

CURRENT POLICIES WITH REFERENCE TO
ADMINISTRATIVE CERTIFICATES IN THE UNITED STATES

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CHAPTER I

INTRODUCTION OF PROBLEM AND SUMMARY OF PREVIOUS INVESTIGATIONS

A. Introduction

Teaching in the classroom and administration of schools or school systems are two distinct types of work. If the universal practice of certifying teachers is a sound procedure it is equally sound that superintendents, principals, supervisors and county superintendents should be certified. There are several good reasons for establishing definite certification requirements for administrators and supervisors.

Cubberley in 1916 put the matter in this form:

"Out of this three-quarters of a century of trial, conflict, discussion and experimentation, a profession of school supervision is at last being evolved. School supervision represents a new profession, and one which in time will play a very important part in the development of American life."¹

Many states have already recognized this difference and are issuing certificates for administrators. In most of these states the certificate is a prerequisite for holding an administrative position. West Virginia at present issues these certificates but they are not a necessary prerequisite to holding an administrative position. After July 1, 1941 an administrator or supervisor in West Virginia will be required to have an administrative certificate.

Because of frequent changes in certification of the various states even the most recent studies are out-of-date. This study is an effort to bring such studies as have been made up-to-date. The latest regulations governing supervisor's and administrator's certificates have

1. Cubberley, E. P. Public School Administration, p. 131.

been obtained from all states. The regulations have been carefully studied and the requirements have been recorded together with the exact title of the certificate; the term for which it is issued; the certifying agency; experience required; the college preparation; and the required courses in education.

In the appendix of this study will be found a chart summarizing the regulations governing the certification of the following officials: superintendents, high school principals, junior high school principals, elementary school principals, supervisors, and county superintendents. The tabulation shows whether the regulation is required by state law or by some accrediting agency. In order to make the study complete each legal certificate has been listed, together with the prescribed requirements for its issuance.

B. The Purpose of This Study

The purpose of this study is twofold: first, to discover trends among the states in policies and requirements in the issuance of administrative certificates; and second, to discover the present status of certification regulations for administrators in the various states. The author hopes that the study may provide a stimulus for certification in the various states where special training is not required of administrators. The task of administering schools is much too difficult to be attacked by the trial and error method. In the United States in 1936 we had 16,862 local superintendents, 35,413 principals and supervisors, and 878,963 teachers.² The total expenditure for elementary

2. Office of Education. Biennial Survey of Education, 1934-1936, Vol. II, Chap. II, pp. 17-18.

and secondary schools for 1936 was \$1,968,898,198.³ The public school systems of America are too important to the future of the nation, have too heavy an investment, and have too great a program to be placed in the hands of untrained leadership.

If the teachers of public schools need special training and certification, do not the administrators who deal continuously with such problems as school finance, teacher cooperation, supervision, and pupil adjustment need some special training? It is logical that the administrators should have some pertinent program of studies pertaining definitely to the problems of administration.

Certification of administration and supervisory officers should aid much in developing harmony within the group itself. It should aid in developing a better state program because officials having similar instruction and experience would find it much easier to work together to build a satisfactory school program.

Roy O. Tate⁴ in 1932 compared the turnover of high school principals and superintendents of Oklahoma with fourteen states located in various sections of the United States. Mr. Tate listed the per cent of turnover for each state for the year of 1930. The states selected had a wide distribution geographically; Main in the East, California in the West, Indiana in the central region, and Missouri a border state. The other states used in his study were Louisiana, Utah, Alabama, Kentucky, Iowa, Kansas, Georgia, Idaho, Mississippi, Nevada, Nebraska, and Oklahoma. In comparing states offering administrators' certificates with states not offering administrators'

3. Office of Education, op. cit., p. 29.

4. Tate, Roy O. The Turnover of High School Superintendents and Principals in Oklahoma, pp. 11-12.

certificates in his study, it was found that tenure was aided by certification. The average turnover of superintendents in states with certification that year was 8.85% while those states without administrators' certificates for superintendents had a turnover of 20.37%. Among principals the turnover was 19.7% in states with certification and 28.6% in states without certification. It is evident from these figures that certification produces a more stable situation for the administrator.

The second purpose of the study as has been indicated is to give accurate information regarding the types of certification and requirements for certification of school administrators and supervisors in the various states at the present time.

C. History and Development

Administrators' certificates were first introduced in America in 1904⁵ when Massachusetts enacted a law requiring all superintendents of schools receiving aid from the state to have a certificate. Wisconsin required administrator and supervisory certification of county superintendents in 1906. In 1911 eleven states offered administration and supervisory certificates⁶, and Oklahoma was included in this list. Ten of these states are offering them now. Oklahoma and Wisconsin are the two states which no longer offer the certificates. In 1911, one state gave a prescribed and two states required college training for minimum requirements.

5. Updegraff, Harlan. Teacher's Certificate Issued Under General State Laws and Regulations, pp. 121-135. Bulletin 18, 1911.

6. Ibid., p. 51.

In the study by Katherine M. Cook⁷ in 1921, fourteen states are listed as having administrators' and supervisors' certificates. Maine which was listed in 1911 was omitted in 1921 but it was added in Cook's second study in 1927. In 1921, six of the states required specific courses; five states required some college preparation. In 1927⁸, nineteen states required certification. Seven states required specific courses and two of the seven states requiring specific courses offer only one administrative certificate each. Twelve states required a minimum of some college training. Dr. Reller⁹ made a study in 1933 listing twenty-four states which required special certificates for administration. Twenty-three of those listed require certificates now. The state listed which is not requiring certification is South Carolina. Six states required specific professional courses, three required special courses for superintendents, five asked special courses for supervisors, and one required special courses for high school principals. Two prescribed courses for elementary principals. In 1939, according to a preliminary report published by the National Education Association¹⁰, twenty-five states required special certificates for superintendents. Three states, Oregon, Missouri, and Texas issued them, but they were not required.

7. Cook, K. M. State Laws and Regulations Governing Teacher's Certificates, pp. 39-198. Bulletin 22, 1921.

8. *Ibid.*, pp. 42-263. Bulletin 19, 1927.

9. Reller, Theodore. State Certification for Administrators, p. 9.

10. Committee on Certification of Superintendents of Schools. Standards for Superintendents of Schools, p. 20.

CHAPTER II

CURRENT POLICIES IN ADMINISTRATIVE CERTIFICATES
WITH REFERENCE TO CERTIFICATING AGENCIES

Centralization of certificating power in the state offices of education has progressed to such an extent that now in only six states, Texas, Colorado, California, Missouri, Washington, and Illinois, is the state's power exercised jointly with teacher-training institutions and county agencies. The following table shows how this tendency has progressed through the years.

TABLE I¹

GROWTH OF CENTRALIZATION OF CERTIFICATING POWERS

	1898	1911	1921	1926	1930	1937	1939
<u>State issues all certificates</u>	3	15	26	36	38	41	42
<u>State Control</u> (state prescribes all rules, gives and corrects examinations, county issues certificates on authority of state.)	1	2	7	4	3	3	4
<u>Semi-State</u> (states make regulations, county gives and corrects examinations and issues certificates.)	17	18	19	5	4	1	1
<u>State-County</u> (both the state and county issue certificates.)	18	7	3	2	2	2	1
<u>Local System</u>	--	--	2	1	1	1	-

1. Frazier, Benjamin W. Development of the State Programs of the Certification of Teachers, p. 16.

CHAPTER III

CURRENT POLICIES IN ADMINISTRATIVE CERTIFICATES WITH REFERENCE TO
COLLEGE PREPARATION AND AMOUNT OF EXPERIENCE REQUIRED

A. County Superintendent

Many of the county superintendents' certificates are good for both county and city superintendents but not all. Tennessee and West Virginia issue administrative certificates which are only for the office of county superintendent. Twenty-one states have set up specific requirements for county superintendents' certificates.

Certificates of county superintendents range from a duration of three years to life. Twelve states offer life certificates with a range of three to ten years of experience required; two states require a bachelor's degree. Four states require work above a baccalaureate degree and six states require a master's degree. Three states offer certificates valid for ten years with a range of two to three years' experience required; all require a bachelor's degree plus graduate work, and one state requires a master's degree. One state, Alabama, offers a certificate valid for eight years with three years' experience and a bachelor's degree. Two states, Alabama and Arkansas, offer a certificate valid for six years. Alabama requires three years' teaching experience with a bachelor's degree while Arkansas requires five years' teaching experience and a master's degree. Five states give five-year certificates with a range of none to five years' experience; four require a bachelor's degree and one requires a master's degree. Two states give certificates for four years with an experience range of three to six years; each requires a bachelor's degree. Six states give three-year certificates; all require bachelor's degrees or above and a

range of two to eight years of experience. Fees for county superintendents' certificates range from no charge to five dollars. The arithmetic mean is three dollars.

B. City Superintendent

Thirty-five states offer special requirements for city superintendents' certificates. Twenty-two states offer life certificates with a range of two to ten years of experience. Six of these states require a bachelor's degree; nine require a master's degree; and the others require a bachelor's degree plus graduate work. Three states offer ten-year certificates with a range of three to five years' experience. Two of the certificates are issued only on master's degree; the other state requires a bachelor's degree. Two states, Alabama and Ohio, offer certificates valid for eight years. Alabama requires three years' experience with a bachelor's degree and Ohio requires four years of experience and a master's degree.

Georgia offers a superintendent's certificate valid for seven years on five years of experience and a master's degree, or three years of experience and a bachelor's degree, plus twenty-seven hours of graduate work. Five states offer six-year administrator certificates with a range of three to five years' experience and require only three years of college work; one requires a baccalaureate degree, two require a bachelor's degree plus graduate work, and one requires a master's degree. Fourteen states offer certificates valid for five years with a range of none to five years' experience and a mean of three years. Four require master's degrees, four require bachelor's degrees, and the remainder of the states require a bachelor's degree plus graduate work.

Five states offer four-year administrator's certificates, one requires a master's degree, one requires a bachelor's degree and two require a bachelor's degree plus graduate work. The experience ranges from two to four years with a mean of three years.

Six states give three-year certificates with a range of one to five years' experience; one master's degree, one bachelor's degree and four bachelor's degrees plus graduate work are the educational requirements.

Three states give two-year administrator's certificates. Maine requires three years of experience with a master's degree; California issues the two-year certificate on two years of experience and a bachelor's degree, plus twenty-four hours in graduate work; Minnesota requires four years' experience and a bachelor's degree plus graduate work.

Rhode Island issues the only one-year certificate on six years of experience with a bachelor's degree plus graduate work.

Missouri and Texas issue non-legal administrator's certificates of approval, although the minimum requirement for superintendents is a state first-grade teaching certificate. The remaining seven states do not issue certificates or make any requirement through an accrediting agency for school superintendents. Three of these, Colorado, Louisiana, and Wisconsin specify that city superintendents hold state teaching certificates. Four states Idaho, Montana, Nevada, and Oklahoma require that the teaching certificates be on the secondary school level.

Deviations

Mention should be made here that many states offer more than one certificate and some states classify superintendents into classes of A, B, and C, offering a complete set of certificates for each.

Ninety-four and five-tenths of all certificates require a minimum of a baccalaureate degree. More than two-thirds of the certificates require more than a baccalaureate degree. Nineteen certificates require a bachelor's degree. Three certificates do not require a degree from a four-year standard college.

The range of fees from the superintendents' certificates is from one to five dollars. The mean fee is two dollars and seventy-five cents.

C. Principals

The study on principalships includes certificates which would entitle one to serve as a principal of an elementary school, junior high school, or senior high school.

The amount of experience required of principals for a life certificate in nineteen states ranges from two to ten years. The mean number of years required of all these states is 5.5. Several states issue more than one life certificate. California and Iowa issue four each; ten states issue two certificates each; seven states issue one certificate each; and Pennsylvania issues three life certificates. Twenty-four of the thirty-eight life certificates issued to principals require more than a baccalaureate degree. Eleven of the twenty-four require master's degrees. The other fourteen require baccalaureate degrees.

Principals' certificates valid for ten years are required in four states. The range in years of experience is from two to five with a mean of 3.84.

The ten-year certificate is the highest certificate offered in three states; two of these require a baccalaureate degree or more. Alabama requires the master's degree.

Alabama and Ohio issue principals' credentials valid for eight years. Ohio requires a master's degree while Alabama requires the baccalaureate degree. Alabama requires three years of experience and Ohio twenty-four months of experience.

Georgia is the only state issuing a certificate to principals valid for seven years. She requires three years' experience more than a baccalaureate degree. The college preparation for these certificates is no higher when issued for life, however forty-nine months of additional experience is required.

