



Department of Administrative Leadership
Educational Administration & Supervision Program
Superintendent of Schools Specialist Certificate

Admission Requirements

Applicants must meet the departmental requirements:

- Completion of a master's degree with a grade point average of 3.5 or above (4.0 scale). The master's degree may be in any field of study
- Submission of application for Superintendent Certification Program, which includes transcripts, two letters of recommendation, and a written statement
- Admission to the Graduate School as a non-degree student

Applicants not meeting the grade point minimum may be admitted upon submission of additional data to be specified by Department chair. Completion of the Specialist certificate will meet Wisconsin academic requirements for certification as a superintendent only if the program includes specific courses required by the certification code and the Wisconsin Department of Public Instruction. Candidates must also submit and present a capstone portfolio that demonstrates competency in the seven *Wisconsin Administrator Standards*. If certification is a goal, the advisor must be notified in order to insure that all required course work is included in a program.

Application Procedures

- ✓ Apply to the UW-Milwaukee Graduate School (www.uwm.edu) You will click on the following links: *School of Education → Graduate Certificate Programs → Specialist in Administrative Leadership (Superintendent/District Administrator Licensure Program)*
- ✓ Submit official transcripts from all colleges attended to the UWM Graduate School.
- ✓ Provide two professional or academic letters of reference on official letterhead. These can be uploaded to your Panthera application.
- ✓ Provide a written statement of purpose outlining your rationale for application to the program and your learning/professional goals

Questions? Contact Dr. Leigh E. Wallace, Program Coordinator, at lwallace@uwm.edu

Please note: Candidates are selected after careful review of their complete application package. Applicants who do not meet all of the full admission requirements may be conditionally admitted to the program in adherence with UWM Graduate School policy and with the requirement that all conditional terms be met prior to the end of their first semester in the program.