

### SDL OPTIONS

Students **who have successfully completed and documented** their 500-hour Principal/Assistant Principal (SBL) internship in *Canvas (Digication prior to 7/1/2020)* are eligible to complete the requirements for a Superintendent/Assistant Superintendent license (SDL). ADMN 712 (Half Practicum: District Level) is required for both MA and NY licensure, and CAGS 806, which is offered online in June and July, is required for NY licensure (SDL).

Registration for CAGS 806 is in March 2023.

There are three options for ADMN 712 registration:

- *Spring: registration between March 1-17, 2023; begin logging hours on March 13, 2023, at the earliest  
Target completion: August 18, 2023*
- *Summer: registration between May 1-12, 2023; begin logging hours on May 10, 2023, at the earliest  
Target completion: October 13, 2022*
- *Fall: registration between July 1-14, 2023; begin logging hours July 10, 2023, at the earliest  
Target completion: December 15, 2023*

Link to application:

Note:

**Massachusetts** students seeking a Superintendent/Assistant Superintendent license must complete the **300-hour, 3 credit internship (ADMN 712: District Level Half-Practicum) at the district level**, as required by the Massachusetts Department of Elementary and Secondary Education.

**New York** students who seek the School District Leader credential in NY **must complete a 3-credit graduate level course (CAGS 806) in addition to ADMN 712 (District Level Half-Practicum) at the district level**. This will allow candidates to qualify for reciprocal licenses by meeting the following conditions (cited from NYSED):

- The applicant has completed a comparable state-approved program at the appropriate level and scope, and that program includes the following minimum academic requirements
  - For SBL, at least 21 semester-hours of graduate level coursework in school leadership in addition to an internship.
  - For SDL, a minimum of 27 semester-hours of graduate level school leadership coursework in addition to an internship.
- Applicants for the SDL certificate must also have a combined total of at least 60 semester-hours of graduate level coursework.

Per MA DESE guidelines, field hours are associated with courses. As such, ADMN 712 (District Level Half-Practicum) is aligned with CAGS 806.

### **Students must go through a simple application process before they begin their SDL (see checklist on last page)**

Here are the steps:

- 1) Students need to submit the following to Marianne Young, Leadership Academy Director before they can register for ADMN 712 and CAGS 806:
  - a) Statement of Intent completed and submitted by March 1, 2023
  - b) Written (e-mail) confirmation from your MCLA (SBL) College Supervisor that
    - i) you are in a position to complete the SDL
    - ii) they are available to oversee it, and
    - iii) a time frame for completion.

- c) Letter of support from a Site Supervisor who has served at the District level for at least three years
  - d) Copy of Site Supervisor’s District Level Administrator license
- 2) Students need to submit the following to their MCLA College Supervisor **before** they will be cleared to register and/or log hours:
- a) Letter of support from the Site Supervisor
  - b) Completed calendar and PSAL Matrix

**Upon successful completion of the SDL internship**, students need to upload to *Canvas* and submit to their MCLA College Supervisor the following:

- c) Completed Practicum Form (Leadership Academy Handbook Appendix C) (original hard copy)
- d) Log of hours (in *Canvas* and hard copy)
- e) Completed Final PSAL Matrix (Leadership Academy Handbook Appendix D) (hard copy)
- f) Request for Licensure Recommendation Form (Leadership Academy Handbook Appendix E) (original hard copy)
- g) Letter of Endorsement from Site Supervisor (original hard copy)
- h) All *Canvas* spaces complete
  - i) Log of Hours
  - ii) PSAL Matrix
  - iii) Administrative Brief
  - iv) Final Reflection
  - v) Supervisors’ Final Evaluation

**Dates for CAGS 806:** registration in March 2023; course runs online from June 1 – July 1, 2023.

Semester	Course #	Course Title	Format	Number of credits	Field hours
June-July 2023	CAGS 806	Review of the Field in Educational Administration	Online	3 credits	
Spring, Summer, or Fall (2022)	ADMN 712*	Half Practicum: District Level	Field	3 credits	300
	<b>Total Optional District Level License</b>			<b>6 credits</b>	<b>300</b>
	<b>Total with both Building Level licensure (31 cr) and additional District Level requirements (6 cr)</b>			<b>37 credits</b>	

**Optional Certificate of Advanced Graduate Study (CAGS)**

- Students completing the Leadership Academy also have the option to complete the CAGS program on-line.
- CAGS candidates will continue the study and development of their managerial skills related to the fiscal, political, personnel, and demographic challenges they may encounter as educational leaders.
- If students elect to complete the CAGS, they are eligible to earn a Superintendent/Assistant Superintendent license by adding a 300 hour half-practicum at the district level (ADMN 712) to the course sequence.

## Superintendent/Assistant Superintendent Licensure (SDL) Application Requirements

This checklist must be submitted with all required documents.

The following must be completed in total and provided in one submission:

A.

Students need to submit the following to Marianne Young, Leadership Academy Director:

Written (e-mail) confirmation from your MCLA (SBL) College Supervisor that

- you are in a position to complete the SDL.
- they are available to oversee it; and
- a time frame for completion.

Letter of support from a Site Supervisor who has served at the District level for at least three years

Copy of Site Supervisor's District Level Administrator license

B.

Students need to submit the following to their MCLA College Supervisor **before** they will be cleared to register and/or log hours:

Letter of support from the Site Supervisor

Completed calendar and PSAL Matrix