

RHODE ISLAND

REQUIREMENTS FOR THE SECONDARY PRINCIPAL'S CERTIFICATE

The Secondary Principal certificate is valid for service as a principal or assistant principal in the public secondary schools or middle schools of the state of Rhode Island.

I. Certificate of Eligibility for Employment (CEE) – valid for three (3) years

The initial certificate in Rhode Island for all areas of certification is a CEE. The CEE is used to seek regular employment in the schools of Rhode Island for the field identified on the CEE. The CEE is also valid for service as a substitute teacher. If regular employment is not secured in the three (3) year period, the CEE can be renewed every three (3) years (SEE NOTE ONE) until regular employment is secured. To be issued a CEE as a secondary principal an individual needs to satisfy all of the following:

- A. Master's Degree from an accredited institution of higher education as defined in these regulations
- B. Eligibility for a Rhode Island educator's certificate excluding School Business Administrator certificate
- C. Three years of documented professional education experience in the middle/secondary grades
- D. Graduate of an approved program for the preparation of middle/secondary school principals within the previous five (5) years from the date of application. Applicants who have not completed an approved program can be certified by transcript analysis by presenting evidence of having completed not less than twenty-four (24) semester hours of graduate level course work to include work in each of the following areas: School/Community Relations, Secondary Curriculum Development, Organization and Administration of the Secondary School, Supervision of Instruction, Supervision and Evaluation of Professional Staff, Educational Research, Program Evaluation, Fiscal Planning and Management, and School Law (Federal and State Laws and Regulations).

In addition to the twenty-four (24) semester hours of course work requirement, a supervised internship/field experience is required. The experience requirement may be satisfied through an internship at an institution of higher education with an approved administrators

preparation program or through a local school district with a Department of Education approved administrators field experience program. The internship or field experience under this section can only be conducted after the candidate has completed all other requirements for certification and must:

- Be served under the supervision of a certified administrator
- Provide for quality in-depth experience across the middle/secondary grade levels
- Be aligned with nationally recognized standards for school leaders
- Assess candidate performance to the standards that documents research-based knowledge of best practice in leadership, and concentrate on the core function of schools and the role of the principal in the teaching and learning process
- Require the candidate to create a learning plan based on the standards and to maintain a portfolio that demonstrates competency and culminates in a final performance assessment.

II. PROFESSIONAL CERTIFICATE – valid for five (5) years

- A. The professional certificate is issued to individuals who secure regular employment in the schools of Rhode Island. Upon securing regular employment in Rhode Island, the CEE is used to request a five (5) year professional certificate. When applying for a five (5) year professional certificate the applicant must submit the CEE along with documentation from the employing authority that regular employment has been secured in the certification area of the CEE. Upon securing regular employment, the educator must write and get approved a five (5) year Individual Professional Development Plan (I-Plan).
- B. The professional certificate may be renewed every five (5) years upon the successful completion of an (I-Plan) that has been approved by the I-Plan Review Panel. Individuals who have not served as a secondary principal in Rhode Island for the five (5) year period are entitled to an extension to the professional certificate (SEE NOTE TWO) at the end of each five (5) year period without the completion of an I-Plan.

NOTE ONE (1): Individuals who do not renew their CEE or Professional Certificate within six (6) months from the date of expiration may be required to complete additional requirements under new regulations to re-instate the expired certificate.

NOTE TWO (2): The five (5) year professional certificate requires the successful completion of an I-Plan every five years for renewal for individuals who have been in regular employment for the five-year term of the certificate. To be entitled to an extension of the professional certificate without the completion of

an I-Plan, educators must document their employment history during the previous five (5) years. Educators holding regular employment who serve for less than 135 days during any school year are entitled to a one (1) year extension of the professional certificate for each year of service less than 135 days to complete their I-Plan. Educators who leave regular employment during the term of the professional certificate are also entitled to an extension of the professional certificate for the number of years not engaged in regular employment. Educators who return to regular employment, must modify, if appropriate, the I-Plan on record and complete the five (5) year I-Plan during the remaining term of the extended certificate.

Effective August 31, 2007

**RHODE ISLAND STANDARDS
FOR THE APPROVAL OF
DISTRICT FIELD EXPERIENCE PROGRAMS FOR SCHOOL PRINCIPALS**

Regulations for the certification of school principals require applicants to complete, as part of the requirements, an internship through a college or university with an approved administrator preparation program or through a school district(s) with a Department of Education approved administrators field experience program. Recognizing the need for standards and indicators that support a quality field experience program in our districts, the RI Department of Education has adopted these standards to guide school districts in the design and development of a school principals field experience program.

To secure approval of a field experience program for school principals, school districts must prepare and submit a self-study to the Office of Educator Quality and Certification that responds to the following standards:

Standard I Approved district field experience programs for school principals must be based on nationally recognized standards for school principals and provide candidates with a minimum of 300 clock hours of in-depth field experience under the supervision of a certified school principal.

The school district must identify in the self-study the standards for school principals adopted by the district, indicate the total number of clock hours required to complete the program and the number of hours in each area of the standards as they relate to the role of a school principal.

Standard II Approved district field experience programs must assess candidate performance to the prescribed standards by requiring candidates to maintain a portfolio of their work that demonstrates they have met such standards.

The school district must identify in the self-study how candidates in the program are assessed to the standards, who is responsible for assessing the work, and what products are required to be included in the portfolio. The self-study must provide an in-depth analysis for each area to be assessed as indicated in Standard I and what products the candidate is required to produce to document attainment of the standard.

Standard III Approved district field experience programs must ensure that candidates receive field training in a minimum of two (2) schools providing instruction at the appropriate grade level for which the applicant is seeking school principal certification, including an experience in at least one (1) school that serves culturally, linguistically, and economically diverse students and students with a range of abilities.

The school district must identify in the self-study how candidates have an opportunity to work in other schools within or outside the district that reflect this standard and how this experience will be assessed.

Standard IV Approved district field experience programs must ensure that candidates are assigned to supervisors who are certified as a school principal at the appropriate grade level, are knowledgeable in the standards for school principals and have completed a training program in the assessment of school principals to standards.

The school district must identify in the self-study how district supervisors are selected, supported and trained in their role to assess candidate performance in the program.

Standard V Approved district field experience programs must ensure that candidates have attained competence in all of the principal standards by conducting a final assessment of candidate performance at the conclusion of the program and prior to a recommendation to the Department of Education that the candidate has successfully completed the program.

The school district must identify in the self-study how candidates are assessed at the conclusion of the program and who is responsible for conducting the final assessment

Request for approval of a district field experience program for principals should be submitted to the Rhode Island Department of Elementary & Secondary Education, Office of Educator Quality & Certification, 255 Westminster Street, Providence, RI 02903.