

**DEPARTMENT OF EDUCATION  
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Section 1205(b) (14 **Del.C.** §1205(b))  
14 **DE Admin. Code** 1595

**FINAL**

**REGULATORY IMPLEMENTING ORDER**

**1595 Certification Programs for Leaders in Education**

**I. SUMMARY OF THE EVIDENCE AND INFORMATION SUBMITTED**

The Professional Standards Board, acting in cooperation and consultation with the Department of Education, seeks the consent of the State Board of Education to amend 14 **DE Admin. Code** 1595 Certification Programs for Leaders in Education. The regulation concerns the requirements for certification of educational personnel, pursuant to 14 **Del.C.** §1220(a). This regulation is being amended to change the adoption and renewal process involving certification programs for leaders in education. This regulation sets forth the requirements for a Certification Programs for Leaders in Education.

Notice of the proposed adoption of the regulation was published in the Delaware *Register of Regulations* on October 1, 2015. The notice invited written comments. Comments were received from the State Council for Persons with Disabilities and the Governor's Advisory Council for Exceptional Citizens. The suggestions that were made by both groups were considered by the Professional Standards Board, but no changes were made at this time.

**II. FINDINGS OF FACTS**

The Professional Standards Board and the State Board of Education find that it is appropriate to adopt this regulation to comply with changes in statute.

**III. DECISION TO ADOPT THE REGULATION**

For the foregoing reasons, the Professional Standards Board and the State Board of Education conclude that it is appropriate to adopt the regulation. Therefore, pursuant to 14 **Del.C.** §1205(b), the regulation attached hereto as Exhibit "A" is hereby adopted. Pursuant to the provision of 14 **Del.C.** §122(e), the regulation hereby adopted shall be in effect for a period of five years from the effective date of this order as set forth in Section V. below.

**IV. TEXT AND CITATION**

The text of the regulation adopted shall be in the form attached hereto as Exhibit "A", and said regulation shall be cited as 14 **DE Admin. Code** 1595 of the *Administrative Code of Regulations* of the Professional Standards Board.

**V. EFFECTIVE DATE OF ORDER**

The effective date of this Order shall be ten (10) days from the date this Order is published in the Delaware *Register of Regulations*.

**APPROVED BY THE PROFESSIONAL STANDARDS BOARD THE 5<sup>th</sup> DAY OF NOVEMBER, 2015**

Bryon Murphy, Chair	Cristy Greaves
Diane Albanese	Darren Guido
Amber Augustus	David Kohan
Linda Brown (absent)	Rosaria Macera
Jennifer Burton	Darlene O'Neill
Stephanie DeWitt	Mary Pinkston
Nelia Dolan	Stephanie Smith
Laura Glass	Sue Smith

**IT IS SO ORDERED** the 19<sup>th</sup> day of November, 2015.

**Department of Education**

Steven Godowsky, Secretary of Education

Approved this 19<sup>th</sup> day of November, 2015.

**State Board of Education**

Teri Quinn Gray, Ph.D., President

G. Patrick Heffernan

Jorge L. Melendez, Vice President (not present)

Barbara B. Rutt

Nina Lou Bunting

Terry M. Whittaker, Ed.D. (not present)

Gregory B. Coverdale, Jr.

**1595 Certification Programs for Leaders in Education**

**1.0 Content**

This regulation shall apply to Certification Programs for Leaders in Education, pursuant to 14 **DE Admin. Code** 1591 School Principal and Assistant School Principal, 14 **DE Admin. Code** 1592 Certified Central Office Personnel, 14 **DE Admin. Code** 1593 Superintendent or Assistant Superintendent, and 14 **DE Admin. Code** 1594 Special Education Director.

**2.0 Definitions**

2.1 The definitions set forth in 14 **DE Admin. Code** 1505 Standard Certificate, including any subsequent amendment or revision thereto, are incorporated herein by reference.

2.2 The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:

“**Certified Central Office Personnel**” means Directors, Supervisors, Administrative Assistants, Coordinators, and Managers in instructional areas.

“**Cohort**” means a group of educators that begins and finishes a course of study or certification program as an entity.

