Superintendent's Letter of Eligibility

The Pennsylvania Department of Education will issue the appropriate Letter of Eligibility for consideration for appointment as a District Superintendent to an applicant who shall:

1. Either: a) Have completed a Pennsylvania approved graduate-level program of educational administrative study minimally approximating two full academic years for the preparation of chief school administrators; or b) have been prepared through an out-of-state graduate-level program equivalent to those approved in this Commonwealth.

2. Have received the recommendation of the preparing institution for certification as a chief school (district-level) administrator, or, if prepared through an out-of-state institution, holds a comparable certificate issued by another state for professional service in the public schools of that state.

3. Have provided evidence of six years of instructional, educational specialist and supervisory and administrative service of which at least three of the six years must have been in a supervisory or administrative capacity.

4. Provide evidence of satisfactory achievement on assessments prescribed by the Department under Section 49.18(a).

All applicants must submit an online application using the Teacher Information Management System (TIMS). Applications must be accompanied by necessary documentation in order to verify qualifications for certification, including test results sent directly to PDE by the test vendor. Transcripts are not necessary for persons recommended by Pennsylvania institutions. Out-of-state graduates should include an official copy of transcripts in a college-sealed envelope, a copy of a comparable out-of-state certificate (if held) and preparation program approval on form PDE 338A. Experience performed outside of PA should be verified on form PDE 338V.

A listing of colleges and universities that have Pennsylvania-approved certification programs for the Superintendent's Letter of Eligibility can be found under Approved Certification Programs.