

**3512.0200 EDUCATION AND EXPERIENCE REQUIREMENTS FOR SUPERINTENDENT, PRINCIPAL, AND DIRECTOR OF SPECIAL EDUCATION.**

Subpart 1. **Scope.** A person holding a position as a superintendent, assistant superintendent, principal, assistant principal, special education director, or assistant special education director must hold the appropriate license as a superintendent, principal, or special education director.

Subp. 2. **Teaching experience.** An applicant for licensure as a superintendent, principal, or special education director shall have three years of successful classroom teaching experience while holding a classroom teaching license valid for the position or positions in which the experience was gained. For purposes of this subpart, "classroom teaching license" means a license valid to teach granted by the Professional Educator Licensing and Standards Board.

Subp. 3. **K-12 superintendents, principals, and directors of special education.**

A. An applicant for licensure as a superintendent, principal, or director of special education must complete:

(1) a specialist or doctoral program or a program consisting of 60 semester credits beyond the bachelor's degree that includes a terminating graduate degree and topics preparatory for educational administration and the Minnesota competencies identified in part 3512.0510. Each program must be approved by the Board of School Administrators pursuant to part 3512.2500 and be offered at a regionally accredited Minnesota graduate school; and

(2) item B for an applicant for superintendent or principal or item C for an applicant for director of special education.

B. An applicant for licensure as a superintendent or principal must have field experience of at least 320 hours or 40 eight-hour days to be completed within 12 continuous months in elementary, middle or junior high, and high schools as an administrative aide to a licensed and practicing school principal for principal licensure or a licensed and practicing superintendent for superintendent licensure. The field experience must include at least 40 hours or one week at each level not represented by the applicant's primary teaching experience.

C. An applicant for licensure as a director of special education must have a practicum or field experience, that must include a minimum of 320 hours in an administrative position under the immediate supervision of a licensed and practicing director of special education. The field experience will include at least 40 hours or one week at a special education administrative unit other than the primary experience of the applicant.

Subp. 4. **Licensed elementary and secondary school principals.** A person licensed under this part as an elementary school principal must complete a field experience of at least 200 hours in secondary administration to qualify for licensure as a K-12 principal. A person licensed under this part as a secondary school principal must complete a field experience of at least 200 hours in elementary administration to qualify for licensure as a K-12 principal. In addition to the field experience required in this subpart, an elementary or secondary school principal must meet the requirements in part 3512.0400, subparts 2 and 3.

Subp. 5. **Provisional license.** A two-year nonrenewable provisional license shall be issued upon application to currently licensed elementary and secondary school principals seeking entry into a position as a K-12 principal. Evidence must be provided that the candidate is enrolled in an approved administrative licensure program for licensure as a K-12 principal.

**Statutory Authority:** *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14; L 2006 c 263 art 2 s 20*

**History:** *21 SR 804; L 1998 c 397 art 11 s 3; 33 SR 658; L 2017 1Sp5 art 12 s 22*

**Published Electronically:** *August 21, 2017*