GUIDELINES

Level 1: School Administrator's Certificate

Level 2: Principal's Certificate

Manitoba Education,
Citizenship and Youth

Education Administration Services Branch
Professional Certification Unit

Box 700
Russell, Manitoba
R0J 1W0

Professional Certification Unit
1-800-667-2378
1-204-773-2998
Fax (204) 773-2411
Email: certification@gov.mb.ca
Website: www.edu.gov.mb.ca\certification

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LEVEL 1: SCHOOL ADMINISTRATOR'S CERTIFICATE

LEVEL 2: PRINCIPAL'S CERTIFICATE

Introduction

Manitoba Regulation 515/88 of The Education Administration Act recognizes two levels of certificates.

Level 1: School Administrator's Certificate
Level 2: Principal's Certificate

School divisions may select those who hold, or those who may qualify for the above certificates; however, these certificates may not be required in order to accept an administrative position.

Qualifications

Master's or Doctoral degree in Educational Administration will complete the **academic** requirements for both the Level 1: School Administrator's certificate and the Level 2: Principal's certificate.

Level 1: School Administrator's Certificate

A **valid** Manitoba Permanent Professional Teaching Certificate is required **plus** a minimum of three (3)-years of teaching experience.

· 120 contact hours of accredited professional development ; **or**

· A **maximum** of 6-credit hours of approved university course work at the 500 level or above, plus 60 contact hours of accredited professional development activities; **or**

· 3-credit hours of approved university course work at the 500 level or above, plus 90 contact hours of accredited professional development activities.

Level 2: Principal's Certificate

A **valid** Level 1: School Administrator's Certificate is required **plus**, two (2) full years as Vice-Principal or Principal at 100 % time. Experience will be pro-rated based on the percentage.

· 180 contact hours of requisite university coursework in educational administration and accredited professional development combined.

· The **requisite** is 9-credit hours of approved university coursework in educational administration, plus 90 contact hours of accredited professional development activities; **or**

· 18 credit hours of approved university courses in educational administration.

Contact Hour Requisite

Contact hours are achieved through a combination of accredited professional development activities and approved university course work in educational administration at the post-baccalaureate level (500 level or above).

Level 1: School Administrator's Certificate - **120 contact hours**
Level 2: Principal's Certificate - **180 contact hours**
Total 300 contact hours

A **minimum** number of contact hours are required in all competencies towards each certificate level. Contact hours are applied to one level and cannot be duplicated in another level. Surplus contact hours will be forwarded to the Level 2 requirements.

Level 1: School Administrator's		**Level 2: Principal's**	
Leadership	15	Leadership	20
Instruction	15	Instruction	20
Management	15	Management	20
Personnel	15	Personnel	20
Total	**120**	**Total**	**180**

Competency Description

Leadership:
Leadership style; change/implementation process; organization and policy development; use of research; problem-solving; program planning; group processes; communication; student relations; community relations; mediation and conflict resolution.

Instruction:
Instructional objectives; curriculum design and delivery strategies; cognitive development and sequencing of curricula; development of valid performance indicators; use of computers and other technology instruction; developing and using community resources; cost effective analysis and program budgeting; evaluation of instructional program.

Management:
School organization; finances; budgeting; policies; record keeping; legislation and regulations; facility planning and maintenance and operation.

Personnel:
Staff selection; staff supervision and evaluation; staff development and motivation; human relations; organizational behaviour.

Contact Hour Designation

All *curren*t and *succeeding* professional development sessions must be registered at our office by the sponsoring organization prior to the session dates to ensure accreditation. Credit will not be granted to sessions not registered and accepted by our office, (PCSRU) and retroactive accreditation will not be granted. All registered professional development activities will be given a registration number that identifies accreditation. Sessions without a registration number are not eligible for credit.

Eligible professional development activities must be a minimum of two (2) full days in length to receive credit and a maximum of 60 contact hours may be completed from one organization or school division towards each level.

University course work - 10-contact hours per credit hour (e.g.) a three (3)-credit hour course = 30-contact hours; audited or non-credit course work will not be granted credit.

Accredited Professional Development - a workshop will involve five (5)-contact hours per day and be two full days in length as a minimum.

Facilitating Accredited Professional Development - will receive credit to a **maximum** of twenty (20)-contact hours for two workshops on separate topics towards the Level 2: Principal's certificate.

Conference Format - sessions with a conference format will receive two (2) contact hours per full day with a maximum of 10-contact hours in conferences credited towards each level of certificate.

Professional development not eligible for credit includes - committee work and sessions unrelated to the four areas of competency in school administration.

Procedures

Accredited Professional Development - Fax or mail a copy of the achievement certificate and ensure the accreditation/reference number is available on the achievement certificate.

Accredited professional development activities must be recorded in our office within 2-years of completing the session. Achievement certificates are invalid if submitted more than two (2) years past the date of completion.

Out-of-Province Professional Development - Fax or mail a copy of the achievement certificate and include a session description.

