

GUIDELINES

Level 1: School Administrator's Certificate

Level 2: Principal's Certificate

Manitoba Education,
Citizenship and Youth

Education Administration Services Branch
Professional Certification Unit

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LEVEL 1: SCHOOL ADMINISTRATOR'S CERTIFICATE

LEVEL 2: PRINCIPAL'S CERTIFICATE

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 (500 level or above).

Accredited professional development will have a separate reference number exclusive to each session. Before taking the session, ask the sponsor for the reference number, as assurance the session will be accepted for certification.

Sessions without a reference number are not accepted for certification purposes.

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

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

All ***current*** and ***succeeding*** professional development sessions must be registered at our office by the sponsoring organization prior to the session dates to ensure accreditation. Credit will not be granted to sessions not registered and accepted by our office, (PCSRU) and retroactive accreditation will not be granted. All registered professional development activities will be given a registration number that identifies accreditation. Sessions without a registration number are not eligible for credit.

Eligible professional development activities must be a minimum of two (2) full days in length to receive credit and a maximum of 60 contact hours may be completed from one organization or school division towards each level.

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.

Accredited Professional Development - a workshop will involve five (5)-contact hours per day and be two full days in length as a minimum.

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.

Procedures to begin the School Admin certificate program

Accredited Professional Development - Fax or mail a copy of the achievement certificate and ensure the accreditation/reference number is available on the achievement certificate.

Accredited 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 (2) years past the date of completion.

Out-of-Province Professional Development - Fax or mail a copy of the achievement certificate and include a session description.

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 are not accepted.

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

A status letter will be returned with the accumulated contact hours.

Appeal Process - A request for an appeal should be submitted in writing to the Professional Certification Unit for review. All requests will be considered and a reply returned in writing.

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
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APPENDIX A

APPROVED UNIVERSITY COURSE WORK

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

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

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

- 01.552 Introduction to Educational Administration
- 01.555 Administrative Leadership in Education Institutions
- 01.564 The Community, the School and the Classroom Teacher
- 01.565 Introduction to the Politics of Education
- 01.566 Introduction to the Context of Rural Education
- 01.567 Development and Administration of Aboriginal Education in Canada
- 04.532 Theories and Practice of Small Group Leadership in Education

INSTRUCTION

- 01.523 Designing Curriculum for Early Childhood
- 01.563 Technological Applications in Educational Administration
- 02 / 03.580 Introduction to Curriculum
- 02 / 03.650 Implementation & Evaluation of Curricular Change
- 04.504 Guidance and Counselling

MANAGEMENT

- 01.552 Introduction to Educational Administration
- 01.554 History and Development of Organizational Theory
- 01.558 School Administration and the Law
- 01.559 Introduction to Educational Planning
- 01.562 The Economic Context of Educational Administration
- 01.567 Development and Administration of Aboriginal Education in Canada

Brandon University continued

PERSONNEL

- 01.557 Supervisory Policy and Practice
- 01.560 Organizational Development in Education
- 01.569 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.

- 01.568 Current Issues in Aboriginal Education
- 01.590 Graduate Research seminar in Educational Administration
- 07.551 Interpreting Educational Research
- 07.560 Overview of Educational Issues

MASTER'S THESIS OR DOCTORAL DISSERTATION

A Master's Thesis or Doctoral Dissertation may be considered for credit towards the administrative certificates. Please submit a description of the Thesis and Dissertation subject.

