



ED.M. PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (OPTION A)

Leading to Principal, Supervisor, 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 A.

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 and Supervisor Certifications**. (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
Required Courses 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
	15:230:615	Assessment/Data/Problem Solving	3
	15:230:530	Internship in Educational Administration I*	1
	15:230:531	Internship in Educational Administration II*	1
Required Courses in Educational Administration Supervision	15:230:532 or 15:230:630	Internship in Educational Administration III* Readings in Educational Administration**	1
	15:230:521	Supervision of Instruction	9
	15:310:500	Curriculum and Instruction	
15:230:512	Administration & Supervision of Elementary & Secondary Sch.		
Elective Course (select 1 with advisement from program advisor)	15:310:505	Curriculum Development in the Secondary School	3
	15:310:510	Curriculum of Middle and Junior High School	
	15:251:572	Curriculum Development in the Elementary School	
	15:294:533	Curriculum and Instruction for the Gifted	
Total Credits			33

* 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.

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. 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.