

Licensure Regulations for School Personnel

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Amended January 19, 2011

Amended January 16, 2013

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*Virginia Board of Education
8VAC20-22-10 et seq.*



*Virginia Department of Education
Division of Teacher Education and Licensure
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Part VI
Licensure Regulations Governing Support Personnel

8VAC20-22-590. Administration and supervision preK-12.

- A. An endorsement in administration and supervision preK-12 consists of Level I, which is required to serve as a building-level administrator or central office supervisor, and Level II, which is an optional endorsement to which an experienced building-level administrator may aspire. Individuals must meet the requirements for the administration and supervision preK-12 endorsement through one of the four options listed in this section and be recommended by a Virginia school division superintendent. A school leader's assessment prescribed by the Board of Education must be met for all individuals who are seeking an initial endorsement authorizing them to serve as principals and assistant principals in the public schools. Individuals seeking an initial administration and supervision endorsement who are interested in serving as central office instructional personnel are not required to take and pass the school leaders assessment prescribed by the Board of Education.
- B. Approved program route to Level I administration and supervision preK-12 endorsement. To become eligible for a Level I endorsement under this option, the candidate must have:
1. A master's degree from a regionally accredited college or university;
 2. Completed three years of successful, full-time experience in a public school or accredited nonpublic school in an instructional personnel position that requires licensure in Virginia ;
 3. Completed an approved program in administration and supervision from a regionally accredited college or university;
 4. Completed a minimum of 320 clock hours of a deliberately structured and supervised internship that provides exposure to multiple sites (elementary, middle, high, central office, agency) with diverse student populations. These experiences shall be an integral component of a Virginia Board of Education approved preparation program. The internship must be focused on instructional leadership and learning for all students and must occur in a public school or accredited nonpublic school; and
 5. Satisfied the requirements for the school leaders licensure assessment prescribed by the Board of Education. Individuals seeking an initial administration and supervision endorsement who are interested in serving as central office instructional personnel are not required to take and pass the school leaders assessment prescribed by the Board of Education.

- C. Alternate route to Level I administration and supervision preK-12 endorsement restricted to the Virginia school division in which the superintendent submitted the recommendation for endorsement. This endorsement is valid only in the designated Virginia school division and would not be portable or reciprocal. In order to be eligible for Level I endorsement under this option, the candidate must have:
1. A master's degree from a regionally accredited college or university;
 2. Completed graduate coursework in school law, evaluation of instruction, and other areas of study as required by an employing Virginia school superintendent; the graduate coursework must be taken from a regionally accredited college or university that has a state-approved administration and supervision program;
 3. Completed three years of successful, full-time experience in a public school or accredited nonpublic school in an instructional personnel position that requires licensure in Virginia;
 4. Satisfied the requirements for the school leaders licensure assessment specified by the Board of Education; and
 5. Been recommended by the superintendent in the employing Virginia school division.
- D. Alternate route to Level I administration and supervision preK-12 endorsement. In order to be eligible for Level I endorsement under this option, the candidate must have:
1. A master's degree from a regionally accredited college or university;
 2. Completed graduate coursework in school law, evaluation of instruction, special education, school finance, and educational leadership, and other areas of study as required by an employing Virginia school superintendent; the graduate coursework must be taken from a regionally accredited college or university that has a state-approved administration and supervision program.
 3. Completed three years of successful, full-time experience in a public school or accredited nonpublic school in an instructional personnel position that requires licensure in Virginia;
 4. Satisfied the requirements for the school leaders licensure assessment specified by the Board of Education; and

5. Been recommended by the superintendent in the employing Virginia school division.
- E. Out-of-state administration and supervision endorsement. The candidate must have:
1. A master's degree from a regionally accredited college or university; and
 2. A current, valid out-of-state license (full credential) with an endorsement in administration and supervision.
- F. Level II endorsement in administration and supervision preK-12. A building-level administrator may seek Level II endorsement in administration and supervision preK-12 after successfully serving as a building-level administrator for at least five years in a public school or accredited nonpublic school and successfully completing a formal induction program as a principal or assistant principal. In order to earn Level II endorsement, the candidate must meet two or more of the following criteria as specified by the Board of Education and documented in a Department of Education approved format and be recommended by the employing Virginia school division superintendent :
1. Evidence of improved student achievement;
 2. Evidence of effective instructional leadership;
 3. Evidence of positive effect on school climate or culture;
 4. Earned doctorate in educational leadership or evidence of formal professional development in the areas of school law, school finance, supervision, human resource management, and instructional leadership; or
 5. Evidence of a completion of a high-quality professional development project designed by the division superintendent.