

University of Illinois at Springfield Department of Educational Leadership
Principal Admissions Requirements – 2/19/2020 pg. 1/1
Principal Endorsement Application and Internship Requirements
(*Illinois Administrative Code Section 30.70)

Application Process/Requirements

- Apply to UIS. Select 'Graduate' application, then select the Principal Degree Program www.uis.edu/admissions/applyToday.html
- Master of Arts in Educational Leadership <http://catalog.uis.edu/graduate-students/cehs/edl/ma-educational-leadership/>
- For those with a masters who only want the principal's endorsement <http://catalog.uis.edu/graduate-students/cehs/edl/ma-educational-leadership/#masterstext>
- *Valid and current teaching license (e.g., early childhood, elementary, secondary, special K-12, or special preschool-age 21) or school support personnel license.
- Must teach at least two years before getting the principalship endorsement.
- A copy of a current Illinois teaching license or school support personnel license or an entitlement page from ELIS that shows these must be included in the applicant's portfolio.
- Applicants must receive a passing score on the test of basic skills if they have not been required to take the test prior to getting their Illinois teaching certificate.
- Official transcripts from all institutions where coursework was taken must be sent to the Admissions & Records Office at UIS. Applicants must have an undergraduate grade point average of 3.0. for full admission. Transcripts must show a master's degree was earned for students wanting principal endorsement only.
- If admitted conditionally for low GPA the student must achieve a GPA of 3.0 or better in the first eight hours of course work in the EDL Program. If a student achieves the required GPA within those first eight hours, he or she will be fully admitted to the program.

***Portfolio Requirements: Submitted to EDL Department (electronic or hard copy)**

- includes documentation and artifacts such as:
 - current resume
 - letter requesting admission
 - letter of recommendation from their current school district
 - letter of intent for internship from their district
 - copy of ISBE licensure (or page from ELIS) with endorsements
 - an outline of current leadership activities and skills
 - written essay of instructional strategies employed to improve student achievement
 - example of using data to solve problems in their classroom or school. The applicants will also outline additional knowledge, skills, and dispositions they believe they will need in order to fulfill their professional goals. (The interview and portfolio rubrics included in the admissions materials and shown on the EDL website are provided to show how the candidate's leadership and written communication skills will be evaluated.)
 - Portfolio Rubric Link available at <https://www.uis.edu/edl/>

***Interview Information:**

- *Face to Face with EDL Professors
- *Written response to scenario
- Questions based on school leadership situations and/or decision-making
- Interview Rubric Link available at <https://www.uis.edu/edl/>

Internship Information:

- 2 semester internship at place of employment to meet state required 240 administrative hours
- Prior to starting hours for the internship courses, candidates must turn in the signed Principal Internship Agreement for EDL 526/527