



## PROFESSIONAL CERTIFICATE PROGRAM FOR PRINCIPALS AND PROGRAM ADMINISTRATORS

The Professional Certificate Program provides a coherent program for principals and program administrators earning the advanced level of administrator certification in Washington State. Candidates work closely with a faculty member as they develop a professional growth plan, demonstrate performance at the professional level and prepare for panel assessment.

### Key Elements of the Program:

- Program is designed for completion in one academic year
- Weekend schedule designed for working professionals
- Seminar work connected to professional work in school or school district
- Cost: Flat fee of \$1425

### Distinctive Elements of the Program:

- Individualized support, advising, and mentoring
- Leadership coaching available for individuals from a Seattle University coach for an additional fee
- The College of Education seeks to develop leaders who have a concern for social justice and the competence to promote it

### Program Format:

- Entry Seminar: One-day seminar at Seattle U.; includes self-assessment and designing a professional growth plan
- Implementation of professional growth plan
- Development of integrated project addressing the ISLLC Standards
- Preparation for panel presentation
- Panel Presentation: Presentation of portfolio of evidence to a panel of professional educators upon completion of project addressing ISLLC Standard 2

## ADMISSIONS CRITERIA

- Evidence of completion of at least two years of successful administrative experience employed in a public school district or the equivalent in a state-approved private school
- Evidence of current and continuing full-time employment as an administrator in a public school, school district or an approved private school
- Valid Washington State Residency Principal or Program Administrator Certificate
- Completed application submitted to the College of Education
- Official transcripts from college/university where highest degree was earned
- Interview with the Educational Administrator Program Director and submittal of résumé

## APPLICATION PROCEDURES

- Complete an application form for the Administrator Professional Certification Program by printing out form at <http://www.seattleu.edu/coe/edadmin/adminprocertinfo.aspx>
- Request official transcripts sent to applicant or directly to the Educational Administration Program at Seattle University. If transcripts are mailed directly to the applicant, envelopes must remain sealed
- Submit documents for employment and certification described above to the Educational Administration Program at Seattle University
- To arrange an interview, call (206) 296-5798 or email [silverm@seattleu.edu](mailto:silverm@seattleu.edu)

## ADDITIONAL INFORMATION

Principal and Program Administrator Professional Certificate Program  
Educational Administration

Program Director: Michael Silver, PhD  
Program Office Phone: 206-296-5798  
Email: [silverm@seattleu.edu](mailto:silverm@seattleu.edu)  
<http://www.seattleu.edu/coe/edadmin/>

College of Education  
Seattle University  
901 12<sup>th</sup> Avenue  
P.O. Box 222000  
Seattle, WA 98122-1090

[edadmin@seattleu.edu](mailto:edadmin@seattleu.edu)

### FINANCIAL AID

Financial assistance is available through Student Financial Services:  
206-296-2000 or [financial-aid@seattleu.edu](mailto:financial-aid@seattleu.edu)

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment-related policies and practices. All university policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the university's Human Resources Manager and Equal Opportunity Officer at (206) 296-5865.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the university's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact the following Title IX coordinators: Ruth Donohue, Human Resources Manager and Equal Opportunity Officer, University Services Building 107, (206) 296-5865, [donohue@seattleu.edu](mailto:donohue@seattleu.edu); Jacob Diaz, Dean of Students, Student Center 140C, (206) 296-6066, [diazj@seattleu.edu](mailto:diazj@seattleu.edu); Jacquelyn Miller, Associate Provost for Academic Affairs, Admin 105, (206) 296-5446, [jcmiller@seattleu.edu](mailto:jcmiller@seattleu.edu); individuals may also contact the Office for Civil Rights of the U.S. Department of Education.