Approved university coursework - Mail an official university transcript as verification. **(See list of approved courses outlined in Appendix A)**. Photocopied or faxed transcripts and student grade reports and not accepted.

Out-of-Province university coursework – Mail an official university transcript as verification. Include course description to outline the course content.

Appeal Process - A request for an appeal should be submitted in writing to the Professional Certification Unit for review. All requests will be considered and a reply returned in writing.

Certification Fee Schedule

- Level 1 : School Administrator's Certificate.. $60.00

- Level 2 : Principal's Certificate $60.00

Payment accepted by Cheque, money order, Visa, or MasterCard.

A cheque or money order should be payable to the Minister of Finance and mailed to the address below.

A credit card request may be telephoned in or a credit card request form found on last page of guideline should be completed and mailed. All requests are confidential and a receipt will be issued and mailed.

The certification fee schedule is subject to change without notice.

Inquiries

The Professional Certification Unit
Box 700
Russell MB R0J 1W0
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APPENDIX A

APPROVED UNIVERSITY COURSE WORK

Audited or non-credit course work will not be granted credit

UNIVERSITY OF MANITOBA

LEADERSHIP

EDUA 5010   Introduction to Educational Administration

EDUA 5030   Management of Educational Institutions

EDUA 5240   Problems in Cross-Cultural Education

EDUA 7020   Politics of Education

EDUA 7060   Organizational Planning and Development in Education

EDUA 7070   The Analysis of Educational Organizations

EDUA 5550   Psychology of Human Relationships

INSTRUCTION

EDUA 5020   Principles of Curriculum Development

EDUA 5060   Principles of Instructional Supervision

EDUA 7080   Principles of Curriculum Organization and Implementation

EDUA 5500   Theories & Issues in School Counselling

EDUB 5340   Foundations of Literacy

EDUB 7980   Supervision of Educational Programs

University of Manitoba continued

MANAGEMENT

EDUA 5010   Introduction to Educational Administration

EDUA 5030   Management of Educational Institutions

EDUA 7030   Educational Finance

EDUA 7040   Legal Aspects of Education

EDUA 7050   Theoretical Perspectives on Educational Administration

EDUA 7060   Organizational Planning and Development in Education

EDUA 7070   The Analysis of Educational Organizations

PERSONNEL

EDUA 5040   Personnel Administration in Education

EDUA 5070   Organizational Behaviour in Educational Institutions

EDUA 7010   Educational Administration as a Field of Study and Practice

EDUB 5870   Mentoring for Teachers

GENERAL TITLES

Some courses with generic titles may require a course outline to determine the area of competency in educational administration.

EDUA 5080   Recent Developments in Educational Administration I

EDUA 5090   Recent Developments in Educational Administration II

EDUA 5100   Issues in the Administration of Education

EDUA 7090   Seminar in Administrative Problems in Education

EDUA 7100   Topics in Educational Administration (Reading) I

EDUA 7110   Topics in Educational Administration (Field) II

LE COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE

Courses equivalent to the calendar at the University of Manitoba are accepted under the same areas of competency.

BRANDON UNIVERSITY

LEADERSHIP

01.534 The Community, the School and the Classroom Teacher

01.540 Introduction to the Politics of Education

01.541 Introduction to Educational Administration

01.542 Administrative Leadership in Education Institutions

04.532 Theories and Practice of Small Group Leadership in Education

INSTRUCTION

01.523 Designing Curriculum for Early Childhood

01.550 Computer Applications in Education Administration

03.580 Introduction to Curriculum

03.650 Implementation & Evaluation of Curricular Change

04.504 Guidance and Counselling

MANAGEMENT

01.540 Introduction to the Politics of Education

01.541 Introduction to Educational Administration

01.544 The Economic Context of Educational Administration

01.545 Introduction to Educational Planning

01.547 Histories and Development of Organizational Theory

01.549 School Administration and the Law

Brandon University continued

PERSONNEL

01.546   Organizational Development in Education

01.543   Supervisory Relationships

GENERAL TITLES

Some courses from Brandon University may require a course outline to determine the area of competency in educational administration.

01.548   Practicum in Educational Administration

01.599   (Research) Seminar in Educational III

04.599   (Research) Seminar in Education I

07.560   Overview of Educational Issues

MASTER'S THESIS OR DOCTORAL DISSERTATION

May be considered for credit towards the administrative certificates. Please submit a description of the Thesis and Dissertation subject.

Manitoba

CREDIT CARD SERVICE REQUEST FORM

If you wish to use your credit card for method of payment, this form must be completed and accompany request.

PROFESSIONAL CERTIFICATION UNIT			
TYPE OF SERVICE	FEE AMOUNT	QUANTITY	TOTAL
Level I Administrator Certificate	60.00		
Level II Administrator Certificate	60.00		
TOTAL			

Method of Payment

Visa ☐		MasterCard ☐
Credit Card Number		
Cardholder Name		Expiry Date
Signature		

For Office Use Only:	
Authorization Number:	
Name:	Receipt Number