

**DEPARTMENT OF EDUCATION  
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Section 122(d) (14 **Del.C.** §122(d))  
14 **DE Admin. Code** 1595

**PROPOSED**

**Education Impact Analysis Pursuant To 14 Del.C. Section 122(d)**

**1595 Certification Programs For Leaders In Education**

**A. TYPE OF REGULATORY ACTION REQUESTED**

New Regulation

**B. SYNOPSIS OF SUBJECT MATTER OF REGULATION**

The Professional Standards Board, acting in cooperation and collaboration with the Department of Education, seeks the consent of the State Board of Education to adopt regulation 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). It is necessary to adopt this regulation in order to define and set out the parameters for additional programs for Delaware leaders in education. This regulation sets forth the requirements for Certification Programs for Leaders in Education.

Persons wishing to present their views regarding this matter may do so in writing by the close of business on Wednesday, October 31, 2012 to Mr. Charlie Michels, Executive Director, Delaware Professional Standards Board, The Townsend Building, 401 Federal Street, Dover, Delaware 19901. Copies of this regulation are available from the above address or may be viewed at the Professional Standards Board Business Office.

**C. IMPACT CRITERIA**

1. Will the adopted regulation help improve student achievement as measured against state achievement standards? The adopted regulation addresses student achievement by establishing standards for the issuance of a standard certificate to educators who have acquired the prescribed knowledge, skill and/or education to practice in a particular area, to teach a particular subject or to instruct a particular category of students to help ensure that students are instructed by educators who are highly qualified.

2. Will the adopted regulation help ensure that all students receive an equitable education? The adopted regulation helps to ensure that all teachers employed to teach students meet high standards and have acquired the prescribed knowledge, skill and/or education to practice in a particular area, to teach a particular subject or to instruct a particular category of students.

3. Will the adopted regulation help to ensure that all students' health and safety are adequately protected? The adopted regulation addresses educator certification, not students' health and safety.

4. Will the adopted regulation help to ensure that all students' legal rights are respected? The adopted regulation addresses educator certification, not students' legal rights.

5. Will the adopted regulation preserve the necessary authority and flexibility of decision-makers at the local board and school level? The adopted regulation will preserve the necessary authority and flexibility of decision makers at the local board and school level.

6. Will the adopted regulation place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels? The adopted regulation will not place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels.

7. Will decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The decision-making authority and accountability for addressing the subject to be regulated rests with the Professional Standards Board, in collaboration with the Department of Education, and with the consent of the State Board of Education.

8. Will the adopted regulation be consistent with and not an impediment to the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies? The adopted regulation will be consistent with, and not an impediment to, the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies.

9. Is there a less burdensome method for addressing the purpose of the amended regulation? 14 **Del.C.** requires that we promulgate this regulation.

10. What is the cost to the state and to the local school boards of compliance with the adopted regulation? There is no additional cost to local school boards for compliance with the regulation.

## 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, 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 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 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, 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.
  - 4.3.2 The Standards Board recommendations, program data and evaluations will be considered to determine the continued approval of the program.
  - 4.3.3 Additional evidence submitted to the Standards Board may also be considered.
  - 4.3.4 A designee of the Standards Board will screen each renewal application for completeness. Incomplete applications will not be processed and the applicant will be notified.
    - 4.3.4.1 The complete renewal application will 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.
    - 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.
    - 4.3.4.4 The Standards Board and State Board recommendations shall be submitted to the Secretary for the final approval or denial of the renewal application.
  - 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. 365 (10/01/12) (Prop.)**