Four states require certificates valid for six years. The experience for this certificate ranges from zero to seven years; the mean number is 3.25. Washington, which requires no experience for one type of principal certificate valid for six years, requires four years' experience for another principals' certificate which is valid for six years. It will be observed that most of the certificates require more than baccalaureate degrees. Arkansas requires a master's degree while Alabama requires less than a baccalaureate degree.

Five-year certificates are required of sixteen states. This is the highest tenure certificate offered by Oregon to principals. Seven of these certificates require masters' degrees; twelve require more than a baccalaureate degree. Only three certificates do not require a

baccalaureate degree. The mean experience for these certificates is 3.4 years.

Eight states issue fourteen certificates valid for three years. The number of years of experience is the lowest for the certificate. The range is from zero to three, the mean number of years being 1.87 years.

California, Minnesota, and South Dakota issue certificates valid for two years. The mean number of years' experience is 2.25 years; all but one certificate require a baccalaureate degree or more.

No state requires a higher degree of college preparation for elementary principals than for secondary. The majority of states have the same requirements. In case there is a difference the elementary principal can qualify on a less amount of college preparation. Minnesota may be sighted as a typical example of such qualification. As the tenure of the principal increases so do the requirements for experience or college preparation increase. In the renewal of the initial principal certificates it is a common procedure to require higher standards in both experience and college preparation.

D. Supervisors

The study of special subject supervision has been excluded in this study. While some states like New Jersey and Utah make definite general requirements for all special subjects, many states make different requirements of each type of special supervisory certificate offered. In general, in regard to supervision of special subjects, much more stress is placed on the subject content to be supervised than is placed on the method and technique of supervision.

Twenty-six states offer supervisory certificates. Fifteen of the states offer a life certificate in supervision. Seventy-five per cent of these certificates require more than a baccalaureate degree. No state requires less than a baccalaureate degree. The amount of experience required for this certificate ranges from three to ten years with the mean number of years being 6.43.

The four states offering a ten-year certificate do not offer a life certificate. Alabama is the only one of the four which requires the master's degree for a ten-year certificate. All of these states require a baccalaureate degree or more of college preparation. Florida requires two years of teaching and twenty-four months of experience in the field of supervision.

Five states issue certificates which are valid for either six, seven, or eight years. The college requirement for two of these states, Ohio and Georgia, is as high as for a life certificate. In this group we find the highest tenure certificate offered in supervision by two states, Arizona and Arkansas, both being issued for a period of six years. All of these states require three years of experience with the exception of Arizona which requires three years of teaching experience and four years of supervisory experience.

Thirteen states issue certificates valid for five years. All but four of these states offer higher certificates. Sixty-two per cent of these certificates require more than a baccalaureate degree and only one state issues a certificate which does not require a baccalaureate degree. The experience for these certificates ranges from zero to seven years and the mean years of experience required for these certificates is 3.75.

Five states issue certificates to supervisors valid for four years. Two states require more than four years of college work, and the other three require a baccalaureate degree. Kentucky requires only two years of experience, however this is the lowest certificate offered by that state for supervision. Maryland requires three years of teaching and three years of supervisory experience. This is the highest requirement for this group of certificates, but it is also the highest certificate offered by that state for supervision.

Four states offer state certificates valid for three years. Delaware and New Jersey require a master's degree for a principal degree. All states require at least four years of college training. The experience for all states is three years with the exception of Maryland which requires four years.

Three states issue certificates valid for two years. The experience required for this certificate is two years. California requires from twelve to twenty-four hours above a baccalaureate degree. Minnesota issues one elementary certificate which requires only two years of college preparation. Since these are all initial certificates, the requirements of either college preparation or experience or both are relatively low when compared with the best certificate offered in that state.

Summarizing we find that the requirement of a master's degree is very common. More states require work beyond a baccalaureate degree than require a baccalaureate degree or less. Only a few states issue a certificate which does not require a standard degree. We find that requirement for experience is much higher in the second or third

certificate issued. Life certificates require more experience than any other group of certificates.

CHAPTER IV

CURRENT POLICIES IN ADMINISTRATIVE CERTIFICATES
WITH REFERENCE TO SPECIFIC COURSES

A. The Superintendent

Thirty-five states have some specific requirement of courses studied by administrators or supervisors. Twenty-nine states require some specific course as part requirement for administrator's certificate. Twenty-four states require that their superintendents take from one to five courses in administration and/or supervision. California may be sighted as a state requiring several administrative courses. The following courses are listed in their bulletin¹ in certification of administrators:

1. "Administration and supervision of secondary schools including field work."
2. "Administration and supervision of elementary schools including field work."
3. "City school administration."
4. "School finance and business administration."
5. "State and county school administration."

Undoubtedly more states require a course in administration and have classified this course under a general heading as "Approved Courses in Administration and Supervision."

Thirteen states require approved courses in education, however four of these states have some other definite courses required. A study of the state of Arizona will be an example of the states using such a policy.

1. Department of Education. Regulations Governing Granting of Credentials and Certificates for Public School Service in California, Part I, p. 12.

Five states require that their superintendents take a course in "Tests and Measurements". "Methods of Teaching" is a course required in five states. Five states require a course in "School Finance".

Four states require courses in "Legal Aspects of Education". Courses in psychology are required by four states.

Three states require courses in "History and/or Philosophy of Education."

Some combination of two states out of seven require courses in the following: "Curriculum", "School Grounds"; "House"; "Equipment"; "Guidance"; and "Supervised Teaching".

One state requires a course in "Educational Statistics" and another state requires a course in "Educational Sociology".

B. The Principal

Twenty-seven states require some specific courses or examinations over certain administrative courses. Twenty-three states require their principals to take from one to four courses in administration and/or supervision. All states require the high school principal to have the above course and twenty of the states required the elementary principals to have a course in administration and/or supervision.

Ten states require courses in "Approved Course in Education". Seven states make this requirement of both elementary and secondary principals. In two of the ten states it is required only of the high school principal; in one state, the above course is required only for the elementary principal.

Seven states require a course in "Tests and Measurements". "Tests and Measurements" is required of the elementary principal and the high school principal in four states. In one state only the high school

principal and in two states the elementary principal are required to take a course in "Tests and Measurements".

Five states require courses in "Psychology" or "Education". Three states require this for both high school principals and elementary principals while two states require the course of only the elementary principals.

Four states require "Methods of Teaching". One of the four states requires this of the elementary principal. Four states require courses in "School Finance". One state requires this for its high or junior school principal.

Three states require a course in "History and/or Philosophy of Education" of all their principals. One of the three states does not require this course of their elementary principals.

Some combination of two states out of five require the following courses: "Supervised Teaching"; "Educational Statistics"; and "Curriculum Construction".

The number of states requiring the following courses is one. "Guidance", "The Junior High School", and "Extra-Curricula Activities" were required of the high school principal. The remaining courses are required of elementary principals: "Intelligent Testing"; "Work of Elementary School Principal"; "Special Investigation in Elementary School Education"; and "Seminar course in Elementary School Education".

Specific reference is made to the regulations of Pennsylvania, Utah and California in the appendix.

C. The Supervisor

Fourteen states require some specific course or courses in the certification of supervisors. This discussion does not include supervisors of special subjects, except when the requirements for special subjects are the same as the requirements for general supervision. A few states have general regulations for the supervisors of special subjects, but in many states the requirements are all different.

Thirteen states require some course or courses in "Administration" and/or "Supervision". In all but four of these states the courses are required of both elementary and high school supervisors. In two of the states it is required for just the high school supervisors and in two states for just the elementary supervisors.

Five states require "Approved Courses in Administration and Supervision". Three of the above states require this course of all principals. One state requires "Approved Courses in Administration and Supervision" of the high school principal. One state requires "Approved Courses in Administration" for only the elementary principals.

Four states require a course in "Tests and Measurements". One of the four states makes this requirement only of the elementary supervisors.

Three states require courses in "Legal Aspects of Education". One of the three states requires this course of the high school principal. Three states require "Methods of Teaching" for all supervisors.

Some combination of two states out of a total of three states require the following courses: "Curriculum Construction"; "Psychology"; "Education".

The number of states requiring the following courses is one: "Finance"; "Guidance"; "Supervised Teaching"; "Intelligent Testing"; "Special Investigation in Elementary Education"; "Seminar in Elementary Education".

We have at the present time about the same requirement for elementary supervisors as for high school. With eight states making definite requirements for one of the two supervisors, we have four states requiring special courses for only the high school supervisor and four states making special requirements for only the elementary supervisor.

D. The County Superintendent

County superintendents in sixteen states are required to take special courses in the field of administration and/or supervision.

Twelve county superintendents are required to take one or more courses in administration and/or supervision. Eight states have an approved course in administration and/or supervision. A combination of four states out of seven are required to take the following courses: "Tests and Measurements"; "School Finance and Methods of Teaching". Two states require courses in "Legal Aspect of Education". The number of states requiring the following courses is one: "History of Education"; "Educational Statistics"; "Guidance"; "Supervised Teaching"; "Educational Psychology". The author used Table C of the American Association of School Administrators² to determine the official titles of the county superintendents.

2. Committee on Certification of Superintendents of Schools. op. cit., pp. 57-59.

CHAPTER V

CONCLUSIONS AND RECOMMENDATIONS OBTAINED
AS A RESULT OF THIS STUDY

In summarizing the results of the foregoing study the most significant findings are as follows:

1. That there is a trend among states in the direction of requiring an administrative certificate for administrative work.

In 1905 Massachusetts was the only state issuing administrative certificates. The legislature of Massachusetts passed a law in 1904 requiring superintendents of schools receiving financial aid from the state to have an administrators' certificate. In 1911 the number of states issuing administrative certificates had increased to eleven. In 1921 fourteen states were issuing administrative certificates. In 1927 nineteen states were issuing administrative certificates. In 1933 twenty-three states were issuing administrative certificates. In 1940 thirty-two states require administrative certificates by law and in addition seven states are requiring specific preparation as a prerequisite for administrative work by accrediting agencies.

2. The trend is in the direction of centralizing the authority for issuing administrative certificates in the state office of education.

3. The trend is in the direction of requiring the work for the administrative certificates to be on the graduate level.

4. There is a tendency to require specific professional courses dealing with the problems of administrative work for the administrative certificates.

5. There is also a tendency to require varying amounts of professional experience.

There has been manifested in Oklahoma for several years an interest in requiring an administrative certificate. In February, 1934 the Business Assembly of the Oklahoma Educational Association approved the Legislative Committee Report on "Program for Administrative and Financial Relief for Education in Oklahoma." Section C of that report reads as follows:

"The creation of Professional Board for the purpose of raising the standards of scholarship and professional requirements for certification for teachers and school administrators and for the enforcement of high ethical standards. Membership of the board to be selected by the profession in a manner similar to that used by legal and medical professions."

In view of this manifested interest and the trend as indicated above it appears that the time is ripe to set up regulations and requirements for administrative certificates in Oklahoma.

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Summary of State Regulations Governing Administrative Certification

Name of certificate by state with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ALABAMA						
Class A Superintendent and Principal certificate Fee \$2.00	Superintendent or principal in county or city schools	State Board of Education	Three years within the last five years.	Valid for ten years. Renewed on five years of successful teaching or twelve semester hours undergraduate or eight semester hours of graduate work.	Master's Degree	
Class B Superintendent and Principal certificate Fee \$2.00	Superintendent or principal in county or city schools	State Board of Education	Three years within the last five years.	Valid for eight years. Renewed on four years of successful teaching or twelve semester hours undergraduate work or eight semester hours	Baccalaureate Degree	

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ALABAMA				of graduate work.		
Class C Superintendent certificate Fee \$2.00	Superintendent in county or city schools	State Board of Education	Three years within the last five years.	Valid for six years. Renewed on three years of successful teaching or twelve semester hours of undergraduate work or eight semester hours of graduate work.	Three years of college.	

