



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 EdS in General School Administration and Certificate Program Candidate:

Welcome to Pittsburg State's Specialist in Education and Certificate 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. Jim Truelove](#). Best wishes for a successful educational journey!

Requirements for Admission to Pittsburg State University's Specialist in Education Degree or Certificate Program (Requirements must be submitted as soon as possible but prior to the completion of the first 6 graduate hours of coursework.

- Three (3) letters of recommendation to accompany a completed Graduate Study Recommendation form from the following: A current or previous supervisor, a school board member or professional colleague, and a former graduate school professor who will attest, with examples as to the student's potential as an educational leader.
- A written leadership autobiography sketch describing the leadership roles the student has assumed during his/her life.
- Academic writing sample: research paper the candidate has completed.
- Teaching/Administrative License
- 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 refer to the Criminal Background Check Instructions for further information.

PLEASE SEND COMPLETED RECOMMENDATION FORMS TO:

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

PLEASE SEND YOUR WRITING SAMPLES AND LICENSE VIA E-MAIL TO:

[E-mail Dr. Jim Truelove](#)