Certification in Educational Leadership
University Of Central Florida

There are two plans available at UCF for individuals seeking Florida Educational Leadership Certification:
(1) completion of an approved master's degree program in educational leadership; or
(2) completion of an approved modified educational leadership program.

These two plans, as they relate to programs of study in the UCF College of Education, are described below. In either case, individuals must also verify three years of successful teaching experience and pass the Florida Educational Leadership Examination (FELE).

The details provided herein are interpretations of the College. Final decisions, interpretations, and certification approval are the province of the Florida Department of Education. For reference purposes, see State Rule 6A-4.0082, Specialization Requirements for Certification in Educational Leadership--Administrative Class.

Master of Education Degree in Educational Leadership.
The M.Ed. program of study consists of 39 semester hours in the following four areas: A) Foundations (9 SH), B) Educational Leadership (24 SH), and C) Electives (6 SH). The UCF M.Ed. Degree in Educational Leadership is approved by the Florida Department of Education and satisfies the course requirements specified in the State Board Rule. For a complete description of the degree program and admission requirements, refer to the University of Central Florida Graduate Catalog.

*Modified Educational Leadership Program.
If an individual holds a graduate degree (Masters) with a major other than educational administration, administration and supervision or educational leadership - certification may be obtained through completion of an approved modified program in educational leadership.
The UCF modified program consists of the eight courses in Areas B of the M.Ed. Degree These courses are:

EDA 6061 Org/Admin of Schools (3)
EDA 6232 Legal Aspects of School Operations (3)
EDA 6240 Educ Financial Affairs (3)
EDA 6260 Educ Systems Planning/Mgmt (3)
EDA 6931 Contemp Issues in Educ Lead (3)
EDS 6123 Educ Supervisory Practices I (3)
EDS 6130 Educ Supervisory Practices II (3)
EDA 6946 Administrative Internship (3)

*Students will not be recommended by UCF until the above requirements have been met.

Students recommended must have completed a total of 12 graduate hours at UCF, 9 of which must be in Educational Leadership.

All students seeking admission into the Modified Educational Leadership Program must:
• be admitted to the University as a non-degree graduate student. If you have questions, contact Graduate Admissions Office, University of Central Florida 32816-0112 407-823-2766 or go to www.graduate.ucf.edu – APPLY ONLINE.
• submit "Request for Evaluation: Administrative Certification" (page three of this document) and copies of transcripts of coursework (graduate transcripts) which may apply to:

Dr. Kenneth Murray, Educational Leadership
University of Central Florida
P. O. Box 161250
Orlando, FL 32816-1250
Completing the UCF Educational Leadership Modified Core Program

Below are the steps required as you conclude your courses leading to Florida Administrative Certification.

1. After you complete your courses, request the program coordinator to review your records and send a letter of completion to the Florida Department of Education (FDOE). You will receive a copy (it is your responsibility to provide your county with a copy if one is requested).

2. Request from the UCF registrar that an official transcript be sent to Tallahassee showing all completed work applicable to your modified core program (be sure to wait until grades are posted before making this request).

3. Take and obtain a passing grade on the Florida Educational Leadership Examination (FELE).

4. Obtain and complete an application (obtain from FDOE or your county) for Level 1 Administrative Certification and submit it to the FDOE.

5. The FDOE, using records you have provided, will verify that you have a master's degree and that you have three years of teaching experience and hold an appropriate Florida teaching certificate.

Remember, you are responsible for initiating this process.

Questions regarding the Modified Leadership Core Program or additional information should be directed to:

Dr. Kenneth Murray    Email: murray@mail.ucf.edu    Phone: 407 823 1468

Mailing address:
University of Central Florida, College of Education
Department of Educational Research, Technology, and Leadership
P. O. Box 161250
Orlando, FL  32816-1250
University of Central Florida             Educational Leadership

REQUEST FOR EVALUATION: ADMINISTRATIVE CERTIFICATION
ADMISSION TO MODIFIED EDUCATIONAL LEADERSHIP CORE PROGRAM*

COMPLETE THE INFORMATION BELOW AND RETURN AS DIRECTED:

NAME                        LAST                        FIRST                        Soc. Sec. #
ADDRESS                     ______________________________________
CITY                        ______________________________________
STATE ZIP                   ____________________  ____________________  ____________________
DAY PHONE Area Code         ____________________          EVENING PHONE Area Code   ____________________
EMAIL ADDRESS:              ______________________________________

MASTER'S DEGREE INFORMATION:
INSTITUTION

DEGREE                        DATE RECEIVED  MAJOR
________________________________________________________

OTHER DEGREE INFORMATION:
Institution

Degree Date Rec Major
________________________________________________________

INDICATE (X) YOUR CURRENT UCF STATUS:

Admitted as non-degree 5P (seeking reclassification as Modified Educational Leadership 5B)

Degree-seeking (enrolled in another degree program but seeking administrative certification)

Not admitted (please provide additional information related to your reason for seeking an evaluation)

Comments:
________________________________________________________

INDICATE (X) WHETHER EVALUATION OF PRIOR GRADUATE CREDIT IS REQUIRED:
I have completed prior graduate work at UCF which should be reviewed (we will obtain a copy of your UCF transcript).

I am attaching graduate transcripts from the following institutions to be used in my evaluation
(You must provide this office with a copy—we will not obtain copies from other UCF offices).

1. ___________________________________________________________

2. ___________________________________________________________

3. ___________________________________________________________

*I understand that students seeking admission/reclassification into the Modified Educational Leadership Core Program must
(1) be admitted to the University as a non-degree graduate student (application process through Graduate Admissions Office)
and (2) obtain an official evaluation that will result from this request.

________________________________________________________
Evaluation requested by (Signature) Date

Return to:
Dr. Kenneth Murray
College of Education
University of Central Florida
P. O. Box 161250
Orlando, FL 32816-1250