“**School Principal**” means a School Principal or an Assistant School Principal.

“**Secretary**” means the Delaware Secretary of Education

“**Superintendent**” means a Superintendent or an Assistant Superintendent.

**3.0 Minimum Requirements for Leaders in Education Programs**

**3.1 School Principal Certification Program**

3.1.1 A School Principal Certification Program must include the following minimum components:

3.1.1.1 A minimum of two hundred (200) hours of graduate level coursework or the equivalent in professional development with a focus on the responsibilities of a school principal and aligned with 14 **DE Admin. Code** 1590 Delaware Administrator Standards, 14 **DE Admin. Code** 1597 Delaware Professional Teaching Standards, 14 **DE Admin. Code** 1598 Delaware Professional Development Standards and DPAS for Administrators. The course work or equivalent professional development must be completed prior to a residency, internship or clinical experience;

3.1.1.2 A minimum of six hundred (600) hours of residency, internship, or clinical experience under the mentorship of a currently employed effective or highly effective building level administrator in a public school who is licensed in Delaware and holds a standard certificate under 14 **DE Admin. Code** 1591;

3.1.1.3 An additional one hundred (100) hours of professional development during and/or after the residency, internship or clinical experience in areas appropriate for a school principal;

3.1.1.4 Training and successful certification and calibration in DPAS; and

3.1.1.5 An evaluation process that includes evaluation of the participant for competency, and feedback regarding the clinical placements, mentors and the program’s coursework or professional development.

**3.2 School Principal Course of Study**

3.2.1 A School Principal Course of Study must include the following minimum components:

3.2.1.1 The course of study must have a focus on the responsibilities of a school principal and be aligned with 14 **DE Admin. Code** 1590 Delaware Administrator Standards, 14 **DE Admin. Code** 1597 Delaware Professional Teaching Standards, 14 **DE Admin. Code** 1598 Delaware Professional Development Standards and DPAS for Administrators.

- 3.2.1.2 A minimum of eighteen (18) graduate level credit hours or their equivalent in professional development provided by a regionally accredited college or university;
- 3.2.1.3 A minimum of two-hundred and forty (240) additional clinical hours equitably distributed within the course of study. The clinical hours must be completed under the mentorship of currently employed effective or highly effective building level administrators;
- 3.2.1.4 Training and successful certification and calibration in DPAS; and
- 3.2.1.5 An evaluation process that includes evaluation of the participant for competency, and evaluation of the course of study's effectiveness including the clinical placements, mentors, and the coursework or professional development.

### 3.3 **Certified Central Office Personnel Certification Program**

3.3.1 A Certified Central Office Personnel Program must include the following minimum components:

- 3.3.1.1 A minimum of two hundred (200) hours of graduate level coursework or the equivalent in professional development aligned with 14 **DE Admin. Code** 1590 Delaware Administrator Standards, 14 **DE Admin. Code** 1597 Delaware Professional Teaching Standards, 14 **DE Admin. Code** 1598 Delaware Professional Development Standards and DPAS for Administrators, with a focus on the responsibilities of a Director, Supervisor, Administrative Assistant, Coordinator or Manager in an instructional area. The course work or equivalent professional development must be completed prior to a residency, internship or clinical experience;
- 3.3.1.2 A minimum of six hundred (600) hours of a residency, internship or clinical experience under the mentorship of a currently employed effective or highly effective administrator in a public school system who is licensed in Delaware and holds a standard certificate under 14 **DE Admin. Code** 1592;
- 3.3.1.3 An additional one hundred (100) hours of professional development during and/or after the residency, internship or clinical experience in areas appropriate for an instructional area Director, Supervisor, Administrative Assistant, Coordinator or Manager;
- 3.3.1.4 Training and successful certification and calibration in DPAS; and
- 3.3.1.5 An evaluation process that includes evaluation of the participant for competency, and evaluation of the program effectiveness including the clinical placements, mentors, and the program's coursework or professional development.

