# Application Materials Checklist

**Education Specialist Degree in Educational Leadership**

**Application Deadline**
- April 15 for Summer Semester
- December 1 for Spring, June 1 for Fall Semester

*All materials not submitted electronically at the time of the application should be placed together in a packet and submitted by mail or in person at one time after the application has been submitted. Please leave sealed items in their original envelopes when putting them in the packet.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Graduate Application</td>
<td>There is a non-refundable $60 application fee.</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Official transcripts from <strong>EACH</strong> College and/or University you have attended. Must be in sealed envelope from the institution.</td>
</tr>
<tr>
<td>Clear Renewable Georgia Teaching Certificate</td>
<td>To print a copy of your Georgia clear, renewable certificate, you may log onto <a href="http://www.gapsc.com">www.gapsc.com</a>.</td>
</tr>
<tr>
<td>Resume or Professional Vitae</td>
<td>Can be uploaded into the online application. Should document your education, years of teaching experience, current school and district, volunteer/service activities in which you have participated and any leadership involvement. Resume <strong>MUST</strong> reflect at least <strong>FOUR</strong> years of professional teaching or administrative experience prior to admission consideration.</td>
</tr>
<tr>
<td>Mentor Form</td>
<td>Attached to this checklist</td>
</tr>
<tr>
<td>Superintendent Endorsement Form</td>
<td>Attached to this checklist</td>
</tr>
<tr>
<td>Interview</td>
<td>An interview may be required. If so, you will be contacted by the program to set up an interview.</td>
</tr>
</tbody>
</table>

**Notes:**
1. You must be classified by your school district as being in a “leadership role”
2. Agreement that your school district agrees to “support” you in this program (please check with your HR department for more information).
3. Hold a master’s degree in educational leadership, OR current Georgia leadership certification (L), OR complete an online six (6) hour PSC-approved “leadership preservice.” Have a minimum of four (4) years of teaching or administrative experience.

**International Students (Visa and Green Card holders) for additional requirements see:**
[http://www.kennesaw.edu/graduate/admissions/international_admissions.php](http://www.kennesaw.edu/graduate/admissions/international_admissions.php)

Final admission decisions may be based on a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant work experience. Also considered is the appropriateness of the applicant’s goals to the degree program in which they are interested and to the research interests of the program’s faculty. In addition, consideration may be given to how the applicant’s background and life experience would contribute significantly to an educationally beneficial mix of students.

**Mail Address:** 3391 Town Point Drive, MD 9109, Kennesaw, GA 30144
**Physical/Delivery Address:** 3391 Town Point Drive, Suite 1800, Kennesaw, GA 30144
**Phone:** 470-578-4377 • Fax: 470-578-9172 • [www.kennesaw.edu/graduate/admissions](http://www.kennesaw.edu/graduate/admissions)
Bagwell College of Education  
Department of Educational Leadership  
District/School Mentor Agreement

Candidate’s Name (Print): ____________________________________________________________

Candidate’s KSU Application ID #: ____________________________________________________

Place of Employment: ____________________________ School District: __________________________

Candidate’s Leadership Role in School: __________________________________________________

The Performance-Based Educational Leadership Certification Program complies with the Professional Standards Commission requirements for developing educational leaders.

District Commitment:
Leader Candidates accepted into the Performance-Based Educational Leadership Certification Program must have a commitment from the system and building level to provide support as indicated in the University/School System Partnership for the Development of Educational Leaders. Each candidate’s residency will be supervised by a Leader Candidate Support Team (LCST) comprised of the candidate, the university supervisor, a trained and qualified coach provided by the university, and a mentor from the building or system level.

District/School Mentor Commitment:
The mentor is a supervisor/building administrator or system designee who provides guidance, knowledge, opportunities to lead, and advice on an ongoing and regular basis throughout the program of study. The mentor serves as a member of the Leader Candidate Support Team that oversees the development and evaluation of the candidate’s performance. The team will meet every semester during the residency period to create with the candidate the Individual Induction Plan, establish observation experiences, evaluate progress and establish areas of need, and determine if the residency requirements have been satisfactorily met. The mentor will provide 8-12 hours of support per semester by guiding the Leader Candidate in applying the knowledge and skills specified in the Induction Plan and by observing the candidate’s performance and providing feedback.

Leader Candidate Responsibility:
The candidate is required to obtain an agreement from a supervisor/building administrator or system designee to serve as mentor and fulfill the responsibilities outlined above.

Name of Candidate (Print) ____________________________ Signature of Candidate and Date

Name of Mentor (Print) ____________________________ Signature of Mentor and Date

Name of Principal (Print) ____________________________ Signature of Principal and Date

For applications to be complete, this form must be returned to the Office of Graduate Admissions.  
Forms can be faxed: 470.578.9172, emailed: ksugrad@kennesaw.edu or mailed to:  
Kennesaw State University  
Office of Graduate Admissions  
Box 9109  
3391 Town Point Drive  
Kennesaw, GA 30144
Department of Educational Leadership  
Performance-Based Certification  
Educational Leadership  
Superintendent’s Endorsement for Application to Program

To be Completed by Candidate Applicant:

Candidate’s Name (Print): _________________________________________________  
Last      First   M.I.

Candidate’s KSU Application ID # __________________________________________

School System: _____________________________ School Name: _____________________________

To be Completed by Referring School System:

The above candidate applicant has the district and school support to enter the  
Performance-Based Educational Leadership Certification Program at Kennesaw State  
University. The school and system will participate in the program as outlined in the  
University/School System Partnership Agreement for the Development of Educational  
Leaders.

_________________________________________  ________________________  
Candidate Signature     Date

_________________________________________  ________________________  
Principal or       Signature of Principal or  
Central Office Supervisor (Print)   Central Office Supervisor & Date

_________________________________________  ________________________  
Superintendent or Designee (Print)  Signature of Superintendent  
Or Designee & Date

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