District-Level Licensure in Educational Leadership

The District Licensure program is designed to help practicing professionals who wish to become a superintendent of schools, special education director or district-level leader to acquire the knowledge and skills necessary to fulfill the requirements for licensure in the state of Kansas.

Application Deadlines:
Students are admitted for fall, spring, and summer. Applications are acted upon when the applicant’s file is complete. Qualified applicants may begin the program once admitted by the Graduate School.

Admission Requirements
Students wishing to complete the District Level Licensure program MUST be admitted to at least Non-Degree Category A status in Educational Leadership. Current or past graduate students of WSU should contact the Graduate School office at (316) 978-3095 to determine if they will need to apply for admission to nondegree Category A status, or reactivate their previous academic status. Applicants who are graduates from other universities will need to submit a Graduate School application for nondegree Category A status in educational leadership, as well as the appropriate application fee. Official transcript(s) from the university where the applicant received the master’s degree, sent directly to the Graduate School office, is also a requirement for admission.

Applicants must have validated strengths on the following multiple indicators:
1. Official transcript from a regionally accredited university where the applicant received a master’s degree in educational school building leadership;
2. Minimum GPA of 3.250 for graduate coursework leading to the master’s degree;
3. Resume that indicates three years of employment/experience in an accredited school district;
4. Professional goal statement: A 500-word paper that discusses the applicant’s leadership, professional and nonprofessional leadership experiences. The applicant must be specific detailing the goals and outcomes of his/her leadership experience. The professional goal statement will be analyzed for evidence of leadership ability and writing skill; and
5. At least three letters of recommendation from people who have supervised the applicant in either an employment or community service capacity, and who can comment on the applicant’s intellectual ability, creativity, initiative, sensitivity to others and leadership potential.
Academic Requirements:
The district program requires 21 credit hours of coursework, however, a candidate's previous coursework will be reviewed to determine if previous professional experiences can be used to help reduce the number of credit hours required to complete the program. Each candidate must successfully complete the following courses or must provide evidence of professional experience in the following content areas:

- EL 884 Leadership in Vision, Collaboration and Planning 3
- EL 953 Financial Support of Education 3
- EL 963 Policy and Politics in Educational Leadership 3
- EL 956 Human Services Leadership 3
- EL 964 Administration and Supervision of Special Education 3
- EL 992 Superintendency/Internship 6

Candidates may start the program in the summer, fall or spring and can take the entire program in 1 year or spread over 2 years. The first option involves taking seminars while also serving in a Superintendency internship.

- EL 884 and EL 956 are 8-week courses offered during the fall semester.
- EL 963 and EL 964 are 8-week courses offered during the spring semester.
- EL 953 is offered in the first summer session.
- EL 992 is offered during the fall and spring semesters.

Endorsement Requirements
Upon the completion of all district level coursework, candidates are required to complete and pass the School Superintendent Assessment (SSA) which is based on the Kansas State Department of Education and 2008 ISLLC standards. After successfully completing the SSA, the candidate may apply for licensure to the Kansas State Department of Education. Completing an application for licensure is the last requirement of the district level program. The license application can be found at [http://www.ksde.org](http://www.ksde.org). This website provides access to the KSDE User Registration form. Questions regarding licensure can be directed to the Wichita State Licensure Office (316) 978-3300.

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