### 3.4 **Superintendent Certification Program**

3.4.1 A Superintendent Program must include the following minimum components:

- 3.4.1.1 A minimum of two hundred and fifty (250) hours of graduate level coursework or the equivalent in professional development aligned with 14 **DE Admin. Code** 1590 Delaware Administrator Standards, 14 **DE Admin. Code** 1597 Delaware Professional Teaching Standards, 14 **DE Admin. Code** 1598 Delaware Professional Development Standards and DPAS for Administrators, with a focus on the responsibilities of a superintendent. The course work or equivalent professional development must be completed prior to a residency, internship or clinical experience;
- 3.4.1.2 A minimum of six hundred (600) hours of a residency, internship or clinical experience under the mentorship of a currently employed effective or highly effective superintendent in a public school system who is licensed in Delaware and holds a standard certificate under 14 **DE Admin. Code** 1593;
- 3.4.1.3 An additional one hundred (100) hours of professional development during and/or after the residency, internship or clinical experience in areas appropriate for a Superintendent;
- 3.4.1.4 Training and successful certification and calibration in DPAS; and
- 3.4.1.5 An evaluation process that includes evaluation of the participant for competency, and evaluation of the program effectiveness including the clinical placements, mentors, and the program's coursework or professional development.

### 3.5 **Special Education Director Certification Program**

3.5.1 A Special Education Director Program must include the following minimum components:

- 3.5.1.1 A minimum of two hundred and fifty (250) hours of graduate level coursework or the equivalent in professional development aligned with 14 **DE Admin. Code** 1590 Delaware Administrator Standards, 14 **DE Admin. Code** 1597 Delaware Professional Teaching Standards, 14 **DE Admin. Code** 1598 Delaware Professional Development Standards and DPAS for Administrators, with a focus on exceptional children/special education. The course work or equivalent professional development must be completed prior to a residency, internship or clinical experience;

- 3.5.1.2 A minimum of six hundred (600) hours of a residency, internship or clinical experience under the mentorship of a currently employed effective or highly effective Special Education Director in a public school system who is licensed in Delaware and holds a standard certificate under 14 **DE Admin Code**. 1594;
- 3.5.1.3 An additional one hundred (100) hours of professional development during and/or after the residency, internship or clinical experience in areas appropriate for a Special Education Director;
- 3.5.1.4 Training and successful certification and calibration in DPAS; and
- 3.5.1.5 An evaluation process that includes evaluation of the participant for competency, and evaluation of the program effectiveness including the clinical placements, mentors, and the program's coursework or professional development.

#### 4.0 Application Approval Procedure

- 4.1 An application for a certification program pursuant to 14 **DE Admin. Code** 1595 Certification Programs for Leaders in Education will be reviewed in the following sequence:
  - 4.1.1 Applications must be submitted to the Standards Board well in advance of the prospective initiation of the program or course of study's cohort to allow for the review and approval process to be completed.
  - 4.1.2 A designee of the Standards Board will screen each application for completeness. Incomplete applications will not be processed and the applicant will be notified.
  - 4.1.3 The complete application will be forwarded to the Standards Board's Licensure and Certification Criteria Committee for initial review and recommendation. The complete application will also be forwarded to the Secretary or his designee.
  - 4.1.4 The recommendation and comments from the Standards Board's Licensure and Certification Criteria Committee shall be submitted to the Standards Board for consideration. The Standards Board shall decide upon a recommendation as to the approval of the program, the duration, and any special considerations or conditions.
  - 4.1.5 ~~The recommendation of the Standards Board shall be submitted to the State Board for their recommendation to approve or deny the application.~~
  - 4.1.6 The Standards Board's ~~and State Board~~ recommendations shall be submitted to the Secretary for the final approval or denial of the certification program.
- 4.2 Programs are initially approved for two (2) cohorts. However if the recommendations of the Standards Board's Licensure and Certification Criteria Committee, and the Standards Board ~~and the State Board~~ are unanimous in their recommendation to approve for three (3) cohorts, the Secretary may approve the program for three (3) cohorts.
- 4.3 Program Renewal
  - 4.3.1 Renewal is necessary for continued program approval.
    - 4.3.1.1 The renewal request must be made at least nine (9) months prior to approval expiration and must contain an updated application including program success and evaluation information.
    - 4.3.1.2 The applicant must submit all requested information for continued approval.
    - 4.3.1.3 The applicant is responsible for establishing the effectiveness of the program.
    - 4.3.1.4 A certification program may be renewed for up to an additional three (3) cohorts, contingent upon meeting all requirements.
  - 4.3.2 ~~The Standards Board recommendations, program data and evaluations will be considered to determine the continued approval of the program. The renewal application, including the program data and evaluations, and any additional information submitted by the applicant, shall be submitted to the Secretary and shall be considered in the approval determination.~~
  - 4.3.3 ~~Additional evidence submitted to the Standards Board may also be considered.~~
  - 4.3.4 A designee of the ~~Standards Board~~ Secretary will shall screen each renewal application for completeness. Incomplete applications will not be processed and the applicant will be notified. Complete renewal applications will be forwarded to the State Board.
    - 4.3.4.1 ~~The complete renewal application will shall be forwarded to the Standards Board's Licensure and Certification Criteria Committee for initial review and recommendation. The complete renewal application will also be forwarded to the Secretary or his designee~~ State Board. The Secretary or designee shall provide a presentation to the State Board outlining the renewal application.
    - 4.3.4.2 ~~The recommendation and comments of the Standards Board's Licensure and Certification Criteria Committee shall be submitted to the Standards Board for consideration. The Standards Board~~