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ALABAMA						
Class A Supervisor Fee \$2.00	Supervisor in elementary or high school instruction as designated on face of certificate.	State Board of Education	Three years within the last five years	Valid for ten years. Renewed on five years of successful teaching or twelve semester hours of undergraduate work or eight semester hours of graduate work	Master's Degree	
Class B Supervisor Fee \$2.00	Supervisor in elementary or high school instruction, school attendance or special subjects	State Board of Education	Three years within the last five years.	Valid for eight years. Renewed on four years of successful teaching or twelve semester hours of graduate work or eight semester hours of undergraduate work.	Baccalaureate Degree	

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ARIZONA						
Administrative Certificate No fee	Superintendent, principal or supervisor	State Department of Education	Three years of teaching and four years of administrative experience.	Valid for six years. Renewable on evidence of four years of successful experience.	Five years of college.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ARIZONA						
Administrative Certificates.	Administrator of public education, superintendent, principal, or supervisor.	State Board of Education.	Three years of successful teaching.	Valid for four years. Renewal on proof of two years of successful teaching experience for six years	Baccalaureate degree and fifteen hours in education. Must have eligibility for elementary or a secondary certificate. To administer must have both elementary and secondary certificate or course in curriculum in field in which he does not hold a valid teaching certificate.	Fifteen hours above Baccalaureate degree devoted to school organization, administration, and supervision selected from: Ten hours (1) Arizona school systems, laws and records. (2) Tests and measurements. (3) Philosophy and history of education Five hours (1) Mental tests. (2) Extra-curricula activity. (3) Student guidance. (4) Vocational education. (5) Visual education. (6) Character education. (7) Educational sociology. (8) Educational research. (9) School survey. (10) Laboratory in teaching. (11) School finance. (12) Current education problems. (Credit received in bachelors work may neither be repeated nor applied)

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
ARKANSAS						
Administrator's certificate Fee \$5.00	City superintendent, principal, county examiner	State Board of Education	Three years as administrator or five years of experience as teacher.	Valid for six years. Renewable on three years of successful administrative experience or successful school term during last year of life of certificate or six semester hours of resident work.	Master's degree with a major in education	A course in administration and finance.
Supervisor's certificate Fee \$5.00	Supervisor, principal, city superintendent, and county examiner.	State Board of Education	Two years experience as supervisor or three years experience as teacher.	Valid for six years. Renewable on six more semester hours or successful supervisory experience for three years or successful super-	Baccalaureate degree with a major in education.	A course in supervision in the division of work to be supervised.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying Agency	Experience required	Duration and renewal	Preparation	Specific professional courses
ARKANSAS				vising experience during entire school term of last year of life of certificate		

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Life Administrative credentials Fee \$5.00	<ol style="list-style-type: none"> 1. City superintendent 2. District superintendent 3. Secondary school principal or superintendent 4. Elementary school principal or supervisor. 	State Board of Education and County Board of Education	Forty-eight months of successful experience	Life	Baccalaureate degree and twenty-four hours graduate work.	<ol style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Administration and supervision of elementary school including field work. 3. Secondary school curriculum with emphasis on subject matter and method. 4. Elementary school curriculum with emphasis on subject matter and method. 5. City school administration. 6. School finance and business administration. 7. State and county school administration. 8. Legal aspects of education. 9. Tests and measurements. 10. Electives to total one year graduate above general secondary school credentials, including work in sociology, psychology, and education with emphasis on philosophy of education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Administrative credentials Fee \$3.00	City or district superintendent, principals and supervisors for all grades.	State Board of Education and County Board of Education	Two years teaching and five months of successful administration.	Five years. Renewable on forty-eight months of successful school experience.	Baccalaureate degree plus twenty-four hours of graduate work.	Specific courses required for initial certificate.
Administrative credentials Resident for twenty-four months Fee \$3.00 Not a resident for twenty-four months Fee \$5.00	1. City superintendent 2. District superintendent 3. Secondary school principal or superintendent	State Board of Education	Two years of successful teaching.	Two years. Renewable for five years on five months successful experience	Baccalaureate degree with twenty-four hours of graduate work.	<ol style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Administration and supervision of elementary schools including field work. 3. Secondary school curriculum with emphasis on subject matter and method. 4. Elementary school curriculum with emphasis on subject matter and method. 5. City school administration. 6. School finance and business administration. 7. State and county school administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA	4. Elementary school principal or supervisor					<ul style="list-style-type: none"> 8. Legal aspects of education. 9. Tests and measurements. 10. Electives to total one year graduate above general secondary school credentials, including work in sociology, psychology, and education with emphasis on philosophy of education.
Secondary school executive Fee \$5.00	Superintendent, principal or supervisor.	State Board of Education	Forty-eight months of successful experience.	Life	Baccalaureate degree and twenty-four hours graduate work.	<ul style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Secondary school curriculum with emphasis on subject matter and methods. 3. City school administration. 4. School finance and business administration. 5. State and county school administration. 6. Legal aspects of education. 7. Tests and measurements.

Summary of State Regulations Governing Administrative Certificates

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Secondary school executive Fee \$3.00	Superintendent, principal or supervisor.	State Board of Education and County Board of Education.	Two years of teaching and five months of administrative experience	Five years. Renewable for life or forty-eight months of successful school experience.	Baccalaureate degree and twenty-four hours of graduate work.	Specific courses required for initial certificate.
Secondary school executive Fee \$3.00	Superintendent, principal or supervisor.	State Board of Education	Two years of successful teaching.	Two years. Renewable for five years on five months of successful experience.	Baccalaureate degree and eighteen hours of graduate work above general secondary teaching certificate.	<ol style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Secondary school curriculum with emphasis on subject matter and methods. 3. City school administration. 4. School finance and business administration. 5. State and county school administration. 6. Legal aspects of education. 7. Tests and measurements.

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Secondary school principal or supervisor. Fee \$5.00	Principal or supervisor in secondary school	State Board of Education	Forty-eight months of successful experience.	Life	Baccalaureate degree and twenty-four hours of graduate work.	<ol style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Secondary school curriculum with emphasis on subject matter and method. 3. City school administration. 4. Tests and measurements.
Secondary school principal or supervisor. Fee \$3.00	Principal or supervisor in secondary school	State Board of Education, and County Board of Education.	Two years of teaching and five months of successful experience.	Five years. Renewable for life on forty-eight months of successful school experience	Baccalaureate degree and twenty-four hours of graduate work.	Specific courses required for initial certificate.
Secondary school principal or supervisor Fee \$3.00	Principal or supervisor in secondary school	State Board of Education	Two years.	Two years. Renewable for five years on five months of successful experience.	Baccalaureate degree and twelve hours of graduate work.	<ol style="list-style-type: none"> 1. Administration and supervision of secondary schools including field work. 2. Secondary school curriculum with emphasis on subject matter and method. 3. City school administration. 4. Tests and measurements.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Elementary school executive Fee \$5.00	Superintendent of elementary school, principal or supervisor	State Board of Education	Forty-eight months of successful experience.	Life	Baccalaureate degree and twenty-four hours of graduate work.	<ol style="list-style-type: none"> 1. Administration and supervision of elementary schools including field work. 2. Elementary school curriculum with emphasis on subject matter and methods. 3. City school administration. 4. School finance and business administration. 5. State and county school administration. 6. Legal aspects of education. 7. Tests and measurements. 8. Electives in sociology, psychology, and education.
Elementary school executive Fee \$3.00	Superintendent of elementary school, principal or supervisor	State Board of Education and County Board of Education.	Two years of teaching and five months of administrative experience.	Five years. Renewable for life on forty-eight months of successful school experience	Baccalaureate degree and twenty-four hours of graduate work.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Elementary school executive Fee \$3.00	1. Superintendent of elementary school 2. Principal 3. Supervisor.	State Board of Education.	Two years	Two years. Renewable for five years on five months of successful experience.	Baccalaureate degree and twenty-four hours of work beyond general elementary essentials.	<ol style="list-style-type: none"> Administration and supervision of elementary schools including field work. Elementary school curriculum with emphasis on subject matter and methods. City school administration. School finance and business administration. State and county school administration. Legal aspects of education. Tests and measurements. Electives in sociology, psychology, and education.
Elementary school principal or supervisor Fee \$5.00	Principal or supervisor under a superintendent.	State Board of Education.	Forty-eight months of successful experience.	Life	Baccalaureate degree and twenty-four hours of graduate work.	<ol style="list-style-type: none"> Administration and supervision of elementary schools including field work. Elementary school curriculum with emphasis on subject matter and methods. City school administration. Tests and measurements. Elective in sociology, psychology, and education.

Summary of State Regulations Governing Administrative Certificates

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CALIFORNIA						
Elementary school principal or supervisor Fee \$5.00	Principal or supervisor	State Board of Education.	Two years of teaching and five months of successful administrative experience.	Five years. Renewable for life on forty-eight months of successful school experience.	Baccalaureate degree	Specific courses required for initial certificate.
Elementary school principal or supervisor.	Principal or supervisor under a superintendent.	State Board of Education.	Two years.	Two years. Renewable for five years on five months of successful experience.	Baccalaureate degree with eighteen hours of work beyond a general elementary credential.	<ol style="list-style-type: none"> 1. Administration and supervision of elementary schools including field work. 2. Elementary school curriculum with emphasis on subject matter and methods. 3. City school administration. 4. Tests and measurements. 5. Elective in sociology, psychology, and education.

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CONNECTICUT						
Superintendent certificate No fee	Superintendent of schools or field supervisor.	State Board of Education	Five years teaching with two in grade supervision and eighteen hours in administration and supervision or five years of teaching experience and thirty hours in administration and supervision and three years of successful administration experience.	Life	Baccalaureate degree ¹	Specific courses required for initial certificate.
1. For accreditation, must have Master's degree.						

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CONNECTICUT						
Limited superintendent's certificates. No fee	Superintendent of schools or field supervisor.	State Board of Education	Five years of teaching with two years of elementary supervisory work or five years of teaching experience and thirty semester hours in administration and supervision	Three years Converted to permanent on successful administrative experience.	Baccalaureate degree	Eighteen or thirty semester hours in public school educational administration and supervision. (The number of required hours depends on the kind of experience of applicant.)
Secondary supervising principal certificate.	Full-time principal of a secondary or junior high school	State Board of Education	Six years with three years of secondary principal experience.	Life	Baccalaureate degree	

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CONNECTICUT						
Limited secondary supervising principal certificate	Full-time principal of a secondary or junior high school	State Board of Education.	Three years with one year of principalship of at least five teacher school, one year of successful teaching plus fifteen semester hours in organization and administration or supervision	Three years Converted to permanent certificate on successful experience.	Baccalaureate degree	
Secondary teaching principal	Teaching principal of secondary or junior high school	State Board of Education.	Six years or four years plus six semester hours secondary. Professional certificate.	Life	Baccalaureate degree.	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by states, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
CONNECTICUT						
Limited Secondary teaching principal	Teaching principal of secondary school or junior high school.	State Board of Education.	Three years or one year and six additional hours in secondary professional subjects	Three years made permanent on successful teaching experience.	Baccalaureate degree.	
Elementary supervising principal	Full-time elementary principal	State Board of Education	Six years with one year as principal or three years with fifteen additional hours in elementary school administration and supervision	Life	Baccalaureate degree.	

Summary of State Regulations Governing Administrative Certificates

Name of certificate by state, with fee.	position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CONNECTICUT						
Limited Elementary Supervising Principal	Full-time elementary principal	State Board of Education.	Three years with one year of principal experience or three years of experience plus thirteen additional semester hours in elementary school administration and supervision	Three years made permanent on successful experience in teaching	Baccalaureate degree.	
Elementary teaching principal	Teaching principal in elementary grades	State Board of Education	Three years of teaching and three years of principalship	Life	Baccalaureate degree.	

Summary of State Regulations Governing Administrative Certificates

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
CONNECTICUT						
Limited elementary teaching principal	Teaching principal in elementary grades	State Board of Education	Three years or one year and six semester hours in elementary administration and supervision	Three years Made permanent on successful teaching experience	Baccalaureate degree.	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and renewal	Preparation	Specific professional courses
DELAWARE						
Superintendent of school's certificate No fee charged	Superintendent of schools County Superintendent ¹	State Board of Education	Three years experience	Three years Renewed on successful experience and professional spirit.	Baccalaureate degree and a Master's Degree	Six hours in high school methods, six hours in elementary school methods, three hours in administration, three hours in high school supervision, three hours in elementary supervision.
High School Principal's certificate No fee charged	High school principal. (Required in all 1st group high schools and valid in all.)	State Board of Education	Two years experience as principal or teacher	Three years Renewed on successful experience and professional spirit.	Baccalaureate degree and a Master's Degree.	Three semester hours in school administration and three semester hours in supervision of high school subjects.
1. Also eligible for position of County Superintendent Standards for Superintendents of Schools, p. 60.						

