



**ADMINISTRATIVE SPECIALIST LICENSE IN CURRICULUM,
INSTRUCTION, AND PROFESSIONAL DEVELOPMENT (CIPD)
PROGRAM CHECKSHEET 2025-2026 CATALOG**

Advising Questions:
419.289.5486 or email
COE-advising@ashland.edu

The initial review of all transfer credit associated with this checksheet is nonbinding and unofficial until the courses have been approved by the Office of Records and Registration.

EVALUATION FOR (Name): _____ **STUDENT ID#** _____

EMAIL ADDRESS: _____ **PHONE NUMBER:** _____

DEGREE: _____ **DATE** _____ **COLLEGE/UNIVERSITY** _____ **GPA** _____

CURRENT LICENSE(S) HELD: _____

EMPLOYING SCHOOL DISTRICT: _____

AU ADVISOR: _____ **DATE:** _____

PROGRAM CANDIDACY: Admission to the CIPD licensure program occurs upon entry to the Graduate School at AU. Candidates must hold a master's degree. The CIPD licensure program requires that all candidates have a background in Educational Administration, regardless of the major coursework completed in their master's degree programs. See page 2 for required prerequisite coursework.

CONTINUED CANDIDACY IN PROGRAM: Candidates are to maintain a cumulative grade point average of 3.0 or above. College of Education courses below a C- must be repeated.

RECOMMENDATION FOR LICENSURE:

APPLICATION DEADLINE Once a candidate has completed the required coursework for a given licensure or endorsement program, they must apply for the licensure or endorsement **within one year** in order to be recommended by Ashland University.

REQUIRED TESTS:

Candidates have to have taken and passed the Ohio Assessment for Educators (OAE) test: *Educational Leadership (015)*

To be eligible to receive the CIPD license, the applicant must:

- have a master's degree
- have successfully taught two (2) years under a provisional or professional teacher license
- provide official verification/letter from a school district listing the number of years taught at each specific grade level
- successfully completed required prerequisite and licensure coursework
- passed the Ohio Assessment for Educators Educational Leadership (015) test

TRANSFER POLICY:

- Prerequisite Courses for the CIPD Licensure Program: A masters degree is required prior to begin this licensure program. All transferred courses must have been completed within 7 years of beginning the program.
- For those holding an advanced degree (i.e., Master, EdD, PhD) in Educational Leadership or Education Administration, appropriate pre-requisite coursework taken beyond the 7-year limitation may be considered for transfer.
- Graduate courses must have a grade of B or above to qualify for transfer.
- Course syllabi will be required for transfer credit.
- Official transcripts from originating accredited institution(s) may be required.
- After entering the program, approval must be obtained for any courses taken from another accredited institution prior to enrolling in the course(s). No transfer credit will be given until an official transcript from the originating accredited institution has been submitted to Ashland University.

REQUIRED EDUCATION COURSEWORK:

REQUIRED PREREQUISITE COURSES (IF NOT IN PREVIOUS M.ED. PROGRAM) FOR CIPD LICENSURE:

NUMBER	TITLE	HRS	Course Transferred or Substituted or Semester taken & grade received
EDLS 501	Vision and Goals for School Leaders	1	
EDLS 502	Critical Concepts in Fiscal Resource Management	1	
EDLS 503	Critical Concepts in Human Resource Management	1	
EDLS 511	Theories of Instructional Leadership	1	
EDLS 512	Issues Impacting Student Achievement	1	
EDLS 513	Improving Instruction	1	
EDLS 521	Organizational Behavior in Education	1	
EDLS 522	Organizational Climate and Culture	1	
EDLS 523	Organizational Management for Educational Leaders	1	
EDLS 531	Legal Issues in Educational Leadership	1	
EDLS 532	Ethical, Professional & Legal Dimensions of Educational Leadership	1	
EDLS 533	Essential Concepts in School Safety & Crisis Management	1	
EDLS 541	Professional Development in Education	1	
EDLS 542	Political Dimensions of Educational Leadership	1	
EDAD 683	Educational Leadership	3	
EDLS 721	Administrative Internship 1	1	
EDLS 722	Administrative Internship 2	1	
EDLS 725	Administrative Internship 3: CIPD Administrative Activities	1	
EDLS 726	Administrative Internship 4: CIPD Professional Practice	1	