~~shall make a recommendation as to the renewal of the program, the duration, and any special considerations or conditions.~~

~~4.3.4.3 The recommendation of the Standards Board shall be submitted to the State Board for their recommendation to approve or deny the renewal application.~~

~~4.3.43.42 The Standards Board and State Board recommendations shall be submitted to the Secretary for the final approval or denial of the renewal application. After review of the renewal application the State Board shall submit their recommendation to the Secretary for the final approval or denial of the renewal application.~~

~~4.3.3.3 The Secretary shall review and make a decision as to the renewal of the program, the duration, and any special considerations or conditions.~~

~~4.3.5 Renewal of a certification program may be for up to an additional three (3) cohorts, contingent upon meeting all requirements.~~

## **5.0 Accountability and Evaluation**

5.1 All programs will be evaluated for fidelity to the approved application.

5.2 At least biannually on the first day of December and June, upon request at any other time, and at the conclusion of each cohort, the provider must submit a report to the Standards Board and the Secretary. The provider of an approved Certification Program for Leaders in Education must submit evidence in the report of the following:

5.2.1 The applicant selection process is consistent with that described in the approved program application.

5.2.2 The delivered professional development is consistent with that described in the approved program application.

5.2.3 The residency, internship or clinical experience for participants has been monitored for appropriateness and meeting the participants' needs.

5.2.4 The program has met or exceeded the hours mandated.

5.2.5 All program participants have been evaluated on an ongoing basis for:

5.2.5.1 Program participation and attendance.

5.2.5.2 Successful completion of assignments.

5.2.5.3 Successful application of skills and knowledge attained by program participation.

5.2.5.4 Successful job placement or employment of current or past cohort participants.

5.3 Failure by the provider to meet the requirements of this regulation or to file biannual reports may result in the removal of the program's approval and the subsequent non-issuance of the appropriate Standard Certificate to a program participant.

5.3.1 The Secretary shall have the authority to remove the approval of the program for failure to meet the requirements of this regulation.

## **6.0 Recommendation for Certification**

6.1 The approved program provider shall recommend individual program participants to the Department for the appropriate Standard Certificate based on criteria set forth in the approved program application and applicable regulation.

6.1.1 The recommendation shall be on approved program provider's letterhead and must attest to the participant's successful completion of all program components.

6.2 The Department shall issue the appropriate Standard Certificate to qualified educators who successfully complete the program and meet the minimum requirements as verified by the approved program provider.

## **7.0 Oversight**

7.1 The Department shall work in consultation and cooperation with the Standards Board or their designee to monitor the program's components as listed in Section 5.0 and make reports to the Standards Board and the State Board.

7.1.1 The Standards Board or their designee shall work with the Department to develop procedures for program application and monitoring.

**16 DE Reg. 973 (03/01/13)**

**19 DE Reg. 626 (01/01/16) (Final)**