



**Archdiocese of Miami
Office of Catholic Schools
Administrator Certification Plan**

School: _____

Name of Administrator: _____

School Year: _____

Administrator Assignment: _____

Year in current position: _____

Highest Degree (BA/MA/PhD/EdD): _____ Field of Degree: _____

Certification Status with FLDOE: _____

Statement of Eligibility: Eligible (SOE) _____ Not Eligible (SOI) _____
Expiration Date Expiration Date

Attach a copy of current certificate and SOE/SOI for Educational Leadership.

STEP #	ACTION	DEADLINE DATE	REVIEW DATE & INITIALS	COMPLETION DATE & INITIALS
1	Complete a master's degree in educational leadership and/or required coursework for certification in Educational Leadership.			
2	Pass all subtests of the FELE exam: <ul style="list-style-type: none"> • Subtest 1 - Leadership for Student Learning 			
	<ul style="list-style-type: none"> • Subtest 2 - Organizational Development 			
	<ul style="list-style-type: none"> • Subtest 3 - Systems Leadership (with writing component) 			
3	Complete all other requirements on the SOE.			
4	Submit CG-10 Application at www.fl DOE.org/edcert/apply.asp for Professional Certification.			

If the above actions are not completed by the deadline dates above, a contract/letter may not be signed for the following school year. If a contract/letter is signed, an administrator's salary will be frozen.

Supervisor Signature: _____

Administrator Signature: _____

Pastor Signature (if applicable): _____

Date: _____