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 notify the registrar’s office that you have completed the modified core. UCF registrar’s office will place on your transcript that you have completed the modified core.

2. Request from the UCF registrar’s office 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 and the statement of completion the modified core 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:

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