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). Courses required are CAGS 806 which is offered online in June and July, and ADMN 712 (Half Practicum: District Level).

Registration for CAGS 806 is in March 2021. There are three options for ADMN 712 registration:

- **Spring**: registration in March 2021; begin logging hours on March 15, 2021. 
  Target completion: August 15, 2021
- **Summer**: registration in May 2021; begin logging hours on May 17, 2021. 
  Target completion: October 15, 2021
- **Fall**: registration in July 2021; begin logging hours July 19, 2021. 
  Target completion: December 30, 2021

Link to application:

Note:
Massachusetts students seeking an additional 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.

For New York candidates: per MA DESE guidelines, field hours are associated with courses. As such, ADMN 712 (District Level Half-Practicum) is aligned with ADMN 806.

Students must go through a simple application process before they begin their SDL. Here are the steps:

1) Students need to submit the following to Michelle Delisle before they can register for ADMN 712 and CAGS 806:
   a) Written (e-mail) confirmation to Michelle Delisle 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.
   b) Letter of support from an On-site Supervisor
c) Copy of On-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 On-site Supervisor
   b) Completed calendar and PSAL Matrix

3) Upon successful completion of the SDL internship, students need to upload to *Digication* and submit to their MCLA College Supervisor the following:
   a) Completed Practicum Form (Handbook Appendix C) (original hard copy)
   b) Log of hours (in *Digication* and hard copy)
   c) Completed Final PSAL Matrix (Handbook Appendix D) (hard copy)
   d) Professional Portfolio (*Digication*)
   e) Request for Licensure Recommendation Form (Handbook Appendix E) (original hard copy)
   f) Letter of Endorsement from On-site supervisor (original hard copy)
   g) All *Digication* spaces complete
      i) Log of Hours
      ii) PSI Matrix
      iii) Administrative Brief
      iv) Final Reflection
      v) Supervisor’s Final Evaluation

Optional Certificate of Advanced Graduate Study (CAGS) Pathway

- Students completing the 2019 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 found on p.7 in the 2019 Leadership Academy Handbook.


<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Format</th>
<th>Number of credits</th>
<th>Field hours</th>
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<tbody>
<tr>
<td>June-July 2020</td>
<td>CAGS 806</td>
<td>Review of the Field in Educational Administration</td>
<td>Online</td>
<td>3 credits</td>
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<tr>
<td>Spring, Summer, or Fall (2020)</td>
<td>ADMN 712*</td>
<td>Half Practicum: District Level</td>
<td>Field</td>
<td>3 credits</td>
<td>300</td>
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<td>6 credits</td>
<td>300</td>
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<tr>
<td>Total with both Administrative licensure (31 cr) and additional District Level requirements (6 cr)</td>
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<td></td>
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<td>37 credits</td>
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