



**ADMINISTRATIVE SPECIALIST LICENSE IN CURRICULUM,
INSTRUCTION, AND PROFESSIONAL DEVELOPMENT (CIPD)
PROGRAM CHECKSHEET 2024-2025 CATALOG**

Advising Questions:
419.289.5486 or email
COE-advising@ashland.edu

The initial review of all transfer credit associated with this checksheet is nonbinding and unofficial until the courses have been approved by the Office of Records and Registration.

EVALUATION FOR (Name): _____ STUDENT ID# _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

DEGREE: _____ DATE _____ COLLEGE/UNIVERSITY _____ GPA _____

CURRENT LICENSE(S) HELD: _____

EMPLOYING SCHOOL DISTRICT: _____

AU ADVISOR: _____ DATE: _____

PROGRAM CANDIDACY: Admission to the CIPD licensure program occurs upon entry to the Graduate School at AU. Candidates must hold a master’s degree. The CIPD licensure program requires that all candidates have a background in Educational Administration, regardless of the major coursework completed in their master’s degree programs. See page 2 for required prerequisite coursework.

CONTINUED CANDIDACY IN PROGRAM: Candidates are to maintain a cumulative grade point average of 3.0 or above. College of Education courses below a C- must be repeated.

RECOMMENDATION FOR LICENSURE:

APPLICATION DEADLINE Once a candidate has completed the required coursework for a given licensure or endorsement program, they must apply for the licensure or endorsement **within one year** in order to be recommended by Ashland University.

REQUIRED TESTS:

Candidates have to have taken and passed the Ohio Assessment for Educators (OAE) test: *Educational Leadership (015)*

To be eligible to receive the CIPD license, the applicant must:

- have a master’s degree
- have successfully taught two (2) years under a provisional or professional teacher license
- provide official verification/letter from a school district listing the number of years taught at each specific grade level
- successfully completed required prerequisite and licensure coursework
- passed the Ohio Assessment for Educators Educational Leadership (015) test

TRANSFER POLICY:

- CIPD Licensure Courses: No coursework may be transferred for these 6 hours.
- Prerequisite Courses for the CIPD Licensure Program: A masters degree is required prior to beginning this licensure program. All transferred courses must have been completed within 7 years of beginning the program.
- Graduate courses must have a grade of B or above to qualify for transfer.
- Course syllabi will be required for transfer credit.
- Official transcripts from originating accredited institution(s) may be required.
- After entering the program, approval must be obtained for any courses taken from another accredited institution prior to enrolling in the course(s). The *Transient Student Form* must be completed and approved by the Office of Records and Registration. No transfer credit will be given until an official transcript from the originating accredited institution has been submitted to Ashland University.

REQUIRED EDUCATION COURSEWORK:

REQUIRED PREREQUISITE COURSES (IF NOT IN PREVIOUS M.ED. PROGRAM) FOR CIPD LICENSURE:

| NUMBER | TITLE | HRS | If transferred, list course number, title, institution name, and grade |
|----------|--|-----|--|
| EDLS 501 | Vision and Goals for School Leaders | 1 | |
| EDLS 502 | Critical Concepts in Fiscal Resource Management | 1 | |
| EDLS 503 | Critical Concepts in Human Resource Management | 1 | |
| EDLS 511 | Theories of Instructional Leadership | 1 | |
| EDLS 512 | Issues Impacting Student Achievement | 1 | |
| EDLS 513 | Improving Instruction | 1 | |
| EDLS 521 | Organizational Behavior in Education | 1 | |
| EDLS 522 | Organizational Climate and Culture | 1 | |
| EDLS 523 | Organizational Management for Educational Leaders | 1 | |
| EDLS 531 | Legal Issues in Educational Leadership | 1 | |
| EDLS 532 | Ethical, Professional & Legal Dimensions of Educational Leadership | 1 | |
| EDLS 533 | Essential Concepts in School Safety & Crisis Management | 1 | |
| EDLS 541 | Professional Development in Education | 1 | |
| EDLS 542 | Political Dimensions of Educational Leadership | 1 | |
| EDAD 683 | Educational Leadership | 3 | |
| EDLS 721 | Administrative Internship 1 | 1 | |
| EDLS 722 | Administrative Internship 2 | 1 | |
| EDLS 725 | Administrative Internship 3: CIPD Administrative Activities | 1 | |
| EDLS 726 | Administrative Internship 4: CIPD Professional Practice | 1 | |

REQUIRED POST-MASTER'S DEGREE COURSES FOR CIPD LICENSURE:

| NUMBER | TITLE | HRS | |
|---|--|----------|--|
| EDLS 601 | The Visionary School Leader (Prereq. EDLS 501) | 1 | Must be taken through Ashland University |
| EDLS 602 | Managing Fiscal Resources (Prereq. EDLS 502) | 1 | Must be taken through Ashland University |
| EDLS 603 | Managing Human Resources (Prereq. EDLS 503) | 1 | Must be taken through Ashland University |
| EDLS 622 | Transforming Organizational Climate & Culture (Prereq. EDLS 522) | 1 | Must be taken through Ashland University |
| EDLS 633 | Safety & Crisis Management for Educational Leaders (Prereq EDLS 533) | 1 | Must be taken through Ashland University |
| EDLS 641 | Professional Development in Action (Prereq EDLS 541) | 1 | Must be taken through Ashland University |
| TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK | | 6 | |

Candidate enter the program having already earned a master degree. Requests for coursework to be transferred to the institution for the above prerequisite courses for the CIPD licensure program will be reviewed by the faculty member serving as the Educational Leadership Program Director. Course syllabi may be required for course transfer and additional evidence requested for Internship credit. No credit hours will be transferred to the institution for the CIPD licensure program.

DEPARTMENT CHAIR/PROGRAM DIRECTOR'S SIGNATURE (AS APPROPRIATE): _____ DATE: _____

TRANSCRIPT EVALUATOR'S SIGNATURE: _____ DATE: _____

IMPORTANT NOTES:

- Program Checksheets completed prior to an individual's acceptance to the university are nonbinding and unofficial. The student's Program Checksheet is simply a list of the required courses for the degree or licensure. If the individual's application to the university is not submitted and approved within one semester of the date on the Checksheet, or the requirements for a given program have changed, they will be required to sign a new Program Checksheet. It is the student's responsibility to notify the university should they change from one degree, licensure, or endorsement program to another or add an additional program. Completed coursework is to be applicable to a student's program(s) of record.
- It is the student's responsibility to submit all appropriate transcripts required for transfer credit. This should be completed within the first semester. Transfer credit noted on a Program Checksheet is not official until it has been reviewed and approved by the Office of Records and Registration. The student needs to monitor the status of his or her transfer credit.
- Students are to contact the Financial Aid Office when a change in the program occurs. Changes may result in an increase in the number of hours required to complete a program and may result in potential changes in financial obligations.

I have reviewed all pages of this document with the individual requesting this Program Checksheet.