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Applicants for LEA Superintendent Certification 2015

The information provided below is for Local School System Superintendent Search Committees to provide to identify candidates.

To expedite your request for certification as superintendent for a specific Maryland search, please submit the following:

- Cover letter with name, address, date of birth, social security number (last four digits will suffice), telephone number, and personal email address;
- Photocopy of administrative/supervisory certificate(s), current or expired
- Official undergraduate and graduate transcripts in sealed envelopes;
- Original verification of experience form (www.mdcert.org) with verification of three years of satisfactory teaching experience and two years of satisfactory administrative or supervisory experience in a PreK-12 school.

Mail all documents to: Betty Mack, Office of the Superintendent
Maryland State Department of Education
200 W. Baltimore Street
Baltimore, Maryland 21201.

Once eligibility has been determined, you will receive an email advising you to go online and submit an application for certification. You will then receive a second email to go online and make payment (\$10). As soon as payment is received, you will be able to download and print your Maryland certificate.

Requirements for Superintendent Certification

COMAR13A.12.04.03

The requirements for certification as a superintendent, deputy superintendent, associate superintendent, assistant superintendent or equivalent position are that the applicant shall:

- A. Have a master's degree from an IHE;
- B. Have 3 years of satisfactory teaching experience and 2 years of satisfactory administrative or supervisory experience in a PreK-12 school setting; and

C. Submit a minimum of 24 credits of post-master, graduate coursework in educational administration and supervision to include a balance of coursework in the following:

(1) Developing and Articulating a Shared Vision;

(2) Organizational Management;

(2) Promoting and Maintaining a Positive School Culture and Instructional Program for Learning;

(4) Demonstrating Values and Ethics of Leadership; and

(5) Collaboration with Diverse Stakeholders

D. A superintendent who enters Maryland from another state may obtain superintendent certification if the superintendent held a valid professional state certification and presents verification of at least 27 months of satisfactory performance as a superintendent during the past 7 years on the basis of which application is being made for a like or comparable Maryland certificate.

Superintendent Certification 10/14/15