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
DELAWARE						
High school and elementary school principal No fee charged	High school and elementary school principal of second and third class groups, junior high principal.	State Board of Education	One year experience as principal or teacher.	Three years Renewed on successful experience and professional spirit.	Baccalaureate degree	Eighteen hours in teaching elementary and high school subjects, three semester hours in psychology, three semester hours in educational measurements, three semester hours in supervision and three semester hours in administration.
Elementary school principal's certificate No fee charged	Elementary principal. (in schools having six or more teachers	State Board of Education	One year teaching experience in elementary schools.	Three years Renewed on successful experience and professional spirit.	Baccalaureate degree	Eighteen semester hours in elementary school methods, three semester hours in psychology, three semester hours in educational measurements, three semester hours in elementary school supervision, and three semester hours in administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
DELAWARE						
Elementary school supervision No fee charged	Supervision in elementary school or county superintendent	State Board of Education	Three years of teaching experience.	Three years Renewed on successful experience and professional spirit.	Baccalaureate degree and master's degree	

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
ILLINOIS						
Life Supervisor's certificate Fee \$1.00 annually	Supervision and superintendent. Teaching in all grades County Superintendent	State Examining Board	Four years of successful experience, two of which shall be in Illinois	Life	Baccalaureate degree with 15 hours of education and a thesis on one or more problems of school administration.	Examination in the following: Educational psychology, sociology, the principals and methods of teaching, school organization and administration and supervision.
Limited state supervisory certificate Fee \$1.00 annually	Superintendent and supervision and teaching in all grades of public school. County Superintendent	State Examining Board	Four years of successful teaching service	Four years. Renewed for four years on successful examination certificate may be renewed on a total of ninety semester hours.	Baccalaureate degree with 15 hours of education or examination or sixty semester hours and examination.	(When obtained by examination) Fifteen semester hours in education including courses in administration and supervision or Examination with sixty semester hours, in: Educational psychology, sociology, the principles and methods of teaching and school administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
FLORIDA						
Professional Administrator and supervisor Fee \$3.00	Superintendent, principal and supervisor in high school or elementary	State Board of Education	Twenty-four months of successful experience in administrative work.	Ten years. By teaching two of last five years before expiration.	Baccalaureate Degree with twenty-four semester hours in Education	Specific courses required for initial certificate.
Graduate administrator and supervisor. Fee \$3.00	Superintendent, principal and supervisor in high school or elementary	State Board of Education	Two years.	Three years (Converted) twenty-four months of successful teaching.	Baccalaureate Degree	Six semester hours in administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
FLORIDA						
Secondary professional administrator and supervisor. Fee \$5.00	Principal and supervisor of high school.	State Board of Education	Two years and twenty-four months of administrative experience	Ten years. Renewed by teaching two of last years before expiration.	Baccalaureate Degree	Specific courses required for initial certificate.
Graduate Administrator and supervisor in elementary school.	Administrator, and supervisor or elementary grades.	State Board of Education	Two years.	Five years. (Converted) twenty-four months of successful experience	Baccalaureate Degree	Six semester hours in administration and supervision. (Receivers of this certificate failed to acquire secondary administration and supervision credits.)
Elementary professional administrator and supervisor	Principal or supervisor of elementary schools.	State Board of Education	Two years of teaching and twenty-four months of administrative experience.	Ten years. Renewable by teaching two of the five years before certificate expired.	Baccalaureate Degree	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
FLORIDA						
Secondary Graduate administrator and supervisor Fee \$3.00	Superintendent and supervisor of high school.	State Board of Education	Two years	Five years. (Converted) A higher certificate on twenty-four months of successful teaching.	Baccalaureate Degree	Six semester hours in administration and supervision. (Receiver of this certificate failed to acquire elementary administration and supervision.)

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
GEORGIA						
Administrator's five-year life certificate Non-resident Fee \$1.00	Superintendent and principal	State Board of Education	Forty-nine months of successful experience	Life	Baccalaureate degree and master's degree with twenty-seven hours of approved education	Specific courses required for initial certificate.
Administrator's five-year certificate. Non-resident Fee \$1.00	Superintendent and principal.	State Board of Education	Three years experience in teaching profession.	Seven years converted to life on forty-nine months of successful administrative experience.	Baccalaureate degree and master's degree with twenty-seven hours of approved education.	Nine semester hours in the field of administration.
Administrator's four-year life certificate Non-resident Fee \$1.00	Superintendent and principal	State Board of Education	Forty-nine months of administrative experience.	Life	Baccalaureate degree with twenty-seven hours of approved education	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
GEORGIA						
Administrator's four-year certificate. Non-resident Fee \$1.00	Superintendent and principal	State Board of Education	Three years of teaching experience	Seven years	Baccalaureate degree with twenty-seven hours of approved education.	Nine semester hours in the field of administration.
Professional five-year high school supervisory certificate. Non-resident Fee \$1.00	Supervision in high school.	State Board of Education	Forty-nine months of supervision	Life	Baccalaureate degree and master's degree with twenty-seven approved hours in education	Specific courses required for initial certificate.
Professional five-year high school supervisory certificate Non-resident Fee \$1.00	Supervision in high school	State Board of Education	Three years of teaching experience.	Seven years converted into life on forty-nine months of supervisory experience.	Baccalaureate degree and master's degree with twenty-seven approved hours in education.	Nine hours must be in high school supervision courses.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
GEORGIA						
Professional four-year life high school supervisory certificate Non-resident Fee \$1.00	Supervision in high school	State Board of Education	Forty-nine months of successful experience	Life	Baccalaureate degree with twenty-seven approved hours in education	Specific courses required for initial certificate.
Professional four-year high school supervisory certificate Non-resident Fee \$1.00	Supervision in high school	State Board of Education	Three years of teaching	Seven years convertible into life on forty-nine months of supervision.	Baccalaureate degree with twenty-seven approved hours in education.	Nine hours must be in high school supervision courses.
Professional five-year life elementary school supervision Non-resident Fee \$1.00	Supervision in elementary schools	State Board of Education	Forty-nine months of successful experience	Life	Baccalaureate degree and master's degree with twenty-seven approved hours in education	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
GEORGIA						
Professional five-year elementary school supervision Non-resident Fee \$1.00	Supervision in elementary schools	State Board of Education	Three years of teaching experience	Seven years convertible into life on forty-nine months of supervision.	Baccalaureate degree and Master's degree with twenty-seven approved hours in Education	Nine hours in elementary school supervision.
Professional four-year life elementary school supervision. Non-resident Fee \$1.00	Supervision in elementary Schools	State Board of Education	Forty-nine months of successful experience	Life	Baccalaureate degree with twenty-seven approved hours in education	Specific courses required for initial certificate.
Professional four-year elementary school supervision. Non-resident Fee \$1.00	Supervision in elementary schools	State Board of Education	Three years of teaching experience	Seven years convertible into life on forty-nine months of supervision.	Baccalaureate degree with twenty-seven approved hours in education	Nine hours in elementary school supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
INDIANA						
Life, first grade license. Fee \$5.00	Superintendent of school or principalship and assistant superintendent County superintendent	State Board of Education	Five years of successful administration and five years of teaching and satisfactory professional spirit.	Life	Baccalaureate degree and master's degree.	Specific courses required for initial certificate.
Superintendent's license, first grade Fee \$1.00	Superintendent of school county superintendent or any principalship, assistant superintendent	State Board of Education	Five years of administrative or teaching experience, three of which must be in last preceding ten years.	Five years. Renewed on same basis as issued. Converted into life on five successful years of administration and satisfactory professional spirit.	Baccalaureate degree and master's degree. Major in administration and supervision.	Eighteen semester hours in not less than three of the following, always including number one: 1. Public school administration. 2. Supervision of instruction. 3. Tests and measurements. 4. School grounds, houses and equipment. 5. School budget and accounting. 6. Indiana school law.

