



Pittsburg State University

Department of Teaching and Leadership

201 Hughes Hall; Telephone: 620-235-4508 FAX: 620-235-4421
1701 South Broadway
Pittsburg, KS 66762-7500 620/235-7000

Dear Certificate for Building Principal Candidate:

Welcome to Pittsburg State's Graduate Certificate in Building Principal program. The Department of Teaching and Leadership, which will be your 'home' for your degree, is pleased that you have chosen us for the continuance of your education and professional development. Our goal is to provide for you high-quality coursework and effective instructors in a supportive environment. The information provided in this packet offers insight into our program requirements so that you may fulfill the admission steps in a timely fashion and be prepared for assessment points during and at the end of the program.

Please feel free to contact our office with any questions or concerns you may have as you proceed to degree completion. The Teaching and Leadership Office number is 620-235-4508, or you may [e-mail Dr. Donna Zerr](#). Best wishes for a successful educational journey!

Requirements for Admission to Pittsburg State University's Graduate Certificate in Building Principal Program (Requirements must be submitted as soon as possible but prior to the completion of the first 6 graduate hours of coursework.)

- Two (2) letters of recommendation to accompany a completed Graduate Study Recommendation form from the following: A current or previous supervisor/administrator and a former graduate school professor; both letters should attest, with examples, to the student's potential as an educational leader.
- Background check. In alignment with state licensure requirements, Pittsburg State University requires all education majors who are applying to educational administration to complete a background check with [Validity Screening Solutions Background check](#).

PLEASE SEND COMPLETED RECOMMENDATION FORMS/LETTERS TO:

Administrative Specialist, College of Education 110 B Hughes Hall
Pittsburg State University 1701 S Broadway
Pittsburg, KS 66762