



International School Leadership Principal's/Program Administrator Certification Program

October 14, 2010

Dear Prospective Student,

Thank you for your interest in the International School Leadership Program (ISLP) offered through a collaborative effort between the University of San Francisco and Washington State University.

The International School Leadership Program is based on a two-year cohort model, which prepares participants for a Washington State principal certificate and with an additional course students can receive a Master's degree from the University of San Francisco. The content, including twenty-one (21) credit hours of course work and six (6) credit hours of internship is provided both on-line and on-site in conjunction with the two EARCOS conferences. It is the only program which comes to you, rather than requiring you go to it.

The program is designed so you will take seven (7) different classes for a total of 21 credit hours, along with six credit hours of internship, during two years. In practice this amounts to approximately two classes per semester, with on-site time of six (6) days per semester at the Fall and Spring EARCOS conferences. The Washington State Principal Certification is in-line with the Inter-State School Licensure Committee. A Master's Degree is a requirement to be recommended for the Principal Certification and is available through USF with the completion of one additional course - if you have not already obtained a Master's degree. Additional information is available on line at WSU <http://education.wsu.edu/certification/international/>. USF: http://www.usfca.edu/soe/programs/leadership/ol_intl_cert/

This is a joint program between two universities which means students must enroll, and be accepted by each of them. Enrollment applications can be done simultaneously. USF will accept the Reference/Evaluation forms required for WSU in lieu of letters of recommendation. Completed documents can be scanned and e-mailed to Helen Huynh at USF and Krenny Hammer at WSU. See attached outline for a chart of the application requirements.

Also attached is a sample schedule of the class offerings and a list of frequently asked questions. On-line classes begin in early 2011, prior to the EARCOS conference in March. Paperwork needs to be submitted by December 1, 2010, for consideration in this cohort. However, late registration may be accepted.

Again, thank you for your inquiry about the International School Leadership Program and your commitment to continuous learning. We look forward to seeing your application and having you join our next cohort. If you have any questions about this unique opportunity, please contact Dr. Christopher Thomas at the University of San Francisco, cnthomas@usfca.edu or Dr. Debra Howard at Washington State University debra.johnson-howard@wsu.edu.

Yours truly,

Christopher N. Thomas, Ph.D.
University of San Francisco

Debra Howard-Johnson, Ed.D.
Washington State University



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The chart below outlines the steps to follow to enroll in the program.

Steps	University of San Francisco	Washington State University
Application packet	USF application materials contact Helen Huynh hhuynh3@usfca.edu	Graduate school application online: http://www.gradsch.wsu.edu/FutureStudents/ Principal Certification Program application contact Krenny Hammer khammer@wsu.edu .
Recommendation Letters	N/A – WSU will send USF your recommendation letters	Evaluation (Reference) forms must be completed
Transcripts	Originals must be submitted to the Graduate School	Originals must be submitted to the Graduate School
Statement of Purpose	N/A - WSU will send USF your statement of purpose	Submit with application
Mentor Commitment	N/A	Building Principal and Head of School must sign off on the <i>Mentor Commitment Letter</i>
Fee	\$500 must accompany the application, and will be applied toward tuition	\$50 fee must accompany the application
Deadline *	December 1, 2010	December 1, 2010

* The deadline is flexible based on whether or not the cohort is full.



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**Washington State Principal Certification Criteria
Program Requirements for Washington Residency Certificate**

Washington State University *International School Leadership Principal's Credential* Program:

Course	Course Title	Credits
USF	Human Resources in Educational Management	3
USF	Educational Leadership	3
USF	School, Community, & Society	3
EdAd 585	Finance Management in Education	3
USF	Data Based Decision Making for School Leaders	3
EdAd 588	Law and Education	3
EdAd 589	Leadership Development Seminar	3
EdAd 590	Internship	6

**Office of Superintendent of Public Instruction
Requirements for Initial Certificate**

(see www.k12.wa.us/certification/administrator for current information)

Note: Each individual is responsible to ensure that they meet the requirements for the certificate.



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Frequently Asked Questions

Q: *Is the Washington Residency Principal's Certificate good only in the state of Washington?*

A: This certificate, as issued, provides licensure for an individual to serve as a principal in Washington State. However, most states have provisions for obtaining an administrative license, based on having earned a similar certificate in another state. You should check with the appropriate licensure agency in the state in which you intend to practice to obtain specific requirements.

Q: *How do I receive a Master's Degree with this program?*

A: The requirements vary somewhat between the two universities. USF has a 30 credit requirement for the Master's program which could be completed in the EARCOS region; WSU has a 35 credit requirement. You should review the Graduate School information at the institutions for current, specific information relative to the degree you are seeking.

Washington State University: www.gradschool.wsu.edu/

University of San Francisco: http://usfca.edu/soe/programs/leadership/ol_ma/

Q: *Is it possible to obtain a doctoral degree through this program?*

A: Most of the coursework taken through this program is applicable towards a doctoral degree from the respective university. However, completion of the degree requires considerable additional coursework, as well as a dissertation and some residency on campus. Again, please review the information on the respective Graduate School web sites (see above) for applicable information.

Q: *What is the cost of program participation?*

A: The basic cost of the program is that of tuition for the courses taken. USF requires a \$500 application fee which will be applied towards the first semester's tuition (this fee will be refunded if an individual is not admitted to the program). WSU Graduate School requires a \$50 application fee.

Q: *Can I transfer previously earned credits into the program?*

A: Possibly. Transfer of up to three credits may be allowed, depending upon their applicability to the program content and assuming they were earned from a regionally accredited college or university.

Q: *How can I get answers to questions not covered in this material?*

A: Contact: Dr. Christopher Thomas cnthomas@usfca.edu; or
Dr. Debra Howard debra.johnson-howard@wsu.edu