



## **PRINCIPAL K-12 Certification Requirements**

I. Below are two avenues which may be utilized for individuals to qualify for administrative certification in order to serve as a principal, vice principal or assistant principal in Pennsylvania's public schools. The requirements offer more flexibility for obtaining a Pennsylvania Administrative Certificate.

### **1. Administrative Level I Certification**

The Pennsylvania Department of Education (PDE) will issue the Level I Administrative Certificate to an applicant who:

- Holds a bachelor's degree.
- Satisfies the requirements set forth in section 24 P.S. § 12-1209.
- Provides verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process."
- Completes an approved program of graduate study in educational leadership. (Preparation completed out-of-state must meet Pennsylvania standards.)
  - Provides proof of completion of the graduate program by either submitting the recommendation for certification by the authorized certification officer or by submitting the transcript indicating completion of a graduate program in education and conferral of graduate degree from an approved college or university.
- Presents evidence of satisfactory achievement on the Praxis test required for administrative certification.

### **2. Provisional Administrative Level I Certification**

PDE will issue a Provisional Level I Administrative Certificate to an applicant who:

- Holds a bachelor's degree.
- Satisfies the requirements set forth in section 24 P.S. § 12-1209.
- Provides verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process."
- Provides verification of an offer of employment as a principal, vice principal or assistant principal.

- Within two years of employment as a principal, vice principal or assistant principal, the provisional certificate holder must either:
  - Complete an approved administrator preparation program; and
  - Demonstrate knowledge and understanding of school law by presenting evidence of satisfactory achievement on the praxis test required for administrative certification.

**OR**

- Provide proof of completion of an Introductory Pennsylvania Inspired Leadership (PIL) program approved by PDE; and
- Demonstrate knowledge and understanding of school law by presenting evidence of satisfactory achievement on the Praxis test required for administrative certification.

## **II. Administrative Level II Requirements**

PDE will issue an Administrative II Certificate to either Administrative I or Provisional Administrative I certificate holders within five years of employment for the first time in the position as principal, vice principal or assistant principal who:

- Complete the PIL Induction Program required for principals, vice principals and assistant principals pursuant to section 24 P.S. § 11-1109.
- Provide evidence of the completion of three years of satisfactory service.

Both Administrative Certificates and Provisional Administrative Certificates are valid for five years of service and cannot be renewed.