Tier 1 Certification

(1) Program Description

Tier 1 is a certification-only program that may be added to an existing master's degree (or specialist & or 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.

The program is designed primarily for classroom teachers and candidates in leadership roles.

(2) What is the role of the mentor?

Candidates are required to identify and utilize a mentor.

The mentor is certificated as a leader and actively employed in a leadership position in a P-12 school or LUA. Mentors will be asked to offer feedback on key assignments, offer commentary on candidate dispositions, coach candidates, and offer support for candidate performance regarding the clinical field-based work.

(3) What are the required courses?

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

Students must take the courses in the following order:

EDLE 6312, EDLE 6316, EDLE 6341, EDLE 6329, EDLE 6327, EDLE 7312

All courses will be offered each semester.

(4) What is the normal course load?

Program faculty assume that our candidates are responsible adults. Therefore, we allow some 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 presume that most candidates will complete certification in three semesters.

Because of the significant amount of clinically-based work in this program, candidates must obtain approval from the Program Coordinator to take three courses in a semester.

(5) 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. The current program coordinator is Dr. Georgia Evans.

Often times, the program assistant, Ms. Fincham, 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 Interim Department Chair is Dr. Mary Alice Varga.

(6) **What is the cost of the program?**

Based on the 2022-2023 tuition rates at two classes per semester, we estimate the total program cost to be $6700. Please check the Office of Student Accounts and Billing Services for more information. It is available at this [link](#).

(7) **Is this program eligible for Financial Aid?**

Yes, Tier 1 Certificate Students are eligible for Unsubsidized Loan funding through the FAFSA, and are subject to Graduate Loan Limits. To be eligible for federal financial aid, Certificate students must be enrolled in at least 5 credit hours required for their program. Please visit the Financial Aid [website](#) for more information.

(8) **What are the GACE requirements?**

Candidates completing the program are required to take and pass the GACE Content Assessment in Educational Leadership (test #311) to achieve state certification. The Georgia PSC Ethics Test #380 shall be completed at program entry.

**Georgia Ethics for Educational Leadership Assessment**

The Georgia Ethics for Educational Leadership assessment is designed for educational leaders (principals/assistant principals and superintendents/assistant superintendents). It focuses on the unique role educational leaders play in fostering an ethical and professional culture within their schools. The modules include many of the same scenarios contained in the Georgia Educator Ethics assessment. Leaders are asked to consider these from the perspective of an educational leader. It also includes scenarios that educational leaders might encounter within the school, or amongst colleagues and other school administrators.

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

(9) **What are the grade requirements for program completion?**

The lowest grade a candidate can earn for a course to count towards certification is a C. A GPA of 3.0 or higher must be achieved by the end of the program in order to be recommended for certification.

(10) **Are scholarships available?**

There are four scholarships available for students in the Educational Leadership program from the COE. The selection process is highly competitive as there are a number of qualified candidates. Students can be considered for these scholarships and more by applying via the [UWG scholarship portal](#). Applications are typically due late January and recipients will be notified before the closing of the spring semester. Scholarships awarded are for the following fall semester. Information will be provided to students via their UWG email address.
(11) Are transfer of credits or course substitutions considered?

There are no elective courses in this program. The result is that all courses are tied to 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) Who are the program faculty?

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

- Clifford Davis
- Georgia Evans
- Myrna Gantner
- Dianne Hoff
- Laurie Kimbrel
- Andy Nixon
- Jean Ruffin
- Gary Storie

(13) Registration process

Please check the registrar's website for tutorials regarding registering for classes. The registration schedule is available on The Scoop.

(14) 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.