



APPLICATION CHECKLIST
EDUCATIONAL SPECIALIST (SUPERINTENDENT)
OR SUPERINTENDENT ENDORSEMENT
EDUCATIONAL LEADERSHIP

Applicant

Harding ID#

____ Ed.S. in Educational Leadership (Superintendent)

____ Superintendent Endorsement

1. _____ **Application** – Submit an application on our [web page](http://apply.harding.edu/apply) (apply.harding.edu/apply).

2. _____ **Immunization Record** – To comply with state law, Harding requires students born after 1/1/1957 to provide proof of immunity against measles, mumps, and rubella (MMR). Upload proof to the online application.

3. _____ **Transcripts** – Except for coursework completed at Harding, have all official transcripts sent directly from the institutions to admissions@harding.edu.

4. _____ **Cumulative GPA** – Applicant must hold a master’s degree with a 3.0 or higher from a previous degree program.

OR GPA _____

_____ **GRE Scores** – If GPA is lower than 3.0, applicant must have results from the Graduate Record Exam (GRE) sent to Harding, showing an approved score.

5. _____ **Educator License** – Upload a copy of a current educator license **including** principal license or proof of completed requirements to receive a principal license.

To be eligible for superintendent license at the end of this program, the applicant must have a principal license and a minimum of one year of experience as an administrator.

6. _____ **Teaching Experience** – Upload documentation of the last three years of licensed educator experience (e.g., a copy of a signed educator contract or a letter on official letterhead with the signature of the applicant’s supervisor).

7. _____ **Superintendent’s Recommendation** – Via the online application, request the superintendent’s support for 1) participation in the program and 2) allowing the applicant to participate in field experiences.

8. _____ **Professional or Academic Recommendations** – Via the online application, request recommendations from two individuals who can address the applicant’s 1) potential for success in the program and 2) professional and/or academic background.

9. _____ **Resume** – Upload a resume to the online application.

10. _____ **Science of Reading (SOR)** – Upload documentation of SOR Awareness (Phase I) as described by [Prescribed Pathway Credentials](#). Those not having this credential at admission must provide documentation of completion prior to finishing their Harding program.

11. _____ **Admission/Advising Interview** – An interview with the program director will be conducted by phone or Zoom.

Date _____

For more information, visit the [web page](#) for these programs.

For questions, contact the Educational Leadership Office at 501-279-4117 or edleadership@harding.edu.