Engaging the culture, changing the world.

Seattle Pacific UNIVERSITY

School of Education
Administrator Professional Certification Program
Service ~ Leadership ~ Competence ~ Character

Official Use Only:	
Application Fee:	
Banner	
SharePoint	
Evidence Employment:	
WA Cert:	
Entered:	
Initial:	

ADMINISTRATOR PROFESSIONAL CERTIFICATION PROGRAM APPLICATION

When two consecutive years of employment with the same school district and a signed contract for the third has been determined, your certificate is to be reissued with an expiration date. The professional certificate must be earned prior to this expiration date.

Have you previously attended SPU? ○ Yes ○ No

If so, when was the last quarter of attendance? Quarter_____ Year_____

Are you currently admitted to a graduate program at SPU? ○Yes ○No

Are you interested in combining this program with one of the following graduate programs at SPU?
○ Doctoral Programs ○ Superintendent/Executive Leadership Program ○ Other ○ Not interested

Where did you complete your Residency Administrator/Principal Certificate? _____

WASHINGTON ADMINISTRATOR/PRINCIPAL CERTIFICATE NUMBER: _____**ISSUE DATE:** _____

DISTRICT, SCHOOL OR ESD AFFILIATION: _____

PURSUING: ○ **PRINCIPAL** ○ **PROGRAM ADMINISTRATOR or** ○ **BOTH PROFESSIONAL CERTIFICATE**

Mark your preference. For some locations, only an online option may be available:

COHORT PREFERENCE: ○ **ONLINE** ○ **SITE-BASED**

PERSONAL INFORMATION

SOCIAL SECURITY or SPU ID: _____(SS# will be deleted once student number is assigned)

○ Dr. ○ Mr. ○ Mrs. ○ Ms. ○ Miss

NAME: (last)_____ (first)_____ (middle)_____

(maiden)_____ (preferred name -- if different)_____

PERMANENT ADDRESS: (street)_____

(city)_____ (state)_____ (zip)_____

(nation)_____ (county -- if WA address)_____

MAILING ADDRESS: (street)_____
(if different than above)

(city)_____ (state)_____ (zip)_____

(nation)_____ (county -- if WA address)_____

HOME PHONE:_____**CELL PHONE:** _____

WORK EMAIL ADDRESS _____

PERSONAL EMAIL ADDRESS_____

GENDER (optional): ○ Male ○ Female **BIRTHDATE** (optional): _____

ETHNICITY (optional): ○ Alaskan Native ○ African-American ○ American Indian ○ Asian-American ○ Caucasian ○ Hispanic-American ○ International (specify)_____

CITIZENSHIP: ○ United States ○ Other (specify) _____ Resident Alien? ○ Yes ○ No (visa type)_____

EDUCATIONAL HISTORY

GRADUATE DEGREE

Institution:_____

City:_____ State:_____

Degree Earned: ○ M.A. ○ M.Ed. Other (specify)_____ Specialization:_____

Date of Graduation_____/_____/_____

ADMINISTRATIVE EMPLOYMENT HISTORY

Current School District:_____

Job Title:_____Start date of Employment:_____

School:_____Phone Number: _____

Supervisor: _____Direct Line: _____

Previous Employer:_____ Phone Number: _____

Job Title:_____ Dates of Employment:_____

Admission requirements - SPU requires all applicants to submit the following **postmarked by May 31st.**

1. Completed application form
2. Non-refundable application fee of **$50** to SPU postmarked by May 31st, (**$100** after May 31st deadline)
3. Copy of official Administrator Residency Certificate
4. Completed Verification of Admin. Experience form: http://www.k12.wa.us/certification/certapp/4201F-D.pdf

Send your completed application packet to:
Seattle Pacific University
Center for Professional Education: Admin Pro Cert
3307 Third Avenue West Ste 209
Seattle, WA 98119-1950
Fax: 206-281-2271

For more information on Professional Certification:
Phone: 800/589-4038 or 206/281-3503
Email: procert@spu.edu

ADDITIONAL INFORMATION

How did you hear about Seattle Pacific University? (optional)

What influenced your decision to apply for graduate study at Seattle Pacific University? (optional)

DISCRIMINATION POLICY

Seattle Pacific University reserves the right to select students on the basis of academic performance and personal qualifications. It is the policy of SPU not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs or activities.

INSTITUTIONAL EXPECTATIONS

Seattle Pacific is an academic, social and Christian community with expectations which serve as guidelines for membership in the community. These expectations include a standard of personal moral integrity and social conscience derived from the University's Christian commitment.

Acknowledging that not all students share the University's Christian commitments, out of respect for community standards, all graduate students are required to abstain from alcohol, drugs and tobacco, illegal, immoral or disruptive activities while on campus or while involved in University-related activities.

Signature:_____ Date:_____

APPLICATION FEE

$50 payment postmarked by May 31st
$100 after May 31st deadline

Payment or copy of the Purchase Order must be received at the time of application.
Choose one of the following payment methods for the application fee.

❑ **A. Check:** Check enclosed for the full amount of $_____(Make all checks payable to SPU; do not send cash.)

❑ **B. Purchase Order:** *Copy of PO must be enclosed*

_____ Number

_____ Name of School, District or Organization

_____ Organization Address

❑ **C. Credit Card:** ❑ Visa ❑ MasterCard Charge full amount of $_____ to my credit card.

_____ Name (as it appears on card – please print)

_____ Zip Code (billing address)

Signature:_____Date:_____

_____ Account Number

_____/_____ Expiration Date

2/26/2015