Summary of State Regulations Governing Administrative Certification

Name of Certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
INDIANA						
High school principal's license. Fee \$5.00	Principal of high school or junior high school.	State Board of Education	Five years of successful administration Three years teaching and satisfactory professional spirit.	Life	Baccalaureate degree and Master's degree	Specific courses required for initial certificate.
High school principal's license. Fee \$5.00	Principal of high school or junior high school.	State Board of Education	Three years of administrative or teaching experience within the preceding ten years.	Five years. Renewed on same basis as issued. Converted into life on five years of successful administration and satisfactory professional spirit.	Baccalaureate degree and Master's degree.	Eighteen semester hours in not less than three of the following, always including number one: 1. High school administration. 2. Public school administration. 3. High school supervision. 4. Tests and measurements. 5. Psychology and adolescence. 6. Indiana school law.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
INDIANA						
Life Elementary principal's license. Fee \$5.00	Elementary school principal	State Board of Education	Five years of successful administration and five years teaching and satisfactory professional spirit.	Life	Baccalaureate degree and master's degree	Specific courses required for initial certificate.
Elementary principal's license. Fee \$1.00	Elementary school principal	State Board of Education	Three years of administrative or teaching experience within the preceding ten years.	Five years, Renewed on same basis as issued. Converted into life on five years of successful experience and satisfactory professional spirit.	Baccalaureate degree and master's degree	Eighteen semester hours in not less than three of the following, always including number one. 1. Elementary school administration. 2. Public school administration. 3. Elementary school supervision. 4. Tests and measurements. 5. Psychology of childhood. 6. Indiana school law.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
INDIANA						
Life general supervisor's license. Fee \$5.00	Supervisor	State Board of Education	Five years of successful supervisor's experience with three years of teaching	Life	Baccalaureate degree and master's degree	Specific courses required for initial certificate.
General supervisor's license, First grade Fee \$1.00	Supervisor	State Board of Education	Three years of successful teaching or administrative experience within the preceding ten years	Five years Renewed on same basis as issued. Converted into life on five years of successful experience	Baccalaureate degree and master's degree.	Eighteen semester hours in not less than three of the following, always including number one. 1. Elementary school supervision. 2. Public school administration 3. Tests and measurements. 4. Classroom management. 5. Indiana school law.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
IOWA						
Superintendent's certificate Fee \$5.00	Superintendent, county superintendent, and principals	State Board of Examiners.	Two years of successful teaching and two years of administrative experience.	Life	Baccalaureate degree and nine semester hours of graduate work	Specific courses required for initial certificate.
Superintendent's certificate Fee \$2.00	Superintendent, county superintendent, principal or teacher in elementary or secondary school.	State Board of Examiners	Two years of successful teaching experience.	Five years. Renewable on nine months of successful teaching and satisfactory professional spirit or ten semester hours.	Baccalaureate degree from a four year teacher training course plus nine semester hours of graduate work.	Nine semester hours of graduate credit in administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
IOWA						
Secondary supervisory principal's certificate Fee \$5.00	Principal of grades seven to twelve	State Board of Examiners	Two years of successful teaching and two years of administrative experience.	Life	Baccalaureate degree and master's degree.	Specific courses required for initial certificate.
Secondary supervisory principal's certificate Fee \$2.00	High school principal, supervision or junior high school if meet academic requirements for standard secondary certificate.	State Board of Examiners	Four years of successful teaching experience.	Five years. Renewed on nine months of successful teaching and satisfactory professional spirit or ten semester hours	Baccalaureate degree from four years secondary teacher training course and master's degree.	Six semester hours in secondary school administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
IOWA Secondary Teaching Principal Certificate Fee \$5.00	Principal of grades from seven to twelve	State Board of Examiners	Two years of successful teaching and two years of administrative experience.	Life	Baccalaureate degree	Specific courses required for initial certificate.
Secondary Teaching Principal's Certificate	Teaching high school principal or junior high school if meet requirements for standard secondary certificate.	State Board of Examiners.	Two years of successful teaching experience.	Five years. Renewable on nine months of successful teaching or ten semester hours.	Baccalaureate degree from a four-year teacher training course.	Six semester hours in secondary school administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
IOWA						
Supervisory Elementary Principal Certificate Fee \$5.00	Elementary principal.	State Board of Examiners	Four years of teaching and two years of administrative experience.	Life	Baccalaureate degree	Specific courses required for initial certificate.
Supervisory Elementary Principal's Certificate Fee \$2.00	Elementary school principal supervisor	State Board of Examiners	Four years of teaching experience	Five years. Renewed on nine months of successful teaching or ten semester hours.	Baccalaureate degree from a four-year course in elementary education.	Six semester hours in elementary school administration and supervision.
Elementary Teaching Principal Certificate Fee \$5.00	Teaching elementary principal.	State Board of Examiners	Two years of teaching experience and two years of administrative experience.	Life	Baccalaureate degree.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
IOWA						
Elementary Teaching Principal Certificate Fee \$2.00	Teaching elementary school principal.	State Board of Examiners.	Two years of teaching experience.	Five years. Renewed on nine months of successful teaching or ten semester hours.	Baccalaureate degree from a four-year course in elementary education.	Six semester hours in elementary school administration and supervision.
Elementary Supervisor's Certificate Fee \$5.00	Supervisor in elementary school.	State Board of Examiners.	Four years of successful teaching and two years as administrator.	Life.	Baccalaureate degree.	Specific courses required for initial certificate.
Elementary Supervisor's Certificate Fee \$2.00	Supervision in high school subjects or elementary grades.	State Board of Examiners.	Four years of successful teaching experience.	Five years. Renewed on nine months of successful teaching or ten semester hours.	Baccalaureate degree from a four-year teacher training course.	Six semester hours in elementary school administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
KENTUCKY						
Standard Certificate in Administration and Supervision Fee \$2.00	Superintendent, principal or supervisor	State Board of Education	Three years of successful experience in administration and supervision.	Life	Master's degree with a major in administration and supervision.	Specific courses required for initial certificate.
Standard Certificate in Administration and Supervision Fee \$2.00 Renewed \$1.00	Superintendent, principal or supervisor.	State Board of Education	Two years.	Five years. May be extended for life on three years of successful experience in administration or supervision. May be renewed for five years on two years experience during life of certificate or upon six	Master's degree with a major in administration and supervision.	<ol style="list-style-type: none"> 1. Course in administration and supervision, six hours. 2. Course in elementary education, six hours. 3. Supervised student teaching, six hours. 4. Courses in secondary education, six hours.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
KENTUCKY				semester hours of graduate work for each of the two years he failed to obtain.		
Provisional Certificate in Administration and Supervision. Fee \$2.00 Renewed \$1.00	Superintendent, principal or supervisor.	State Board of Education.	Two years.	Four years. Renewed on three years of teaching experience or six semester hours of graduate work for each year omitted.	Baccalaureate degree with twenty-four semester hours in education.	<ol style="list-style-type: none"> 1. Course in administration and supervision, six hours. 2. Course in elementary education, six hours, 3. Supervised student teaching, six hours. 4. Courses in secondary education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MAINE						
Standard Professional Superintendency certificate. Fee \$3.00	Superintendent	Commissioner of Education.	Three years teaching and four years experience as administrator.	Ten years. Renewable on successful experience.	Master's degree in Education	Six additional hours of professional graduate training.
Second Provisional Professional Superintendency certificate. Fee \$3.00	Superintendent	Commissioner of Education.	Three years teaching and two years of administration.	Two years. Renewed for two years on successful experience.	Master's degree	Specific courses required for initial certificate.
First Provisional Professional certificate Fee \$3.00	Superintendent	Commissioner of Education.	Three years of successful teaching experience.	Two years. Not Renewable. Converted into a second provisional professional superintendent certificate on two years of successful experience.	Baccalaureate degree with eighteen semester hours in education.	Examination given in: 1. History of education. 2. Maine school law. 3. School administration and supervision. 4. Methods of teaching 5. Educational psychology.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MARYLAND						
Certification in Administration and Supervision No fee	County Superintendent	State Board of Education.	Three years of teaching and three years of administrative experience.	Valid for four years. Renewable on successful experience.	Baccalaureate degree.	Specific courses required for initial certificate.
Certification in Administration and Supervision No fee	County Superintendent	State Board of Education.	Two years of successful teaching experience.	Valid for three years. Renewable for four year periods upon experience and professional spirit.	Baccalaureate degree and one year of graduate work in education. Major in education.	School administration, supervision, and methods of teaching.
Certification in Elementary School Supervision No fee	Assistant Superintendent and supervisor	State Board of Education.	Three years of teaching and three years of administrative experience.	Valid for four years. Renewable on successful experience.	Baccalaureate degree.	Specific courses required for previous certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MARYLAND						
Certification in Elementary School Supervision No fee	Assistant Superintendent and supervisor	State Board of Education	Four years of successful teaching in elementary schools.	Valid for three years. Renewable for four years periods on experience and professional spirit.	Baccalaureate degree or equivalent.	One year of work in advance elementary school methods and supervision.
High school Principal Certificate No fee	High school principal in state aid high schools of first group and four year high schools.	State Board of Education	Two years of successful teaching and three years of principalship.	Valid for four years. Renewable on successful experience.	Master's degree or equivalent	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of Certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MARYLAND						
Principal's Certificate	High school principal in all state aid high schools of the first group and four year high schools.	State Board of Education	Two years of successful teaching experience.	Valid for three years. Renewable for four years on evidence of successful teaching experience and professional spirit, and the completion of a six week summer term.	Baccalaureate degree or equivalent and one year of graduate work with two-thirds of graduate work in education.	Courses in high school methods, supervision and administration.
Elementary Principal's Certificate No fee	Elementary principal.	State Board of Education.	Three years of teaching and three years of principalship.	Valid for four years. Renewable on successful experience.	Baccalaureate degree plus summer term.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MARYLAND						
Elementary Principal's Certificate	Principal of elementary school.	State Board of Education	Three years of experience.	Valid for three years Renewable for four years on evidence of successful experience and professional spirit and completion of six weeks summer term	Baccalaureate degree or equivalent. (Three year college course for colored principals)	Elementary school methods, supervision and administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MASSACHUSETTS						
Superintendents' Certificate No fee	Superintendent of Union	State Department of Education.	Eight years or five years with three in administrative work.	Three years Renewable by recommendation or examination.	Baccalure-ate degree and eight hours of education.	Written examination in the following professional courses: <ol style="list-style-type: none"> 1. School organization, administration, and supervision. 2. Aims, courses and methods in elementary schools. 3. Aims, courses and methods in secondary schools. 4. History of education, educational psychology and educational sociology. 5. School law and finance.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA						
Standard Superintendent's Certificate. Fee \$1.00	Superintendent of any school.	State Board of Education.	Six years of administrative experience.	Five years. Renewable on successful experience.	Baccalaureate degree plus twenty-four quarter hours of graduate work. After 1944, Master's degree	Specific courses required for initial certificate.
Standard Superintendent's Certificate. Fee \$1.00	Superintendent of school in any district of state	State Board of Education	a. Two years as superintendent of classified elementary and secondary school b. Two years high school principal, one year of service in elementary school or five semester hours	Two years. May be renewed for five years on eight hours approved graduate credits.	Baccalaureate degree plus sixteen quarter hours of graduate work. 1944 Master's degree.	Thirty-one quarter hours of education, eighteen of which shall be in administration and supervision, six hours must be in elementary field and must have July 1, 1940 sixteen quarter hours above Baccalaureate degree. By 1944 a Master's degree with at least nine quarter hours in educational administration, at least six quarter hours in elementary school curriculum including one course in supervision, at least six quarter hours in secondary school curriculum with one course in supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA			of elementary administration or supervision c.Or the equivalent			
Limited Superintendent's Certificate \$1.00	Superintendent of school with less than eleven teachers	State Board of Education	One year of teaching experience in elementary and high school and two years of administrative experience.	Five years. Renewable on experience.	Baccalaureate degree plus eight quarter hours. In 1942, twenty-four term hours on graduate level.	Specific courses required for initial certificate.
Limited Superintendent's Certificate Fee \$1.00	Superintendent in any district having less than eleven teachers including	State Board of Education	Two years of experience prior to 1942. a.One year experience in elementary school or six quarter	Two years. May be renewed for five years, on eight approved graduate credits.	Baccalaureate degree plus eight quarter hours 1942. Twenty-four quarter hours of credit in administration	Thirty-one quarter hours of education, eighteen of which shall be in administration and supervision, including six hours in elementary fields. 1942. Twenty-four quarter hours in administration and supervision as (a) six hours in educational administration (b) six hours in elementary school curriculum, instruction, and supervision; (c) six hours in secondary school

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA	superintendent and principal		<p>hours in elementary curriculum and instruction and one year in (b) or (c). b. One year in secondary school or six quarter hours in secondary supervisory curriculum and one year experience in (a) or (c). c. One year in administration of supervisory position.</p>		and supervision on graduate level. In 1941 sixteen quarter hours above Baccalaureate degree.	curriculum, including instruction and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA						
Administrative certificate for high school and junior high school. Fee \$1.00	Principal in high or junior high school.	State Board of Education.	One year of teaching in accredited high school and two years of administrative experience.	Five years. Renewable on successful experience.	Baccalaureate degree.	Specific courses required for initial certificate.
Administrative certificate for high school and junior high school. Fee \$1.00	High school principal and junior high school in a high school requiring four or more teachers	State Board of Education	One year in accredited high school.	Two years. Renewable for five years. (Condition for renewal not given.)	Four years for Baccalaureate degree.	Eighteen semester hours in education. Nine semester hours in secondary education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA						
Advanced Elementary Administrative Certificate.	Principal of elementary schools.	State Board of Education.	Two years teaching and two years as principal.	Five years. Renewable on successful experience.	Baccalaureate degree.	Specific courses required for initial certificate.
Advanced Elementary Administrative Certificate. Fee \$1.00	Principal of elementary schools.	State Board of Education.	Two years teaching and two years as principal.	Two years. Renewable for five. (Condition for renewal not given)	Baccalaureate degree.	Six semester hours in elementary school administration.
Elementary Principal's Administrative Certificate. Fee \$1.00	Elementary principal.	State Board of Education.	Two years teaching and two years as principal.	Five years. (Condition for renewal not given)	Two years of college plus requirements for the renewal	Specific courses required for initial certificate.
Elementary Principal's Administrative Certificate. Fee \$1.00	Elementary school.	State Board of Education.	Two years in public school.	Two years. Renewable (Condition for renewal not given)	Two years of college work.	Six semester hours in elementary school administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA						
Supervisor's Certificate for High and Junior High School Fee \$1.00	Supervisor in high school and junior high school.	State Board of Education.	One year teaching and two years as supervisor.	Five years. Renewable on experience.	Baccalaureate degree.	Specific courses required for initial certificate.
Supervisor's Certificate for High School and Junior High School. Fee \$1.00	Supervisor in high school or junior high school.	State Board of Education.	One year teaching in accredited high school.	Two years. Renewable for five.	Baccalaureate degree.	Twelve semester hours of special training for supervision.
Advanced Elementary Supervisor's Certificate Fee \$1.00	Supervision in elementary school.	State Board of Education.	Two years teaching and two years as supervisor.	Five years. Renewable on experience.	Baccalaureate degree.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MINNESOTA						
Advanced Elementary Supervisor's Certificate Fee \$1.00	Supervision elementary school.	State Board of Education.	Two years of teaching in the elementary schools.	Two years. Renewable for five years.	Baccalaureate degree	Twelve semester hours of special training for supervision.
Elementary Supervisor's Certificate Fee \$1.00	Supervision in elementary school.	State Board of Education.	Two years as elementary teacher and two years as supervisor.	Five years. (Condition for renewal not given.)	Two years of college plus requirements for renewal.	Specific courses required for initial certificate.
Supervisor's Certificate Fee \$1.00	Supervision in elementary school.	State Board of Education.	Two years of teaching experience in field to be supervised.	Two years. Renewable for five years. (Condition for renewal not given.)	Two years of college.	Twelve semester hours of special training for supervision.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MISSISSIPPI						
Superintendent and Principal Certificate	Superintendent and principal.	State Department of Education.	Two years of teaching experience.	Life	Baccalaureate degree with twenty-seven hours of education	Must have courses in school administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MISSOURI						
Administrator certificate. No fee.	Superintendent	State Department of Education, County Board of Education and Institution of higher learning	Three years of successful administrative experience.	Life	Master's degree	Specific courses required for initial certificate.
Administrator certificate. No fee.	Superintendent	State Superintendent of Public Instruction.	No experience required.	Five years. Renewable for life on three years of successful administrative experience.	Master's degree.	<ol style="list-style-type: none"> 1. Seminar in educational administration. 2. State and national school administration. 3. City school administration. Select three of the following: <ol style="list-style-type: none"> 1. Educational statistics. 2. Administration of pupil personnel. 3. School building program. 4. School finance. Select at least one from the following: <ol style="list-style-type: none"> 1. Philosophy and psychology of education. 2. Elementary education-supervision, curriculum, or measurements course.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MISSOURI						3. Secondary education-administration, supervision, curriculum or measurements courses.
High school Principal Certificate No fee	High school principal.	State Department of Education, County Board of Education and Institution of Higher Learning	Three years of successful experience.	Life	Master's degree	Specific courses required for initial certificate.
High school Principal Certificate No fee	High school Principal.	State Superintendent of Public Instruction.	No experience required.	Five years. Renewable for life on three years of successful experience.	Master's degree	Psychology of education. Philosophy of education. State and national school administration. Extra-curricular activities. High school administration High school supervision. The junior high school. High school curriculum. An approved course given for remainder of subjects.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
MISSOURI						
Elementary school principal No fee.	Principal of elementary schools	State Department of Education, County Board of Education, and Institution of Higher Learning	Three years of successful experience required.	Life	Master's degree	Specific courses required for initial certificate.
Elementary school principal No fee	Principal of elementary schools.	State Superintendent of Public Instruction.	No experience required.	Five years. Renewable for life on three years of successful experience.	Master's degree	Psychology of elementary school subjects. Intelligence testing The psychology of education. Educational statistics. City school administration. Seminar in elementary education. Elementary school supervision. Tests and measurements for elementary schools. Curriculum construction. The work of an elementary school principal. Special investigation in elementary education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
MISSOURI						
Supervision Elementary School No fee.	Supervision in elementary school.	State Department of Education, County Board of Education, Institution of Higher Learning	Three years of successful administrative experience.	Life	Master's degree	Specific courses required for initial certificate.
Supervision Elementary School No fee.	Supervision in elementary school.	State Department of Education, County Board of Education, Institution of Higher Learning	No experience required.	Five years. Renewable for life on three years of successful experience.	Master's degree	Psychology of elementary school subjects. Intelligence testing. The psychology of education. Educational statistics. State and national school administration. Seminar in elementary education. Elementary school supervision. Tests and measurements in elementary schools. Curriculum construction. Special investigations in elementary education. Electives.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
MONTANA						
Superintendent and Principals of first class schools	Superintendent or principal.	State Board of Education.	Five years of experience.	Life. (if he has earned eight term hours after receiving state certificate.	Baccalaureate degree with twenty-five hours in education	Ten semester hours in administration and supervision.
Superintendent and Principal of second class school.	Superintendent or principal.	State Board of Education.	Four years of successful administrative experience.	Life	Baccalaureate degree and twenty-five hours in education Eight term hours after receiving state certificate.	Specific courses required for initial certificate.
Superintendent and principal of second class school.	Superintendent	State Board of Education.	Three years of experience.	Six years. Renewable for life on experience and eight additional hours.	Baccalaureate degree with twenty-five hours in education.	Ten semester hours in administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEBRASKA						
Professional Administrative and Supervisory Certificate Fee \$1.00	Superintendent or supervisor and principalship in all grades. County Superintendent.	State Superintendent of Public Instruction.	Four years of successful administration or supervision.	Life if successful and in use. May be renewed by nine additional semester hours in graduate work.	Master's degree with major in education.	
Profisional Administrative and Supervisory Certificate Fee \$1.00	Superintendent supervisory principalship County Superintendent.	State Superintendent of Public Instruction.	Two years as administrator or supervisor.	Five years. Renewed on nine hours of graduate work, three of which must be in education.	Baccalaureate degree plus nine semester hours, five of which must be in education.	
Initial Administrative and Supervisory Certificate	Superintendent, principal or supervisor in all grades	State Superintendent of Public Instruction.	No experience required.	Five years. Renewed on nine hours of graduate work, three of which must be in education.	Baccalaureate degree.	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW HAMPSHIRE						
Certification of Superintendents.	Superintendent of schools	State Board of Education.	Five years of teaching of which one year is of administrative experience and one year of elementary work. One semester of elementary education may be substituted for elementary experience. One year or post graduate work may be substituted for one of the five years experience.	Three years. Renewed on successful Experience	Baccalaureate degree.	Eighteen semester hours of education of which six hours shall be in elementary education and six in supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW HAMPSHIRE						
Headmaster of class A Secondary School.	Principal of secondary school.	State Board of Education.	No experience required.	Three years. Renewed by successful experience.	Baccalaureate degree	Eighteen semester hours of education of which six shall be in the field of secondary school administration.
Principal of class B, C, and D grades.	Principal of grades including all or different division of grades from seventh to twelvth.	State Board of Education.	No experience required.	Three years. Renewed by successful experience.	Baccalaureate degree.	

