

# Traditional Administrator Certification Requirements

Individuals Seeking Administrator Certification Through an Oklahoma Higher Education Institution

## PRINCIPAL

Hold a standard master's degree



Completion of a building-level leadership skills program in education administration that is Oklahoma approved



Passing score on Principal Oklahoma Subject Area Tests



Two years of successful teaching experience in an Oklahoma public or private school accredited by the Oklahoma State Board of Education



**State Department of Education  
Issues Standard Certificate**

## SUPERINTENDENT

Hold Principal Certification

OR

Completion of a building-level leadership skills program in education administration that is Oklahoma approved, and includes a standard master's degree



Passing score on Superintendent Oklahoma Subject Area Tests



Completion of a district-level leadership skills program in education administration that is Oklahoma approved

OR

\*Per House Bill 3142 (effective 11/1/2020) Completion of an Oklahoma approved master's degree in education prior to 7/1/05 or education administration between 7/1/05 and 8/25/12



Two years of successful administrative experience in an Oklahoma public or private school accredited by the Oklahoma State Board of Education



**State Department of Education  
Issues Standard Certificate**

# Alternative Administrator Certification Requirements

Individuals Seeking Administrator Certification Through an Oklahoma Higher Education Institution

## FOR PRINCIPAL AND/OR SUPERINTENDENT

Hold a standard master's degree



Have two years of relevant work experience in a supervisory or administrative capacity



Have passing scores on the required administrator subject area test(s)



Have on file with the director of teacher education at an Oklahoma accredited institution of higher education a declaration of intent to earn standard certification through completion of an approved alternative administrative preparation program within three years.



State Department of Education issues an initial alternative administrative credential valid for three years (nonrenewable)



Completion of an alternative administrative preparation program



**State Department of Education Issues Standard Certificate  
for Principal or Superintendent as Applicable**