



# UNIVERSITY OF ILLINOIS AT SPRINGFIELD

## Chief School Business Official Endorsement

### EDL Program Admissions/Application Process

The mission of the Educational Leadership program (EDL) at the University of Illinois at Springfield is to prepare collaborative proactive educational leaders committed to improving the quality of leadership in a variety of organizational contexts.

### The Program

The EDL program provides a carefully planned set of experiences designed to develop the knowledge, skills, dispositions, and competencies needed by educational leaders at the local and state levels. Specifically, students entering the EDL Chief School Business Official's Endorsement program have several options:

- 1) Students may participate in the cohort and complete the 36 hrs of EDL classes that are designed to meet the course work requirements needed for the state Chief School Business Official's Endorsement. In addition to completing the required course work, students selecting this option must possess a general administrative type 75 endorsement and, prior to receiving the CSBO certification, pass the state certification test and have completed two (2) years of school administrative experience.
- 2) Students may desire to seek a traditional educational administration doctoral degree to be offered by ISU. The matrix included lists the courses for the Chief School Business Official's Endorsement. Thirty hours of these courses can be accepted by ISU as credit toward their Ed.D, after students have applied for and been accepted into the ISU Springfield Educational Administration doctoral cohort.
- 3) Other option questions should be discussed with the Chair of the UIS Educational Leadership Program.

### Cohort Qualifications and Concept

To participate in the UIS Chief School Business Official's Endorsement cohort, students must be, or recently have been, a practicing school administrator, supervisor, or in a teaching, state, or other governmental leadership position. Students seeking a CSBO Endorsement must show evidence of a valid teaching certificate and two years of fulltime K-12 teaching experience, as required by the state to receive Type 75 certification. Two years of school-level administrative experience is required before earning the CSBO Endorsement.

The cohort concept focuses on the development of each student as well as their group skills and enhancement of group learning opportunities.

The objective is that all students will proceed through the specified program and courses together. Students will be expected to start together and remain together through the Chief School Business Official's Endorsement cohort, and likewise for those who choose the ISU doctoral option.



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#### Admissions Information

To be considered for admissions into the Chief School Business Official's Endorsement program, a student must:

- Complete a UIS Graduate Application form (online):
  - Go to <http://www.uis.edu/admissions/applyNow.html>
  - Choose the "Graduate Non Degree Seeking Students" link.
  - If you HAVE NOT begun an application, choose "First time user account creation" link, create a "Login ID" and "PIN" (and confirm your "PIN") – then click "Login."
  - If you HAVE begun an application, enter your Login ID and PIN.
- Have each institution from which you have earned undergraduate, graduate and non-degree credits send one copy of an official transcript *directly* to the Office of Admissions and Records (copies marked "issued to student," or copies of original transcripts are not considered as official by the Office of Admissions and Records).
- Send to the Office of Admissions and Records an official report of your scores from the General Test of the Graduate Record Examination (click this link for [GRE information](#) and choose "GRE").

#### Program Application Requirements and Process

Acceptance into the Chief School Business Official's Endorsement cohort is competitive. To be considered for acceptance into the CSBO Endorsement cohort applicants must:

- Submit a completed **EDL Program Personal Data Form** (attached) to the EDL Program Office.
- Have at least a 3.0 GPA (on a scale in which "A" equals 4.0).
- Submit GRE test results and written portion of the exam.
- Submit a current resume to the EDL Program Office;
- Submit a sample of your academic or professional writing to the EDL Program Office;
- Request three educational and/or professional references be completed and returned *directly* to the EDL Program Office (Letter of Reference form is attached);
- Complete and submit an EDL Chief School Business Official's Endorsement Application form *directly* to the EDL Program Office;
- Provide evidence of a valid teaching certificate, two years of fulltime K-12 teaching experience (as required by the state to receive type 75 certification), and a general administrative (Principalship) type 75 certification when applying for the Chief School Business Official's Endorsement. Two years school-level administrative experience is required for the Chief School Business Official's Endorsement.
- Provide your responses to the following questions:
  - Discuss/describe one of your past leadership experiences in terms of your potential strengths as an educational leader. Describe your career goals and include a tentative projection of what you would like to be doing professionally during the five-year period following completion of your doctoral program. What additional skills do you believe you will need in order to fulfill these goals and how does your tentative focus of graduate



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study relate to these goals? How does the EDL Chief School Business Official's Endorsement program fit into your career goals?

- Send *copies* of transcripts *directly* to the EDL Program Office: To facilitate our initial screening process we encourage applicants to send copies of transcripts that you may already have, along with the EDL Chief School Business Official's Endorsement Application form, *directly* to the EDL Program Office. This allows us more time to consider your application prior to the point when campus admissions decisions are made and forwarded to the EDL Program Office.

### General Computer Use

To successfully complete the Chief School Business Official's Endorsement in the EDL program, students are expected to have frequent and convenient access to computer and Internet resources and have access to the required software and hardware needed to complete all coursework. As the minimum requirement, all courses require the use of word processing and email; a personal UIS email account; and a valid ULID (University Logon ID).

### Application Deadline

The Chief School Business Official's Endorsement admissions committee will meet to review applications. Please contact the EDL Program Office for specific application review dates.

## PROGRAM COURSE LIST

### Proposed schedule

Semester	Course number/ Course Title	Cr. Hrs.
Summer 2007	EDL 611 Chief School Business Official as a Leader	4
Fall 2007	EDL 603 Advanced Seminar on Law & Public Policy	4
Spring 2008	EDL 635 Organizational Theory and Leadership	4
Summer 2008	EDL 605 Research in Educational Leadership	4
	EDL 612 Management of Educational Funds & Facilities	4
Fall 2008	EDL 621 Chief School Business Official and Central Staff/ Personnel Administration	4
	EDL 626 Clinical Experience/ Internship I	2
Spring 2009	EDL 604 Politics of Education: Federal, State, Local Politics & Policies	4
	EDL 627 Clinical Experience/Internship II	2



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Summer 2009	EDL 680 Capstone: Leadership & School Improvement	4
<b>TOTAL</b>		<b>36</b>