Summary of Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW JERSEY						
Administrative Certificate. Fee \$5.00	City or county superintendent or supervisor principals in schools with more than one hundred teachers	State Board of Education.	Three years teaching and three years of administrative experience in schools with more than one hundred teachers.	Life	Baccalaureate degree and graduate study in education equivalent to a Master's degree requirement.	Specific courses required for initial certificate.
Administrative Certificate. Fee \$5.00	City or county superintendent or supervising principals in school systems employing more than one hundred teachers	State Board of Education.	Three years of approved experience in school of thirty teachers.	Three years. Renewed for life on successful experience.	Baccalaureate degree and graduate studies in educational administration equivalent to the master's degree requirement.	Graduate studies in educational administration equivalent to the requirements for the master's degree.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW JERSEY	City or county superintendent or supervising principal in schools employing between twenty and a hundred teachers	State Board of Education.	Three years teaching three years as supervisor or administrator.	Life	Baccalaureate degree.	Specific courses required for initial certificate.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW JERSEY						
General Supervisor Certificate Fee \$5.00	Superintendent, County Superintendent and supervising principals in charge of schools of more than twelve but less than one hundred teachers	State Board of Education.	Three years of successful teaching experience.	Three years Renewed for life on successful experience.	Baccalaureate degree.	Thirty-two semester hours in educational supervision and administration of which at least six semester hours shall be in supervision, and six in school organization and administration. Remaining may be selected from: 1. Supervision. 2. School organization and administration. 3. Curricula and courses of study. 4. Education research, records and statistics. 5. School finance, budget and accounts. 6. Educational theory and philosophy. 7. Principles and techniques of teaching. 8. Educational and vocational guidance.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience-Required	Duration and Renewal	Preparation	Specific professional courses
NEW MEXICO						
Life Administrative Certificate \$1.00	Superintendent high school principal or supervisor.	State Board of Education.	Ninety months of successful school administration. Forty-five months must be in New Mexico schools.	Life	Master's degree	Specific courses required for initial certificate.
Administrative Certificate Fee \$1.00	Superintendent, supervisor or principal of high school.	State Board of Education.	Three years of successful teaching experience, two years in New Mexico schools.	Five years. Renewed on eight semester hours or two years of successful administration and five semester hours of credit. Holders of master's degree, four years of successful administration.	Baccalaureate degree, master's degree or thirty hours of master's work.	Fifteen semester hours in education pertaining to organization, administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW YORK Superintendent Certificate Fee not given	Superintendent of school deputy superintendent of school associate superintendent, assistant superintendent of school district superintendent in supervisory district member of board of examiners	State Department of education.	Five years of teaching or supervision in public schools.	Life	Baccalaureate degree and thirty semester hours in graduate work.	Eight hours shall be in courses related to school administration or organization and in school supervision. Must have twenty hours of education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
NEW YORK						
<p>"Permanent principal of secondary school" certificate</p> <p>Fee not given</p>	<p>Principal of grades seven to twelve inclusive. Valid for elementary principal if complete fifteen semester hours of approved professional elementary courses.</p>	<p>State Department of Education.</p>	<p>Five years of approved and appropriate teaching or supervision.</p>	<p>Life</p>	<p>Baccalaureate degree and thirty semester hours of graduate work.</p>	<p>a. Eighteen hours in professional courses as follows: Secondary school administration, organization, and/or supervision, six hours. Adolescent development or psychology for teachers and secondary school methods and materials, six or eight hours. History, Philosophy, problems, and/or principles of education, four or six hours.</p> <p>b. Eight semester hours in the following: 1. Secondary school administration, organization, and/or supervision, four hours. 2. Professional courses, four hours.</p>

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW YORK						
Provisional Principal Certificate of secondary school Fee not given	Principal of grades from seven to twelve inclusive. Valid for elementary principal if complete fifteen semester hours of approved professional elementary courses plus two years of approved experience.	State Department of Education.	Two years of approved teaching or supervision six semester hours graduate work may be offered in lieu of each year teaching experience.	Ten years. Convertible into permanent certificate on completion of twenty-six hours in approved professional courses. Fifteen to eighteen hours in senior or graduate academic work. Must have twenty-four hours of graduate work.	Baccalaureate degree and six semester hours of graduate work.	Eighteen semester hours as follows: 1. Secondary school administration, organization, and/or supervision, six or eight hours. 2. Adolescent development or psychology for teachers, and secondary school methods and materials, six or eight hours. 3. History, philosophy, problems and/or principles of education, four or six hours.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW YORK						
Permanent elementary principal certificate Fee not given	Principal of elementary schools	State Department of Education.	Five years of approved teaching or supervision	Life	Baccalaureate degree and twelve semester hours of post college courses.	<p>A. Twenty-eight hours of the following:</p> <ol style="list-style-type: none"> 1. Elementary school administration, organization, and/or supervision, four to eight hours. 2. Elementary school methods and materials, eight to twelve hours. 3. Psychology for teachers including child psychology or child development and mental hygiene, six to ten hours. 4. History, philosophy, problems and/or principles of education, four to eight hours. <p>B. Twelve semester hours of the following:</p> <ol style="list-style-type: none"> 1. Elementary school administration, organization, and/or supervision, four to eight hours. 2. Professional courses (non-administrative) four to eight hours.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NEW YORK						
Provisional Elementary Certificate No fee given	Principal of elementary school.	State Department of Education.	Two years of approved teaching or supervision	Ten years. Converted into permanent certificate on completion of twenty-six semester hours of professional courses, fifteen to eighteen senior or graduate academic hours.	Three years of college work and twelve semester hours in approved courses.	Twenty-eight hours of professional training as: <ol style="list-style-type: none"> 1. Elementary school administration, organization, and/or supervision, four to eight hours. 2. Elementary school methods and materials, eight to twelve hours. 3. Psychology for teachers including child psychology or child development and mental hygiene, six to ten hours. 4. History, philosophy, problems and/or principles of education, four to eight hours.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NORTH CAROLINA						
Superintendent Certificate No fee	Superintendent	State Department of Education	Five years of teaching experience within the past ten years.	Five years. Renewable on experience.	Baccalaureate degree.	Twelve hours of graduate work in education specializing in school administration and supervision.
High School Principal Certificate No fee	Principal of high school	State Department of Education.	Must have credit for three years of teaching within the past five years.	Three years Renewable on experience.	Baccalaureate degree.	Six semester hours of graduate work in education specializing in high school administration and supervision.
Supervisor's Certificate No fee.	Elementary school principal or supervisor.	State Department of Education.	Must have credit for three years of teaching experience within the past five years.	Five years. Renewable on experience.	Baccalaureate degree.	Six semester hours of graduate work in education specializing in elementary school administration and supervision.

Summary of Regulations Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
NORTH DAKOTA						
First class High School Superintendent Certificate.	Superintendent	State Department of Public Instruction.	Two years as administrator of seven or more teacher school or principal of high school of six or more teachers or extensive principalship or superintendent of five teachers and sixteen hours in graduate work in education.	Life	Baccalaureate degree plus sixteen semester hours of graduate work.	Six semester hours of school administration and supervision.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
NORTH DAKOTA						
Second class High School Superintendent.	Superintendent	State Department of Public Instruction.	Two years of administration employing five teachers or more and eight hours of graduate work four of which must be in education.	Life	Baccalaureate degree plus eight semester hours of graduate work.	Six semester hours of school administration and supervision.
Third class Principal of high school	Principal or administrative official of high school.	State Department of Public Instruction.	Two years in a standardized school or one year a principal of a three teacher school.	Life	Baccalaureate degree	Six semester hours of school administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience and Renewal	Duration and Renewal	Preparation	Specific professional courses
OHIO						
Permanent Superintendent Certificate Fee \$5.00	Superintendent, high school principal, elementary principal and supervisor.	State Board of Examiners.	Sixty-four months of teaching experience of which forty months necessary under operation of eight year professional certificate.	Life	Master's degree	
Eight-year Professional Certificate. Fee \$2.00	Superintendent, high school principal, elementary principal supervisory	State Board of Examiners.	Twenty-four months of successful administration experience of the appropriate type and twenty-four months of teaching.	Eight years Renewed on evidence of recent successful teaching. Converted to life on forty months of successful administrative experience.	Master's degree	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
OHIO	High school principal, elementary school principal, supervisor	State Board of School Examiners.	Twenty-four months under a four-year provisional certificate	Four years. Renewal on evidence of successful teaching and endorsement.	Baccalaure degree and eighteen semester hours of graduate work toward a master's degree.	
Fee \$1.00						

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
OREGON						
Superintendent Fee \$3.00	Superintendent of school with twelve or more teachers Superintendent or elementary or secondary with eight or more teachers. County superintendent Members of State Department of Education. Principal.	State Department of Public Instruction.	Three years of teaching experience, two of which must be in administrative capacity. Experience must be in both elementary and secondary or substituted with twelve semester hours in organization, administration and supervision in elementary or secondary as needed.	Granted for a period of five years. Renewed by twenty-four months of administrative work or completed twelve term hours. Months on "leaves of absence" count some as teaching	Baccalaureate degree and twenty-seven hours on graduate level. February 10, 1941, forty-two term hours on graduate level. February 10, 1943, fifty-seven term hours of graduate work plus twelve term hours for administrative certificate	<ul style="list-style-type: none"> a. Public school administration. b. Supervisory and improvement of instruction in the elementary school c. Supervision and improvement of instruction in the secondary schools. d. Public school finance. e. School buildings. f. Curriculum. g. Educational measurements. h. Guidance and mental hygiene. i. Growth and development of the child.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
OREGON						
Supervising High School Principal Certificate	High school principal	State Board of Education.	One year of experience.	Granted for a period of five years. Renewed by twenty-four months of administrative work or completed twelve term hours. Months on "leaves of absence" count some as teaching	Baccalaureate degree and fifteen hours of graduate level. February 10 1943 fifty-seven term hours (one year) of graduate level.	<ol style="list-style-type: none"> 1. Three term hours of high school organization and administration. 2. Six term hours of secondary school supervision and improvement of instruction. 3. Six term hours of educational work selected from <ol style="list-style-type: none"> a. Adolescent psychology; b. Educational measurements; c. Educational sociology or social aspect of education; d. Growth and development of the child; e. Guidance in the secondary school; f. Mental hygiene; g. Secondary school curriculum.