*REQUIRED POST-MASTER'S DEGREE COURSES FOR CIPD LICENSURE:

NUMBER	TITLE	HRS	Must be Taken at Ashland Semester Taken & Grade Received
EDLS 601	The Visionary School Leader (Prereq. EDLS 501)	1	
EDLS 602	Managing Fiscal Resources (Prereq. EDLS 502)	1	
EDLS 603	Managing Human Resources (Prereq. EDLS 503)	1	
EDLS 622	Transforming Organizational Climate & Culture (Prereq. EDLS 522)	1	
EDLS 633	Safety & Crisis Management for Educational Leaders (Prereq EDLS 533)	1	
EDLS 641	Professional Development in Action (Prereq EDLS 541)	1	
TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK		6	

Candidates entering the program having already earned a master degree: Requests for coursework to be transferred to the institution for the above prerequisite courses for the CIPD licensure program will be reviewed by the faculty member serving as the Educational Leadership Program Director. Course syllabi may be required for course transfer and additional evidence requested for Internship credit. No credit hours will be transferred to the institution for the CIPD licensure program.

DEPARTMENT CHAIR/PROGRAM DIRECTOR'S SIGNATURE (AS APPROPRIATE): _____ DATE: _____

IMPORTANT NOTES:

- Program Checksheets completed prior to an individual's acceptance to the university are nonbinding and unofficial. The student's Program Checksheet is simply a list of the required courses for the degree or licensure. If the individual's application to the university is not submitted and approved within one semester of the date on the Checksheet, or the requirements for a given program have changed, they will be required to sign a new Program Checksheet. It is the student's responsibility to notify the university should they change from one degree, licensure, or endorsement program to another or add an additional program. Completed coursework is to be applicable to a student's program(s) of record.
- It is the student's responsibility to submit all appropriate transcripts required for transfer credit. This should be completed within the first semester. Transfer credit noted on a Program Checksheet is not official until it has been reviewed and approved by the Office of Records and Registration. The student needs to monitor the status of his or her transfer credit.
- Students are to contact the Financial Aid Office when a change in the program occurs. Changes may result in an increase in the number of hours required to complete a program and may result in potential changes in financial obligations.

Ashland University Advanced Program Gateways

Program	Admission to Program	Internship	Program Completion & Recommendation for Licensure
Superintendent Licensure	*3.0 GPA *Master's degree *Principal Licensure *OAE 015	*3.0 GPA *Submission of Internship Application *Successful completion of required coursework *Successful completion of Ohio mandated content modules: - Computer Science/Computational Thinking - Substance Addiction (Opioid) *Mid-Program Survey	*3.0 GPA *Successful completion of EDAD 700 internship requirements with minimum required hours documented
Principal Licensure	*2.75 GPA *Master's degree OR enrolled in Master's program	*3.0 GPA *Submission of Internship Application *Successful completion of all prerequisite and licensure coursework *Successful completion of Ohio mandated content modules: - Computer Science/Computational Thinking - Substance Addiction (Opioid) *Mid-Program Survey	*3.0 GPA *Master's degree *Successful completion of EDLS 559 Capstone: Principal Internship requirements with minimum required hours documented *Successful completion of <i>OAE 015: Educational Leadership</i> *Successfully taught for 2 years at the grade level for which license is sought
Administrative Specialist (CIPD) Licensure	*2.75 GPA *Master's degree OR enrolled in Master's program	*3.0 GPA *Submission of Internship Application *Successful completion of all prerequisite and licensure coursework *Successful completion of Ohio mandated content modules: - Computer Science/Computational Thinking - Substance Addiction (Opioid) *Mid-Program Survey	*3.0 GPA *Master's degree *Successful completion of Administrative Internship 1-4 requirements with minimum required hours documented *Successful completion of <i>OAE 015: Educational Leadership</i> *Successfully taught for two years under a provisional or professional teacher license or have at least 2 years of work experience under a professional pupil services license

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