February 18, 2016

Requirements for the Superintendent Certificate (010)

You will be eligible for a conditional certificate as a superintendent in Maine upon completion of:
(1) all of Section A.;
(2) at least five areas in Section C. Part I including 1 and 2. OR Section C. Part II;
(3) submission of a plan for a mentorship supervised by an employed Maine superintendent of schools (See Section D.3.)

You will be issued a five-year professional certificate once you complete all of Section A, Section B, Section C Part I or Part II, and Section D.

NOTE: The number in ( ) indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Three years of satisfactory administrative experience
4. Master's degree from an accredited institution
5. Criminal history record check approval – based on fingerprints
SECTION B:
1. Federal and Maine civil rights and education laws (3)
2. Special education law (3)
SECTION C: Part I
1. School finance and budget
2. Supervision and evaluation of personnel
3. Organizational theory and planning
4. Community relations
5. Educational leadership
6. Instruction leadership
7. Curriculum development
8. Cultural differences
9. Ethical decision making
SECTION C: Part II
School Superintendent Assessment test code #6021 160
SECTION D - Approved internship for a superintendent (Must be one of the following)
1. Completion of a graduate level state-approved superintendent's internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified assistant superintendent or superintendent out-of-state
3. Completion of a mentorship plan for a superintendent approved by the Maine Certification Office, with duration of the plan being a minimum of one academic school year.

(Continued on reverse)

SECTION E:
Teaching exceptional students in the regular classroom (3) ***

If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.

Fingerprint schedule on web site www.identogo.com

Register at www.ets.org/praxis/me/requirements.

***These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. Part I may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is $300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.