



## **ED.M. PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (OPTION B)**

### **Leading to Principal and Superintendent Certification**

Revised January 2025 - for students admitted for summer 2025 or later

- I. PROGRAM DESCRIPTION:** Master's degree (Ed.M.) programs are offered for aspiring school principals, PK-12 supervisors, and leaders in higher education. Students have a choice of three programs: Option A (33 credits) meets the requirements for New Jersey principal, supervisor, and superintendent certification. **Option B (30 credits) prepares students for principal and superintendent certification.\*** Option C (30 credits) prepares students who seek an Ed.M. in Educational Administration and Supervision without certification(s). Non-degree programs leading to supervisor (12 credits) and superintendent (3 credit) endorsement are also available.

\* Students who prefer not to seek superintendent certification may forego Internship III and instead take Readings in Educational Administration (15:230:630). Alternatively, enrolling in the Non-Degree School Administrator program also leads to superintendent certification.

Please note that the Educational Administration programs do not accept credits earned at other universities.

**This Control Sheet pertains only to Option B.**

**II. APPLICATION DEADLINES:**

Fall admission - February 1 deadline

Spring admission - November 1 deadline

Late applications will be considered providing there is space in the program.

**III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide the following before the deadline:

1. Personal statement
  2. One recommendation from a current or previous school principal, supervisor, or superintendent, on school district letterhead, certifying the completion of at least **three years** of successful, full-time employment under a valid provisional or standard New Jersey Instructional Certificate, Educational Services Certificate.
  3. A digital copy of a valid provisional or standard New Jersey Instructional Certificate, Educational Services Certificate.
  4. Official undergraduate transcripts
- Only complete applications will be reviewed.

**IV. HOW TO APPLY:** Applications are submitted online at the Graduate Admissions website:

<http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**
- Application Selection
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Degree**
5. Continue filling out the application, following the on-screen instructions.
- Program of Study
6. Under "Program Information", make sure **Degree** is selected for "Applicant Type"
7. For "Degree Type", select **Master's (e.g. MA, MS, EdM, MFA)**
8. For "Area of Study", select **Education**
9. For "Location/Instructional Method", select **New Brunswick**
10. For "Program Selection", select **Education - Administration and Supervision (EDM) New Brunswick**
- Program Details
11. For "First Preference Concentration", select **Principal Certification**. (2nd and 3rd preferences can be left blank.)
12. Complete the rest of the application by providing the requested information.
13. Enter payment information for the non-refundable application fee.
14. Submit your application.

**V. PROFESSIONAL EDUCATION REQUIREMENTS:**

	Course Number	Course Name	Credits
<b>Required Courses</b> in Educational Administration	15:230:501	School Leadership in Diverse Society	3
	15:230:505	School-Community Relations: The Politics of Education	3
	15:230:507	Education Law	3
	15:230:514	Personnel Administration	3
	15:230:520	Public School Finance	3
	15:230:521	Supervision of Instruction	3
	15:230:615	Assessment/Data/Problem Solving	3
	15:230:530	Internship in Educational Administration I*	1
	15:230:531	Internship in Educational Administration II*	1
<b>Electives</b> (select 2)	15:230:532 or 15:230:630	Internship in Educational Administration III* Readings in Educational Administration**	1
	15:230:____	Elective	3
	15:310:____	Elective	3
<b>Total Credits</b>			<b>30</b>

\* This course has a field experience component. To be eligible to register for Internship I and II, Ed.M. students must have earned at least 15 credits in Educational Administration and Supervision. To register for Internship III, students must have successfully completed Internships I and II AND passed the School Leaders Licensure Assessment (SLLA) required for principal certification.

\*\* This course is for students who are **not** pursuing the superintendent certification. When registering for this course, register for 1.0 credits.

**PARTIAL LIST OF POSSIBLE ELECTIVES:**

	Course Number	Course Name	Credits
<b>Electives</b> (select 2 with advisement from program advisor)	15:230:____	Educational Administration Elective	6
	15:310:512	Race, Empire, and Education	
	15:310:540	Gender and Education	
	15:310:542	Urban Education	
<b>Total Credits</b>			<b>6</b>

**VI. HIB TRAINING:** All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB).

**VII. SCHOOL LEADERSHIP SERIES TESTS:** To be certified as a principal in New Jersey, graduates of the GSE's master's program in educational administration must pass the School Leaders Licensure Assessment. For more information on the SLLA, see <https://www.ets.org/sls/resources/slla-test-prep.html>. For more information on state principal certification requirements, see <https://www.nj.gov/education/certification/leaders/>.

To be certified as a School Administrator in New Jersey, students must pass the School Superintendents Assessment (SSA). For more information on the SSA, see <https://www.ets.org/sls/resources/ssa-test-prep.html>. For more information on the state School Administrator certification requirements, see <https://www.nj.gov/education/certification/leaders/>.

After completing all program requirements, students should contact Ken Tufo Jr. at [ken.tufo@gse.rutgers.edu](mailto:ken.tufo@gse.rutgers.edu). Students will be provided instructions on how to apply for their license(s). Once program completion is verified by the Office of Student and Academic Services, Mr. Tufo will create a licensure nomination in NJEdCert (the NJDOE licensure system) and provide the student with follow-up instructions on how to claim and pay for the license(s). After the process is completed in NJEDCert, a license will be issued by the NJDOE.