

Principal Certification Checklist

To Do	Date Passed or Completed
Complete the Missouri Content Assessment (Building Level Administrator 058)	
Performance Assessment for Aspiring Building Administrators <ul style="list-style-type: none"> Typically completed in either Ed Adm 6901 or Ed Adm 6902 	
Graduate with a M.Ed. or Ed.S. from an approved education admin program <ul style="list-style-type: none"> Coursework must satisfy all of DESE’s certification requirements A 300 clock-hour internship is required at each level of certification 	
Complete the application on DESE’s website	
Notify UMSL that you have a pending application at DESE. <ul style="list-style-type: none"> Contact Dr. Shawn Woodhouse, Associate Dean of Students (shawn_woodhouse@umsl.edu) & Dr. James Shuls, program director (shulsj@umsl.edu). 	

Performance Assessment for Aspiring Building Administrators

Requirement

The performance assessment is required for principal certification. Starting in fall 2018, it is also required for any student completing either Ed Adm 6901 or Ed Adm 6902. If a student does not successfully complete the performance assessment in their final residency course, they will receive a delayed grade until the time at which they make revisions and pass the assessment. If this occurs, the student’s graduation from the program may be delayed.

Submission Dates

Students may submit their assessment materials: November 1–14, April 1–14, or August 1–14.

Grading

All submissions will be graded by two trained UMSL professors. The scores will then be averaged to provide the students final scores. There is an exception to this rule. If the two reviewers scores are more than one point different (e.g Reviewer 1 gives a 1 and reviewer 2 gives a 3), the reviewers will discuss the difference and resolve the score. If an agreement cannot be reached, a third reviewer will review the case.

Passing Score

For the 2018 – 2019 school year, students must score at 10 out of 16 to pass the assessment.

Cost

There is no cost to this assessment.

Submissions

For fall 2018, all assessments must be submitted via Canvas in Ed Adm 6901 or Ed Adm 6902.

If you are not enrolled in an internship course or have questions or concerns about certification, please contact Dr. James Shuls, shulsj@umsl.edu