Requirements for the Assistant Administrator of Special Education Certificate (035)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 035, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

Three-year conditional certificate requirements include:
(1) Section A

Five-year professional certificate requirements include completion of sections below:
(1) Section A
(2) Section B
(3) Section C
(4) Section D

NOTE: The number in ( ) indicates the number of semester hours required.

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<th>Section A:</th>
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<td>1. Minimum of three years of satisfactory special education teaching experience or a minimum of three years of equivalent experience in providing supportive services to special education students</td>
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<td>2. Bachelor’s degree from an accredited institution or master’s degree from an accredited institution in special education or a special education supportive service; Completed a minimum of 36 semester hours in special education and hold a valid Maine endorsement 282 teacher of children with disabilities.</td>
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<td>3. Special Education Law (3)</td>
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<td>4. Background check approval (CHRC) – based on fingerprints</td>
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SECTION B:
Federal and Maine Civil Rights and Education Laws (3)

SECTION C:
1. Supervision and Evaluation of Personnel
2. Organizational Theory and Planning

SECTION D:
Teaching exceptional students in the regular classroom (3)
**Special Condition:** Evaluation of staff is not permitted until the holder has met the supervision and evaluation of personnel requirement.

**Renewals:** Please note there are special conditions for the first and second renewals of this endorsement. Please refer to Rule Chapter 115 for specifics regarding those renewals.

Helpful Tips:

- For fingerprint information please visit: [https://www.maine.gov/doe/cert/fingerprinting](https://www.maine.gov/doe/cert/fingerprinting)
- To register for a PRAXIS exam please visit [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor’s degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov