



PACIFIC LUTHERAN UNIVERSITY

DEPARTMENT OF EDUCATION
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PACIFIC LUTHERAN UNIVERSITY

Administrator Program FAQ

As I begin the application process, what do I need to consider?

It's important to consider the total package of a program, beyond ease, schedule, cost, and proximity. We encourage all prospective candidates to look at a variety of programs as they make their selection. Additionally, it is important for the prospective candidates to pay attention to three different dates: (1) Their own districts' deadlines and requirements for administrative interns; this may begin as early as November for the coming year; (2) the University's application deadlines; and (3) AWSP Administrative Internship grant deadline.

How many years of service are required to apply to the program?

Washington State requires eligible participants to have completed a minimum of three years of public teaching by the time they enroll in a program.

How much is program tuition?

Program tuition is \$16,000.

How long is the program?

Certification takes 12 months, or three semesters (summer, fall, spring) to earn. Program coursework occurs June – June. District internship work begins in the summer months.

Is a sample class schedule available?

Yes. We are happy to share a previous academic calendar schedule for you to get an idea of what the coursework requirements entail.

When is the program application deadline?

Priority applications are due December 15th or February 9th in order to be eligible for the Washington State [Intern Grant](#). Application will be accepted through May 1, however, candidates applying after February 9th will be ineligible for the state intern grant.

What needs to be included in the application?

The successful application will include: the online program application, \$40 application fee, a copy of a valid Washington State Teaching or ESA Certificate, evidence of a Master's degree, official transcripts from all universities attended, 2 letter of recommendations, Letter of District Internship support, OSPI forms 4001F-C and 4201, and a current resume.

What if I do not hold a master's degree?

Since Pacific Lutheran University program is certification-only, a master's degree is required.

What is the Letter of District Internship support?

On the PLU Administrator program webpage, this is a one-page document that can be downloaded and printed for signatures. This document is then completed by the intern, the interns' prospective supervising administrator and the district superintendent. The completion of this letter is intended to demonstrate the support for the interns' required internship.



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Can I keep my job within the K-12 school system while enrolled in the program?

Yes, in fact you must be employed within the K-12 school system with either a teaching certificate or counseling ESA certificate in order to be eligible for this program.

Do I have to be chosen as an intern by my district?

Yes. Each district has a unique internal intern selection process. Pacific Lutheran University requires applicants to demonstrate the support of the district by completing the District Internship support document. We suggest contacting your district Human Resources in early fall to inquire into this process. We are happy to provide coaching during this process.

Where will I complete my required internship?

Candidates will complete a minimum of a 540-hour principal or 540-hours program administrator internship within their school district. If admitted, candidates will meet in May or June to review the internship handbook and develop their plan for the internship hours with their cooperating building leader.

Is financial aid available?

Federal Financial Aid (FAFSA) is not available for this program. Private educational loans are available, which can at times be lower interest than graduate federal financial aid. To explore alternative educational loan options participants are encouraged to start with their own private banking, investigate private educational loan options, and explore this [PLU Resource](#).

How may I send my application materials?

Most of the materials can be uploaded directly onto the online program application or emailed to profdev@plu.edu. The \$40 application fee and any additional application materials may be sent via US mail to: Pacific Lutheran University, Partnerships & Professional Development/ 12180 Park Ave S./Tacoma, WA 98447.

Want to learn more? Interested participants are invited to attend an information session, schedule an in-person or phone advising appointment, or visit the program webpage.

2017-2018 Campus Information Sessions – [RSVP Required](#)

September – Thursday, September 21, 4:00-5:00pm, Morken 103

October – Tuesday, October 10, 5:00-6:00pm, Morken 103

October – Wednesday, October 25, 4:00-5:00pm, Morken 103

November – Thursday, November 16, 5:00-6:00pm, Morken 103

December – Tuesday, December 5, 4:00-5:00pm, Morken 103

January – Wednesday, January 10, 5:00-6:00pm, Morken 103

Schedule an advising appointment: Call 253-535-7272 or email profdev@plu.edu

Visit the program webpage: <http://www.Pacific Lutheran University.edu/education/programs/principal-program/>