

Please note:

Completion of this or any, Masters of Education program, does not automatically qualify an educator for Certification in the State of Maine.

For your convenience, the comparison chart below indicates which of our M. Ed. Program courses align with MDOE Certification requirements.

Requirements for the Superintendent Certificate (010)

You will be eligible for a conditional certificate as a superintendent in Maine upon completion of:

- (1) all of Section A.;**
- (2) at least five areas in Section C. Part I including 1 and 2. OR Section C. Part II;**
- (3) submission of a plan for a mentorship supervised by an employed Maine superintendent of schools (See Section D.3.)**

You will be issued a five-year professional certificate once you complete all of Section A, Section B, Section C Part I or Part II, and Section D.

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Three years of satisfactory public or private teaching experience
2. Three years of satisfactory administrative experience
3. Master’s degree from an accredited institution
4. Criminal history record check approval – based on fingerprints
SECTION B:
1. Federal and Maine civil rights and education laws (3) EA 520 Law, Policy and Ethics
2. Special education law (3) This course is not part of the M. Ed program but is available through MEC’s certification website
SECTION C: Part I
1. School finance and budget EA 515 Public School Operational and Financial Strategies
2. Supervision and evaluation of personnel EA 563 Supervision and Evaluation
3. Organizational theory and planning EA 525 Human Resources and Organizational Potential??
4. Community relations EA 530 Family and Community Engagement
5. Educational leadership EA 552 Reflective Seminar (Administrative Leadership)
6. Instruction leadership EA 505 Instructional Leadership
7. Curriculum development EA 555 Using Data to Improve Curriculum and Instruction??
8. Cultural differences EA 510 Sheltered English Immersion for School Leaders
9. Ethical decision making This course is not part of the M. Ed program but will be available through MEC’s certification website
SECTION C: Part II
School Superintendent Assessment test code #6021 160
SECTION D - Approved internship for a superintendent (Must be one of the following)
1. Completion of a graduate level state-approved superintendent’s internship program for a minimum of fifteen weeks EA 574 Internship – Administration Leadership
2. Completion of one school year as a certified assistant superintendent or superintendent out-of-state
3. Completion of a mentorship plan for a superintendent approved by the Maine Certification Office, with duration of the plan being a minimum of one academic school year.

(Continued on reverse)

SECTION E:

Teaching exceptional students in the regular classroom (3) ***[This course is not part of the M. Ed program but is available through MEC's certification website](#)
(You will need to meet this requirement at the expiration of your first five-year professional building administrator's certificate.)

If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.

Fingerprint schedule on web site www.identogo.com

Register at www.ets.org/praxis/me/requirements.

***These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. Part I may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.