Summary of State Regulations Governing Administrative Certification

Name of certificate by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific courses, professional
OREGON						
Administrative principal's credential of secondary school Fee \$3.00	Principal of standard high school with less than eight teachers including principal or in charge of elementary and high school grades with less than twelve teachers	State Board of Education.	Two years in secondary school experience.	Five years. Renewed on twenty-four months of administrative work or complete twelve term months on leave of absence count the same as teaching.	Baccalaureate degree plus fifteen term hours on graduate level. February 10 1941, thirty term hours beyond graduation. February 10, 1943, fifty-seven term hours beyond graduation.	1. Public school administration 2. Supervision and improvement of instruction in secondary school. 3. Public school finance. Six hours of electives from: Adolescent psychology, curriculum, child growth and development, educational measurements, educational sociology or social aspects of education, guidance, junior high school, mental hygiene, personnel procedures, philosophy of education, and problems in modern methods.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
OREGON						
Elementary Supervising Principal's Credential Fee \$3.00	Elementary school principal under a superintendent	State Board of Education.	One year of successful experience in elementary grades.	Five years. Renewed on twenty-four months of administrative work or complete twelve term hours. Four months on leave of absence count the same as teaching.	Forty-two term hours in addition to two years of college work. January 1, 1941, fifty-seven term hours above two years of college work.	Three term hours modern problems of elementary school administration. Three term hours elementary school supervision and improvement of instruction. May select six term hours from the following: Educational measurements. Educational sociology of social aspects of education. Elementary school curriculum. Growth and development of the child. Mental hygiene. Principles of elementary education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
OREGON						
Elementary administrative principal's certificate. \$3.00	Elementary school principal in an elementary school only with less than eight but more than four including principal.	State Board of Education.	Two years of successful experience in elementary grades.	Five years. Renewed on twenty-four months of administrative work or complete twelve term hours. Four months on leave of absence count the same as teaching.	Forty-two term hours in addition to two years of college work. January 1, 1941, fifty-seven term hours above two years of college work.	<ol style="list-style-type: none"> 1. Public school administration. 2. Supervision and improvement of instruction in the elementary school. 3. Public school finance. Six term hours may be selected from the following: Adolescent psychology, curriculum, child growth and development, educational measurements, educational sociology or social aspects of education, guidance, junior high school.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
RHODE ISLAND						
Life superintendent's Certificate Fee not given.	Superintendent	State Board of Education.	Ten years of successful professional superintendency.	Life	Master's degree or equivalent requirements Distinguished achievement while in service may be substituted for advance study.	Specific courses required for initial certificate.
Professional certificate. Fee not given.	Superintendent	State Board of Education	Five years of successful superintendency of school or two years of successful teaching may be substituted for one year of administrative experience.	Three years Renewed on recommendation of successful experience.	Baccalaureate degree with four hundred clock hours of approved study in education and four hundred clock hours in practice teaching.	Study of the administrative and supervisory functions of superintendents of schools.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
<u>RHODE ISLAND</u>						
Provisional Certificate Fee not given	Superintendent	State Board of Education.	Three years of successful superintendency. Two years of successful teaching may be substituted for each year of experience as superintendent.	One year. Holder must make progress toward professional and must qualify within a reasonable time.	Baccalaureate degree with two hundred clock hours of satisfactory study of education, educational requirements met within one year.	Courses in administrative and supervisory duties of the superintendent.
Principals Certificate Fee not given	High school, junior high school, elementary school principal.	State Board of Education.	None	Five years. Renewed on recommendations of superintendent.	Baccalaureate degree with four hundred clock hours of approved education, and four hundred clock hours of practice teaching, and thirty special training.	Thirty clock hours in the administrative and supervisory functions of the school principal.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
RHODE ISLAND						
Supervisor Certification. Fee not given.	Supervision in grades or subjects teaching certificate is valid.	State Board of Education.	None	Five years. Renewed on recommendation of superintendent.	Baccalaureate degree with four hundred clock hours of approved education, and four hundred clock hours of practice teaching, and thirty clock hours of special training.	Thirty clock hours in the functions and duties of supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA						
Commissioned Administrative and Supervisory Officer No fee	County superintendent, assistant, County superintendent, District superintendent, Assistant District superintendent, and associate superintendent.	State Council of Education.	Six years of successful teaching, three of which must have been in supervisory or administrative capacity.	Life, or while in use.	Baccalaureate degree and graduate course in education. On April 1, 1940, a graduate course in education would be twenty-four graduate hours in administration and supervision. On April 1, 1941 a graduate course in education would be thirty hours or Master's degree in the field of	A. Organization and administration, a minimum of one-third of graduate courses shall include an understanding of an ability to deal with: 1. Public school districts and internal organization of local and state units. 2. Essentials of modern elementary and secondary school organization and administration. 3. School finance, business management, and accounting necessary for the administration of an educational program. 4. Problems in connection with management, operation, and maintenance of the school plant. 5. Legal phases connected with public education. 6. Problems of professional and other staff personnel. 7. Problems in connection with pupil personnel. 8. Research and appraisal methods appropriate to the different types of educational problems and programs.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA						
					administration and supervision	<p>9. Problems involved in public school relations.</p> <p>10. Auxiliary and coordinate agencies.</p> <p>B. Supervision of instruction: A minimum of one-third of graduate courses shall include the understanding of the ability to deal with: 1. Improvement of instruction. 2. Construction, revision, and evaluation of the programs of learning activities. 3. Problems associated with the individual differences in learning, adjustments and guidance.</p> <p>C. Electives. One-third of the courses may be used to fill up gaps under A and B. Should take courses in field of least experience.</p>
Supervising Principal Certificate No fee	Supervising principal of third and fourth class districts which do	State Department of Public Instruction.	Six years of successful teaching experience.	Life	Baccalaureate degree and a graduate course in education On April 1, 1940, a graduate course in education	<p>A. Organization and administration, a minimum of one-third of graduate courses shall include an understanding of an ability to deal with: 1. Public school districts and internal organization of local and state units. 2. Essentials of modern elementary and secondary school organization and administration.</p>

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA	not have a district superintendent				would be twenty-four graduate hours in administration and supervision On April 1, 1941, a graduate course in education would be thirty graduate hours in administration and supervision	<ol style="list-style-type: none"> 3. School finance, business management and accounting necessary for the administration of an educational program. 4. Problems in connection with management, operation, and maintenance of the school plant. 5. Legal phases connected with public education. 6. Problems of professional and other staff personnel. 7. Problems in connection with pupil personnel. 8. Research and appraisal methods appropriate to the different types of educational problems and programs. 9. Problems involved in public school relations. 10. Auxiliary and coordinate agencies. <p>B. Supervision of instruction: A minimum of one-third of graduate courses shall include the understanding of the ability to deal with:</p> <ol style="list-style-type: none"> 1. Improvement of instruction. 2. Construction, revision, and evaluation of the programs of learning activities.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA						<p>3. Problems associated with the individual differences in learning, adjustments and guidance.</p> <p>C. Electives. One-third of the courses may be used to fill up gaps under A and B. Should take courses in field of least experience.</p>
Secondary School Principal No fee	Secondary school principal	State Department of Public Instruction. State Council of Education.	Six years of successful teaching experience.	Life or while in use.	Baccalaureate degree and a graduate course in education On April 1, 1940, a graduate course in education would be twenty-four graduate hours in administration and supervision. On April 1, 1941, a graduate course in	<p>A. Organization and administration. A minimum of one-third of graduate courses shall include an understanding of an ability to deal with:</p> <ol style="list-style-type: none"> 1. Public school organization and administration. 2. Problems associated with the organization and administration of the secondary school. 3. Functions of the secondary school administrator. <p>B. Secondary school supervision. A minimum of one-third of graduate courses shall include an understanding of and ability to deal with:</p> <ol style="list-style-type: none"> 1. Improvement of instruction in the secondary school. 2. The problems associated with the individual differences in learning, adjustment, and guidance in the secondary school.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA						
					education would be thirty graduate hours in administration and supervision	<p>3. Construction, revision, and evaluation of the programs of learning activities in secondary education.</p> <p>4. Problems of appraisal of the methods and processes for attaining the objectives of secondary education.</p> <p>Electives: One-third shall be to well-round preparation in administration and supervision of secondary principals.</p> <p>Specific professional courses: At least one general course in elementary education including the purposes, problems, and administration of elementary schools.</p>
Elementary school principal No fee	Elementary principal.	State Department of Public Instruction.	Six years of successful teaching experience.	Life	Baccalaureate degree and a graduate course in education. On April 1, 1940, a graduate course in education would be twenty-four	<p>A. Organization and administration. A minimum of one-third of graduate courses shall include an understanding of and ability to deal with:</p> <ol style="list-style-type: none"> 1. Public school organization and administration. 2. Problems associated with the organization and administration of the elementary school. 3. Functions of the elementary school administrator. <p>B. Elementary school supervision. A minimum of one-third of graduate</p>

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
PENNSYLVANIA					graduate hours in administration and supervision On April 1, 1941, a graduate course in education would be thirty graduate hours in administration and supervision.	courses shall include an understanding of and ability to deal with: 1.Improvement of instruction in the elementary school. 2.The problems associated with the individual differences in learning, adjustment, and guidance in the elementary school. 3.Construction, revision, and evaluation of the programs of learning activities in elementary education. 4.Problems of appraisal of the methods and processes for attaining the objectives of elementary education. C. Electives: One-third shall be courses necessary to make a well-rounded elementary school principal including one general course in secondary education, its purpose, problems, and administration.

