

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



Department of Educational Organization and Leadership Common Assessment Plan (CAP) Policy for Students Admitted to EOL Certification Programs in Fall Semester, 2003, and Thereafter

In accordance with the Council on Teacher Education (CTE) Common Assessment Plan, the following criteria for admission to, continuation of, and completion of EOL Certification Programs will apply to all students admitted for the Fall Semester, 2003, and thereafter. Informing candidates of these requirements, monitoring candidates progress in meeting these requirements, and reporting on the completion of these requirements by all candidates for administrative certification is the responsibility of the department's Clinical Experience Program Coordinator (CEPC) and requires the support of the EOL Department Head and the Educational Administration Faculty.

Admission

1. Applicants must meet admission requirements of the Graduate College and the EOL Department.
2. Applicants must pass the Illinois Certification Testing System (ICTS) Test of Basic Skills. Most EOL Applicants will have passed this test to obtain their Illinois teacher certification. Out-of-state applicants or others who have not passed the test may register for the test online at www.icts.nesinc.com. Additional information on test dates and preparation guides is available through the Council on Teacher Education at teachercertification@illinois.edu.
3. The EOL Department will need to present information on the Common Assessment Plan Requirements, including Professional Portfolio Requirements, to all students admitted as certification candidates in the Fall Semester, 2003, and thereafter.

Continuation

1. Certification candidates admitted to EOL Department Certification Programs must maintain a minimum UIUC Graduate GPA of 3.0 and a minimum certification GPA of 2.5 in content area and professional education courses. This includes all of the courses required for administrative certification.
2. Certification candidates must complete the UIUC Professional Education Assessment in Administration during the first semester of their enrollment (see attached Prompts for School Leaders). This test will be available through CTE at www.cote.uiuc.edu/. Test results will be evaluated by CTE and reported to the department.
3. Certification candidates must begin their Professional Program Portfolios in their first semester and continue to contribute required materials and information to their Portfolios, as specified by the appropriate Professional Program Portfolio Plan, throughout the certification program (see Policy on Professional Program Portfolio Plans for General Administrative and Superintendent Endorsements).

4. Certification candidates who enroll in EOL 560 Clinical Experience in Administration must obtain the following clearances before any field placement may be made:
 - a) Clearance through a Criminal Background Check conducted through the Council on Teacher Education Office. Prior to the semester in which the clinical experience will begin, candidates must complete an Authorization for Criminal Background Check form. This form may be obtained from the CEPC. This authorization must be on file with the Council on Teacher Education before the on-site field experience can begin.
 - b) Clearance through completion of bloodborne pathogens training. Students must successfully complete this training before their on-site experience can begin. This test is accessible through the CTE web page at www.cote.uiuc.edu/. In addition, a completed Bloodborne Pathogens School/Agency-Specific Questionnaire must be forwarded to the CEPC,

Completion

1. To be recommended for certification to the Illinois State Certification Board, certification candidates must successfully complete all require course work with a minimum GPA of 2.5 and a minimum UIUC graduate GPA of 3.0.
2. Certification candidates must complete the UIUC Professional Education Assessment in Administration during the final semester of their enrollment. This test will be available through the CTE web page at www.cote.uiuc.edu/.
3. Certification candidates must successfully complete and submit for evaluation their Professional Program Portfolios begun in their first semester and continued throughout their certification program. Professional Program Portfolio evaluations will be conducted by the CEPC using CTE approved scoring rubric.
4. Certification candidates must successfully complete their internship/clinical experience as documented by CTE and all program-defined, performance-based assessments.
5. Certification candidates must pass the ICTS test in Administration. Completion of the state test in administration will be monitored by the CTE Certification Officer.
6. Certification candidates must receive a recommendation for certification from the EOL Clinical Experiences Program Coordinator. This recommendation will reflect approval of the Area of Specialization Committee for Administration and Verification of Clinical Experience by their Faculty Supervisor and the EOL Department Head.
7. Certification candidates must be awarded a master's degree or certification of advanced study or the equivalent; be a U.S. Citizen or legally present and authorized to work, of good character and in good health, and at least 19 years of age. Determination of degree completion and other qualifications will be made by the CTE Certification Officer.
8. Certification candidates are individually responsible for applying to the Illinois State Certification Board for their administrative certificates through the CTE.