Superintendent/Assistant Superintendent Licensure (SDL) OPTION

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 is required for NY licensure (SDL).

Students interested in completing the Superintendent/Assistant Superintendent (SDL) option must submit a statement of intent to enroll by **February 14, 2025**. Link to the Statement of Intent to Enroll Form:

There are three options for ADMN 712 registration:

- *Spring: registration between March 3 – 7, 2025; begin logging hours upon completion of registration. Target completion: August 15, 2025. All application materials due by February 28, 2025.*
- *Summer: registration between April 28 – May 2, 2025; begin logging hours upon completion of registration. Target completion: October 24, 2025. All application materials due by April 25, 2025.*
- *Fall: registration between July 1 – 7, 2025; begin logging hours upon completion of registration. Target completion: December 12, 2025. All application materials due June 27, 2025.*
- Link to Application

For NY candidates: CAGS 806 is in June 2025.

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.

Superintendent/Assistant Superintendent Licensure (SDL) Application Checklist. To be submitted to the Leadership Academy Director in one (1) electronic submission at leadershipacademy@mcla.edu:

_____ Statement of Intent to enroll completed and submitted by February 14, 2025

_____ Written 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.

_____ 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 (screenshot of licensure/certification document will suffice)

_____ Completed PSAL Matrix of Proposed Activities (this can be amended once enrolled and engaged in the internship)

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

     a) Completed Practicum Form (Leadership Academy Handbook) (original hard copy)

     b) Log of hours (in *Canvas* and hard copy)

     c) Completed Final PSAL Matrix (in *Canvas* and hard copy)

     d) Request for Licensure Recommendation Form (Leadership Academy Handbook Appendix E) (original hard copy)

     e) Letter of Endorsement from Site Supervisor (original hard copy)

     f) 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/April 2023; course runs online from June 1 – July 1, 2023.

Semester	Course #	Course Title	Format	Number of credits	Field hours
June 2025	CAGS 806	Review of the Field in Educational Administration	Online	3 credits	
Spring, Summer, or Fall (2025)	ADMN 712*	Half Practicum: District Level	Field	3 credits	300
Total Optional District Level License				**6 credits**	**300**
Total with both Building Level licensure (31 cr) and additional District Level requirements (6 cr)				**37 credits**	