Summary of Regulations as Required for Accreditation

Name of Certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
SOUTH DAKOTA						
Superintendent certificate. Fee \$5.00	City superintendent and high school principal.	Department of Public Instruction.	Forty-nine months	Life	Baccalaureate degree with at least fifteen semester hours in education (not counting psychology)	Specific courses required for initial certificate.
Superintendent certificate. Fee \$2.00	City superintendent and high school principal.	Department of Public Instruction.	Three years of successful teaching and twelve months of administrative experience.	Five years. Renewable for life on forty-five months after receiving degree.	Baccalaureate degree with fifteen semester hours in education.	Specific courses required for initial certificate.
Superintendent certificate. Fee \$2.00	City superintendent and high school principal.	Department of Public Instruction.	Three years of successful teaching experience.	Two years. Renewable for five years on twelve months of successful experience.	Baccalaureate degree with at least fifteen semester hours in education (not including psychology).	Three semester hours in administration or supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
TENNESSEE						
County Superintendent Professional Certificate. Fee \$5.00	County superintendent	State Board of Education	Twenty-four months as teacher or supervisor	Life	Baccalaureate degree and twenty-seven quarter hours in education.	Twenty-seven quarter hours in education as prescribed by State Board of Education.
County Superintendent's examination Certificate Fee \$5.00	County superintendent	State Board of Education.	Twenty-four months as teacher or supervisor of this state.	Four years. Renewed on twelve quarter hours, three of which shall be in education.	Two years of college work.	Applicant must pass a satisfactory examination in school laws, administration and any other subjects that State Board of Education requires.
Certification of Supervisors Fee \$2.00	School Supervisor.	State Commission of Education.	Twenty-four months of experience in actual school work	Life	Baccalaureate degree and twenty-seven quarter hours in education.	Twenty-seven quarter hours in education, including general and specific methods, school supervision and administration.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
TEXAS						
Superintendent certificate required in accredited system schools. No fee.	Principal or superintendent	State Board of Examiners	Six years	Life	Baccalaureate degree with eighteen hours of junior, senior, or graduate ranking and twelve semester hours in administration and supervision. Six semester hours in methods of teaching	Twelve semester hours in a sufficient number of the following courses. The valuation of these courses shall be of junior, senior, or graduate rank. 1. Public school organization and administration. 2. School supervision. 3. Administration and supervision of rural schools 4. The junior high school 5. High school administration. 6. Secondary school administration. 7. The organization of independent school districts, financing the public free schools therein. 8. State and county educational organization. 9. The junior college. 10. Child guidance. 11. Child accounting. 12. Orientation course. 13. Courses of study in high school. 14. Mental and educational test and measurements. 15. Administrative use and practice in mental educational tests and measurements. 16. Educational statistics.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
TEXAS						<p>17. Educational research. 18. The administration of school law. 19. The survey of school system. 20. School building and equipment. 21. Extra-curricular activities-their administration. 22. Seminar in educational administration. 23. Thesis course. 24. Problems in educational administration. 25. History of Texas education. Six semester hours of junior, senior, or graduate rank of the following:</p> <ol style="list-style-type: none"> 1. Student teaching. 2. Methods and materials of instruction in primary grades. 3. Analysis of current materials and methods in intermediate grades. 4. Materials and methods in the junior high school. 5. Directing study. 6. Literature of methods in teaching. 7. Seminar in practical problems in secondary education. 8. Thesis course. 9. Social studies in the intermediate and junior high school.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
UTAH						
General administrative certificate No fee	City superintendent, district superintendent, senior high school principal, junior high school principal.	State Board of Education.	Three years of successful teaching experience.	Five years. Renewed on seven and one-half hours of credit earned with in preceding five years.	Baccalaureate degree with forty-one hours of approved work in education.	Ten hours selected from the following subjects, preferably in order given: 1. Educational administration and supervision. 2. School finance. 3. Guidance in the secondary school. 4. Educational statistics. 5. Educational tests and measurements. The additional four hours in education may be selected from the following subjects: 1. Philosophy of education. 2. History of education. 3. Introduction to research.
High school general supervisory certificate No fee	Supervisor of high school.	State Board of Education.	Three years of successful teaching experience.	Five years. Renewed on seven and one-half hours of credit earned with in preceding five years.	Baccalaureate degree with forty-one hours of approved work in education.	Must have three hours of credit in each of the following. 1. Supervision of instruction. 2. Guidance and personnel. 3. Educational statistics. 4. Educational administration. Additional credit in education may be selected from the following subjects: 1. History or philosophy of education. 2. Social psychology. 3. Educational tests and measurements.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
UTAH Elementary general supervisory certificate No fee	Supervision of elementary grade school.	State Board of Education.	Three years of successful teaching.	Two years. Renewable on seven and one-half hours of credit.	Three years of college or (one hundred thirty-five approved college hours) thirty-six hours of college education including requirements for teaching certificate.	Specific professional courses. Must have three hours in each of the following: <ol style="list-style-type: none"> 1. Supervision of instruction. 2. Child psychology. 3. The remaining credits in education may be selected from the following: <ol style="list-style-type: none"> 1. Educational statistics. 2. Social psychology 3. Use of books. 4. Educational tests and measurements. 5. History or philosophy of education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
VERMONT						
Superintendent and supervising principals No fee	Superintendent and supervising principal.	State Board of Education.	Five years to include high school and grades. Two years of experience must be in administration. (Also for certain positions rural schools). Six years of experience must be within seven years of issuance.	Five years. The State Board of Education may require summer school attendance as a condition for granting or continuing certification in any case.	Baccalaureate degree plus one year of graduate work. Degree must be adapted to public school work and twenty-four hours of professional education.	At least twenty-four hours in the following courses: Educational psychology, History of education, School administration, Philosophy or principles of education, Method of teaching in the elementary field and secondary schools, and should include other items such as: The psychology of the common school branches, curriculum construction, supervision of elementary instruction, rural education, rural-urban sociology, methods of research, statistics, and others. The Commissioner of Education may give examination in school law.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
VIRGINIA						
Division Superintendent No fee	District superintendent, County or city superintendent.	State Board of Education.	Three years of experience as school principal or supervisor.	Continuous or as long as their name is on list of eligible.	Master's degree with fifteen semester hours in professional subjects. College training and experience must have been completed within the previous ten-year period.	
Collegiate Professional Certificate No fee	High school principal.	State Board of Education.	Two years experience.	Ten years. Renewed on successful teaching. Read carefully five books on the teacher reading course and pass examination on	Baccalaureate degree and required courses in professional subjects.	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
VIRGINIA				five hours. Present three session credit hours. Make contribution to professional literature.		
Collegiate Certificate	High school principal	State Board of Education.	Three years of experience.	Four years. Non-renewable. Convertible to collegiate professional certificate on two years of teaching and nine hours of professional education.	Baccalaureate degree and one session hour in education course.	

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
VIRGINIA						
Supervision of Instruction No fees	Supervision in high school or grades.	State Board of Education	Three years of experience in subjects or grades to be supervised.	Ten years. Renewed as above.	Baccalaureate degree and required courses in professional subjects.	

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WASHINGTON						
Superintendent's Credentials. Fee \$1.00	Superintendent or principal of high school	State Department of Education or Washington State Training Institute.	Four years with two years in high school and elementary school and two years as principal. Twenty-four quarter hours of professional or twelve hours of administration and supervision may be substituted for elementary or high school experience.	Six years. Renewable with two years of successful experience and nine quarter hours of credit.	Baccalaureate degree and one year of graduate or undergraduate work.	When taken in lieu of experience, specific professional courses: Two courses, each of not less than two and one-half, nor more than five, quarter hours of credit shall be taken from the list. A. The remaining credits may be taken from either list. Elementary courses (in lieu of experience). List A: (1) Elementary curriculum. (2) Reading in elementary school. (3) The elementary school principal, or elementary organization and administration. List B: (1) Supervision in the elementary school. (2) Principles of elementary education. (3) Problems in modern methods. (4) Public school finance. (5) Personnel procedures. (6) Mental hygiene. (7) Educational sociology, or social aspects of education. Secondary courses: (in lieu of experience). List A: (1) High school organization and administration.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WASHINGTON						(2) Administration of guidance in the secondary school. (3) Supervision and improvement of instruction. List B: (When taken in lieu of experience.) (1) Directed learning. (2) Curriculum making. (3) Educational research. (4) Mental hygiene, educational sociology or social aspects of education.
High school principal's Credential Fee \$1.00	Principal of high school.	State College Institution or State Department of Education or a State College	Two years of secondary school experience.	Six years. Renewable on two years experience and nine quarter hours of credit.	Baccalaureate degree with a year of graduate or undergraduate work.	Twelve quarter hours of work in professional courses relating to secondary organization, supervision, and administration.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WASHINGTON						
Junior high school principal's certificate \$1.00	Junior high school principal.	State Department of Education or a State College	Two years of successful teaching experience in common schools.	Six years. Renewable on two years of successful experience and nine quarter hours of credit.	Five years of college work.	Two courses, each not less than two and one-half nor more than five quarter hours, shall be taken from list A, the remaining credits from either list. List A: Junior high school organization, and administration, or the junior high school principal; The junior high school curriculum; or Supervision of instruction, guidance. List B: Adolescent psychology; or modern methods of adolescence guidance; or personnel procedures; Supervision in the junior high school; Principles of elementary education; Problems in modern methods; Public school finance; Extra-curricular activities; Remedial reading; Educational sociology; or social aspects of education; mental hygiene; Elementary Statistics; Directed Learning.

Summary of Regulations as Required for Accreditation

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WASHINGTON						
Elementary school principal's credential. \$1.00	Elementary principal of elementary grades employing six or more teachers	State Department of Education or a State College	Two years of teaching experience in elementary or junior high school	Three years Renewable on completion of fifteen quarter hours of credit.	Three years of college and twelve hours in education.	Twelve quarter hours in courses relating to elementary organization, supervision, and administration.
Standard elementary principal's credential	Elementary principal.	State Department of Education or a Washington State college.	Two years of teaching in elementary or junior high school.	Six years. Renewable on two years of successful experience and nine quarter hours.	Five years of college.	Twelve quarter hours in courses relating to elementary organization, supervision, and administration.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WEST VIRGINIA						
County Superintendent Certificate. Required after July 1, 1941. Fee \$1.00	County Superintendent	State Board of Education	Five years experience, three of which must be administrative.	Five years. Master's degree. Superintendents do not have to do additional work for renewal. Renewable on three years of experience.	Baccalaureate degree. Master's degree with twenty semester hours of graduate work in education.	Required courses: (must have from four to eight hours credit in each with a total of sixteen hours. 1. General school administration. 2. Administration and supervision of secondary school A minimum of four hours. Elective courses: 1. Tests and measurements. 2. Statistical methods in education. 3. Curriculum studies. 4. Problems of personnel administration. 5. Advanced administration of school business. 6. Legal aspect of school administration.
Recommend County Superintendent Certificate. Fee \$1.00	County Superintendent	State Board of Education	Five years experience in West Virginia	Five years. Renewable on six hours of work and three years experience.	Baccalaureate degree and a valid teaching certificate	Twelve semester hours in administration and supervision approved by State Board of Education.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WEST VIRGINIA						
Assistant County Superintendent Fee \$1.00	Assistant county superintendent	State Board of Education	Two years experience as a public school teacher.	Three years. Renewable on six years of accredited work and three years of experience.	Baccalaureate degree and a valid teaching certificate	
High school Principal Certificate Fee \$1.00	High school principal.	State Board of Education	Two years of successful teaching and one year of administrative experience in high school.	Five years. Three years of educational experience.	Master's degree. Fourteen semester hours of graduate work in education.	Required courses. (Four semester hours of each required course). 1. High school administration. 2. Supervision of high school instruction. Electives 1. Psychology of adolescence or psychology of high school subjects. 2. History of education. 3. Testing program for high schools. 4. High school pupil guidance. 5. Statistical methods in education. 6. Extra-curricular and co-curricular activities for secondary schools. 7. Students teaching in secondary schools. 8. Survey and special studies in high school problems. 9. High school curriculum.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses.
WEST VIRGINIA						10. Practice in supervision of high school instruction. 11. Philosophy of education.
Recommend high school principal certificate Fee \$1.00	High school principal.	State Board of Education	Two years experience or administrative work in high school	Five years Renewable on six hours of accredited work and three years of experience.	Baccalaureate degree and nine semester hours graduate work Principals of North Central High School must hold Master's degrees.	Nine semester hours of graduate credit in administration and supervision.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WEST VIRGINIA						
Elementary school principal's certificate Fee \$1.00	Elementary school principal	State Board of Education	Two years of experience in elementary schools and one year of experience in administration or three years of administrative experience.	Five years. Renewed without additional work on three years of educational experience.	Master's degree and fourteen hours in graduate work in education.	Fourteen semester hours. Required courses: 1. Elementary school administration. 2. Supervision of elementary school instruction. Electives: 1. Psychology of elementary education or psychology of elementary school child. 2. History of education. 3. Testing program for elementary school. 4. Elementary school curricula. 5. Practice in supervision of elementary school instruction. 6. Statistical methods in education. 7. Extra-curricular and co-curricular activities for elementary school. 8. Surveys in special studies in elementary education. 9. Student teaching in elementary school.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WYOMING						
Advanced Administrative Certificate Fee \$2.00	Superintendent or principalship, high school and grades.	State Department of Education.	Three years of administrative experience.	Life	Master's degree	Eighteen hours of credit from following: Educational sociology, school finance, educational psychology, surveys, elementary school problems, junior high school problems, research, statistical methods, educational measurements, methods of teaching in elementary schools, methods of teaching in high school, supervision of instruction, curriculum construction, vocational guidance, research.
Administrative Certificate. Fee \$2.00	Superintendent, high school principal, or grade principal.	State Department of Education.	One year of teaching experience.	Three years Renewed for life on presentation of nine quarter hours and three years of successful administrative experience.	Baccalaureate degree.	Thirty quarter hours in education including: Required: Educational psychology, methods of teaching in high school, supervised teaching. Electives: Educational sociology, school finance; surveys; elementary school problems; junior high school problems, high school problems, research, statistical methods, educational measurements, methods of teaching in the elementary school, supervision of instruction, curriculum construction, vocational guidance, research.

Summary of State Regulations Governing Administrative Certification

Name of certificate, by state, with fee.	Position	Certifying agency	Experience Required	Duration and Renewal	Preparation	Specific professional courses
WYOMING						
Life Elementary Administrative Certificate	Elementary school principal.	State Department of Education	Three years of administrative experience.	Life	Baccalaureate degree.	Specific courses required for initial certificate.
Elementary Administrative Certificate. Fee \$2.00	Elementary principal.	State Department of Education.	One year of teaching experience.	Three years May be renewed twice on presentation of nine quarter hours of college work.	Two year diploma of ninety-six quarter hours.	<ol style="list-style-type: none"> 1. Educational measurements. 2. Educational psychology. 3. Supervised teaching. 4. Methods in elementary school subjects. 5. Twenty-one hours of education electives.
First class Rural Administrative Certificate Fee \$2.00	County superintendent of schools.	State Department of Education.	None	As long as county superintendent of schools.	Ninety-six hours. Two year diploma of ninety-six quarter hours.	<ol style="list-style-type: none"> 1. Educational measurements. 2. Educational psychology. 3. Supervised teaching. 4. Methods in elementary school subjects. 5. Nine hours of rural education. 6. Electives in fifteen quarter hours.

Betty Slocombe, Typist