Tier One Certification

(1) Program Description

This is a certification-only program that may be added to an existing master's degree (or specialist and doctoral degree). The Tier 1 certification is considered entry-level that prepares candidates for P-12 school-level positions below the principal and for district-level positions that do not supervise principals. In part, the program consists of several key assessments that are clinically-based and will allow candidates to synthesize and apply knowledge while practicing and developing leadership skills identified by leadership standards.

While we are approved to offer a master's degree leading to Tier 1 Certification, our intention at this time is to offer only the certification. Candidates will need to complete a master's degree in another content area before adding the Tier 1 certification.

(2) What is the method of delivering the curriculum?

Courses will be delivered entirely online. Candidates will identify a practicing leader who is actively employed in a leadership position in a P-12 school to serve as a mentor.

(3) What are the required courses?

For the Tier One program, six entirely online courses are required.

Courses may be taken in any order.

(4) What courses are anticipated each semester?

Please see the projection for courses through Spring 2017.

(5) What is the normal course load?

Program faculty assume that our candidates are responsible adults. Therefore, we allow latitude in decision-making to determine how many courses a candidate can successfully complete each semester. Typically, however, candidates take two courses per semester. It is possible to take only one course per semester. Program faculty strongly prefer that candidates are deliberate and thoughtful and gain maximum benefit from the program, rather than trying to get through the courses as quickly as possible.

We plan to offer two of the required courses each semester, which presumes that most candidates will complete certification in three semesters.

(6) Where do I go to receive assistance or have my questions answered?

The program coordinator serves as an advisor about the courses and general expectations for the program.

Candidates who have questions about admissions and their application status should contact the Graduate Admissions Office at 678-839-1394 or by emailing at graduate@westga.edu

Often times, the program assistant, Ms. Barry, can help candidates with registration questions or other types of logistical issues.

Certification and GACE questions should be directed to Kathy Jones (kjones@westga.edu)
The college is organized into several departments, led by a Department Chair who acts as the supervisor of the program faculty. Therefore, questions about resources, concerns about faculty members, and other supervisory issues should be brought to the attention of the Department Chair. The current Department Chair is Dr. Brian Mosier.

(7) What is the cost of the program?

Please check the bursar's office for this information. It is available at this link.

(8) What are the GACE requirements?

Candidates completing the program are required to take and pass the GACE content assessment in Educational Leadership to achieve state certification. The Georgia PSC Ethics Assessment shall be completed at program entry for diagnostic purposes and passed as a certification requirement near the completion of the program.

Ms. Kathy Jones is the University certification officer. She can answer general questions about GACE and Georgia certification for candidates. Please email her at kjones@westga.edu

(9) Are scholarships available?

There are four scholarships that are available specifically for educational leadership candidates. With our many fine candidates, this is a highly competitive process. Normally, candidates apply for scholarships in the fall and there are awarded in the winter or early spring. Information will be available at appropriate times. Typically, interested students will complete an online application in TK 20 sometime during the fall.

(10) What is TK 20?

TK 20 is an instructional resource that is required for all educational leadership candidates and all College of Education students. It is purchased one-time and is similar to other required textbooks. TK 20 allows university program faculty to analyze program data and make improvements in a manner that leads to national accreditation (CAEP) and accreditation with the Georgia Professional Standards Commission. Within the Educational Leadership Program, candidates will complete approximately six course-based key assessments that are specifically aligned to Georgia Leadership Standards. These key assessments will be loaded by candidates into TK 20. They will be scored and analyzed in the TK 20 platform. This provides a data-driven basis for the program to be reviewed and approved by outside accrediting agencies and for use by program faculty to improve the program. Candidate work displayed in TK 20 will demonstrate proficiency with Georgia Leadership Standards. Program faculty cannot recommend candidates for certification until the student's TK 20 portfolio is successfully completed.

Click here for more information regarding TK 20.

(11) Are transfer of credits or course substitutions considered?

Our leadership programs have eliminated all elective courses. The result is that the remaining courses are each tied to important Georgia Leadership Standards. The program has been carefully developed so that candidates are able to develop the knowledge skills and proficiencies necessary as laid out by national and Georgia Leadership Standards. Consequently, no course transfers or substitutions will be considered.

(12) What is the current Georgia Leadership Rule?

Candidates should check the Georgia Professional Standards Commission website to maintain knowledge of the current leadership rule. Here is the link to their website.
(13) **What are the requirements for admissions consideration?**

To be considered for admission to the Tier 1 Certification Program, the following are required: a 3.0 graduate GPA, a master's degree (or higher degree) from an accredited institution, copies of official transcripts from each university attended, proof of meeting the Georgia exceptional children requirement, and a completed application for admission. Apply [here](#).

(14) **Who is the certification official for UWG?**

Ms. Kathy Jones is available to assist candidates with certification issues and questions. Please email her at [kjones@westga.edu](mailto:kjones@westga.edu)

(15) **Who are the program faculty?**

From time to time, adjunct faculty not listed below are used. Permanent, full-time faculty are listed below.

- Myrna Gantner
- Robert Heaberlin
- Dianne Hoff
- Mary Hooper
- Christie Johnson
- Andy Nixon
- Robert Voelkel

(16) **Registration process**

Please check the [registrar's website](#) for tutorials regarding registering for classes. The registration schedule is typically available on this website and in "The Scoop."

(17) **Course Login and Online Technical Assistance**

Since all of the program is delivered entirely online, it is important for candidates to be aware of help and support for online learning that is [available here](#)

(18) **Financial Aid**

Each of the leadership programs at the University of West Georgia are eligible for financial aid. However, each candidate's financial situation must be assessed by the financial aid department personnel to determine actual individual eligibility. Typically, students must enroll for at least five credit hours to receive financial aid. If candidates are interested in financial aid, they need to request that their advisor submit their signed program sheet to the [financial aid office](#).

(19) **Where do I apply?**

Apply [here](#)