural Education
- EDUA 7020 Politics of Education
- EDUA 7060 Organizational Planning and Development in Education
- EDUA 7070 The Analysis of Educational Organizations
- EDUA 5550 Psychology of Human Relationships

##### **INSTRUCTION**

- EDUA 5020 Principles of Curriculum Development
- EDUA 5060 Principles of Instructional Supervision
- EDUA 7080 Principles of Curriculum Organization and Implementation
- EDUA 5500 Theories & Issues in School Counselling
- EDUB 5340 Foundations of Literacy
- EDUB 7980 Supervision of Educational Programs

University of Manitoba continued

**MANAGEMENT**

- EDUA 5010 Introduction to Educational Administration
- EDUA 5030 Management of Educational Institutions
- EDUA 7030 Educational Finance
- EDUA 7040 Legal Aspects of Education
- EDUA 7050 Theoretical Perspectives on Educational Administration
- EDUA 7060 Organizational Planning and Development in Education
- EDUA 7070 The Analysis of Educational Organizations

**PERSONNEL**

- EDUA 5040 Personnel Administration in Education
- EDUA 5070 Organizational Behaviour in Educational Institutions
- EDUA 7010 Educational Administration as a Field of Study and Practice
- EDUB 5870 Mentoring for Teachers

**GENERAL TITLES**

Some courses with generic titles may require a course outline to determine the area of competency in educational administration.

- EDUA 5080 Recent Developments in Educational Administration I
- EDUA 5090 Recent Developments in Educational Administration II
- EDUA 5100 Issues in the Administration of Education
- EDUA 7090 Seminar in Administrative Problems in Education
- EDUA 7100 Topics in Educational Administration (Reading) I
- EDUA 7110 Topics in Educational Administration (Field) II

**UNIVERSITY OF WINNIPEG**

**LEADERSHIP**

- EDUC 5001 Special Topics
  - 002 Administration and Leadership in Educational Settings

## **LE COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE**

Courses equivalent to the calendar at the University of Manitoba are accepted under the same areas of competency.

### **BRANDON UNIVERSITY**

#### **LEADERSHIP**

- 01.752 Introduction to Educational Administration
- 01.755 Administrative Leadership in Education Institutions
- 01.764 The Community, the School and the Classroom Teacher
- 01.765 Introduction to the Politics of Education
- 01.766 Introduction to the Context of Rural Education
- 01.767 Development and Administration of Aboriginal Education in Canada
- 04.732 Theories and Practice of Small Group Leadership in Education

#### **INSTRUCTION**

- 01.723 Designing Curriculum for Early Childhood
- 01.763 Technological Applications in Educational Administration
- 02 / 03.780 Introduction to Curriculum
- 02 / 03.783 Implementation & Evaluation of Curricular Change
- 04.704 Guidance and Counselling

#### **MANAGEMENT**

- 01.752 Introduction to Educational Administration
- 01.754 History and Development of Organizational Theory
- 01.758 School Administration and the Law
- 01.759 Introduction to Educational Planning
- 01.762 The Economic Context of Educational Administration
- 01.767 Development and Administration of Aboriginal Education in Canada

Brandon University continued

**PERSONNEL**

- 01.757 Supervisory Policy and Practice
- 01.760 Organizational Development in Education
- 01.769 Practicum in Educational Administration

**GENERAL TITLES**

Some courses from Brandon University may require a course outline to determine the area of competency or relevancy in educational administration.

- 01.768 Current Issues in Aboriginal Education
- 01.790 Graduate Research seminar in Educational Administration
- 07.751 Interpreting Educational Research
- 07.752 Overview of Educational Issues

**MASTER'S THESIS OR DOCTORAL DISSERTATION**

- 07.770 A Master's Thesis or Doctoral Dissertation may be considered for credit towards the administrative certificates.  
Please submit an abstract of the Thesis or Dissertation.

