The Educational Specialist Certificate Program is a 60-credit program. In most cases, someone entering the program already holds a master’s degree in educational leadership. Coursework completed in a master’s program in educational leadership is typically accepted toward the 60-credit requirement. At a minimum, 24 of the 60 credits must be completed at UW–Madison.

The Educational Specialist Certificate Program is most often completed by someone seeking a superintendent license. In Wisconsin, to be eligible for a superintendent license, you must either be in a Ph.D. program and have completed preliminary exams (dissertation proposal) or hold an educational specialist certificate.

ADMISSIONS

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.

Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>April 1</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Not required.</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
</tbody>
</table>

Other Test(s) (e.g., GMAT, MCAT) | n/a |

Letters of Recommendation Required | 3 |

Admission to the department is based, in part, on the following criteria: undergraduate GPA in the last 60 hours of undergraduate work, GPA on 9 or more graduate credits, three letters of recommendation from persons who are qualified to judge the applicant’s academic and professional competence, resume, transcripts, and a ‘reasons for study’ essay.

The GRE is not required for admission to the Educational Specialist Certificate program.

The Educational Specialist Certificate is most often completed to earn superintendent certification/licensure.

For information regarding admissions criteria, deadlines and the application process, see Admissions (http://elpa.education.wisc.edu/elpa/admissions/) on the department website.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

MAJOR REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions

**Evening/Weekend**: These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.

**Online**: These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules. Take advantage of the convenience of online learning while participating in a rich, interactive learning environment. For more information about the online nature of a specific program, contact the program.

**Hybrid**: These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.

**Accelerated**: These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of on-campus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

CURRICULAR REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>60 credits</td>
</tr>
<tr>
<td>Credit</td>
<td>Requirement</td>
</tr>
</tbody>
</table>
Minimum Residence Credit Requirement 24 credits

Minimum Graduate Coursework Requirement Half of degree coursework (30 credits out of 60 total credits) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide (https://registrar.wisc.edu/course-guide/).

Overall Graduate GPA Requirement 3.00 GPA required.

Other Grade Requirements The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

Assessments and Examinations Contact the program for information on required assessments and examinations.

Language Requirements Contact the program for information on any language requirements.

REQUIRED COURSES
The following minimal requirements will satisfy the Educational Specialist Certificate in Educational Leadership & Policy Analysis.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELPA 702</td>
<td>Introduction to Educational Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

Category II 15

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELPA 832</td>
<td>Resource Allocation for Equity and Social Justice</td>
</tr>
<tr>
<td>ELPA 846</td>
<td>The School Superintendency</td>
</tr>
<tr>
<td>ELPA 860</td>
<td>Organizational Theory and Behavior in Education</td>
</tr>
<tr>
<td>ELPA 870</td>
<td>The Politics of Education</td>
</tr>
<tr>
<td>ELPA 875</td>
<td>Theory and Practice of Educational Planning</td>
</tr>
</tbody>
</table>

Category III 30

At least ten (10) additional courses including at least thirty (30) graduate credits selected from any courses in Educational Leadership & Policy Analysis. (A maximum of three (3) graduate credits of ELPA 990 or ELPA 999 may be included in the 30 credits.) Students seeking Superintendent Certification need to incorporate required coursework into Category III. In addition to Category II course work, Superintendent Certification requires:

ELPA 890 Applied Research in Educational Administration

Research Methods and Statistics Courses 6

At least two (2) courses including six (6) graduate credits of research courses distributed as follows:

1. An introductory statistics course which includes descriptive statistics, central tendency, probability, inference, and variance.
2. The research requirement for the Educational Specialist Certificate shall be satisfied by completing ELPA 824.

Supporting Courses 6

At least two (2) courses including six (6) graduate credits of supporting coursework in teaching and learning (typically one course in curriculum and instruction and one additional course). Additional courses in teaching and learning are recommended.

Total Credits 60

Program Approval
The Education Specialist Certificate Program plan (as well as any subsequent amendments and changes) must be submitted and approved by the department as soon as is practicable following admission to the program.

Specialist Paper
The department has established the following criteria as guidelines for the specialist paper:

- The specialist paper should be derived from a current, practical problem which is researchable and limited in scope.
- The specialist paper should have the approval, cooperation, or collaboration of the governing board or administration of an educational institution when appropriate.
- The specialist paper should utilize applied, market, or policy research.
- The specialist paper should result in recommendations for action.
- The design and methodology for the specialist paper will be developed by the student and major professor and reviewed and approved by a three-person faculty committee which will also conduct the oral examination on the completed specialist paper.

POLICIES

PROFESSIONAL DEVELOPMENT

GRADUATE SCHOOL RESOURCES
Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

PEOPLE

Faculty: Professor Jerlando Jackson (chair); Professors Conrad, Diamond, Halverson, Kelley, Mead, Miller, Underwood, Wang, Welton, Winkle-Wagner; Associate Professor Hillman; Assistant Professors Burt, Goff, McQuillan; Clinical Professors Crim, Sramek, Salzman