EDUCATION CERTIFICATES

+++ See the Addendum to this catalog for information on four new Graduate Certificate Programs and updated Transfer and Program Overlap policies.

Graduate Certificate Programs
Concordia offers several Certificate programs for Oregon and Washington students only:

• Health and Physical Education Certificate (HPE)
• Preliminary Administrative License Certificate (formerly the IAL)
• Professional Administrative License Certificate (formerly the CAL)
• Reading Interventionist Certificate
• Teaching English Language Learners Certificate (TELL)

Overview Information

Eligibility Requirements
To be eligible for the HPE, TELL, and Reading Interventionist certificates, educators must have an existing teaching license.

To be eligible for the Preliminary Administrative License certificate, educators must have three years of licensed, contracted teaching or personnel service experience in public schools or regionally accredited private schools.

To be eligible for the Professional Administrative License certificate, administrators must have at least three years of half-time licensed administrative experience in public schools or private schools that are regionally accredited.

Admission Requirements
Admission requirements for each graduate program at Concordia University are listed at: www.cu-portland.edu/admission/admission-requirements/graduate-students (https://www.cu-portland.edu/admission/admission-requirements/graduate-students). The requirements may include but may not be limited to:

• Completing an online application
• Submitting confidential Letters of Recommendation
• Submitting official Transcripts
• Submitting a Letter of Intent
• Submitting a résumé
• Submitting a sample of the applicant’s scholarly writing
• Attending an interview
• International applicants should refer to the International Graduate Admission Requirements section for additional requirements.

The checklist for admission to a Certificate program is listed with the Master of Education Admission Checklist (https://www.cu-portland.edu/admission/admission-requirements/graduate-students/med-admission-checklist).

An official transcript from a regionally accredited college or university that indicates at least a bachelor’s degree was conferred (for the Professional Administrative Licensure Certificate, must indicate a master’s degree was conferred).

Additional requirements for Preliminary Administrative License certificate admission:

• Verification of completion of a teacher or personnel service preparation program AND an Oregon teaching or personnel service license. If from Washington, administrative candidates submit proof of a Washington teaching certificate.
• Verification of three years of a successful licensed contracted teaching or personnel service experience in public schools or regionally accredited private schools.

Additional requirements for Professional Administrative License certificate admission:

• Verification of at least three years of half-time licensed administrative experience in public schools or private schools that are regionally accredited.

Note: A sub license does not meet TSPC’s requirement for completing a practicum.

Transfer of Credit
The Preliminary Administrative License certificate and the Professional Administrative License certificate are eligible for up to three semester credits of transfer work if the coursework is equivalent to certificate requirements, is less than seven years old, has a grade of B- or higher, and is from a regionally accredited institution. EDGR 500 PROFESSIONAL PLANNING SEMINAR and the Practicum must be completed at Concordia University. All other Certificates must be completed in their entirety here at Concordia University.

Curricular Requirements
For all graduate certificates issued by Concordia University:

• a minimum of 15 credits must be earned (See Graduation Requirements below for GPA standard);
• all coursework must be completed within seven (7) years; and
• multiple certificates may be earned, however, each certificate must be earned one at a time.

Course Overlap Policy
A student enrolled in courses through a campus-based program has the ability to take courses in the following modalities:

• 5 week online
• 8 week on ground

To facilitate student success, and to allow for the monitoring for Academic Standing, students may not enroll in a course that overlaps completion with another. A student may enroll in two courses concurrently if the end dates are the same.

Graduation Requirements

• Completion of the full set of courses established by the College of Education for the declared Certificate. Please see individual Certificate requirements.
• Completion of the program with a minimum cumulative GPA of 3.00; no grade lower than a B-; and, no credits more than seven (7) years old
• The total semester credits for each Certificate have been completed even if transfer work has been accepted.
• Submission of a completed Intent to Complete a Graduate Certificate Program form no later than two semesters prior to coursework.
completion. (The form is available from and is to be returned to the Office of the Registrar (registrar@cu-portland.edu).)
• Completion of an exit survey provided by the program staff.

Contact Information

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