

February 18, 2016

## Requirements for the Curriculum Coordinator Certificate (078)

**You will be eligible for a one-year nonrenewable conditional certificate as a curriculum coordinator in Maine upon completion of: (1) all of Section A.; (2) at least four areas in Section C. Part I including area #5 or Section C. Part II.**

**For a five-year professional certificate, you must complete all of: Section A., Section B., Section C. Part I or Part II, Section D., and Section E.**

<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>
<b>SECTION A:</b>
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Criminal history record check approval – based on fingerprints
<b>SECTION B:</b>
Master's degree or doctorate from an accredited institution
<b>SECTION C. Part I:</b>
1. Supervision and evaluation of personnel
2. Organizational theory and planning
3. Educational leadership
4. Instruction leadership
5. Curriculum development
6. Cultural differences
7. Ethical decision making
<b>SECTION C. Part II:</b>
School Leader Licensure Assessment: Test 6011 Score 163
<b>SECTION D:</b>
<b>Approved internship for curriculum coordinator</b>
1. Completion of a graduate level state-approved curriculum coordinator internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified curriculum coordinator
3. Completion of a mentorship plan for a curriculum coordinator approved by the Maine Certification Office.
<b>SECTION E:</b>
Teaching exceptional students in the regular classroom (3) ***

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test 1011/6011.

Register at [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C., Part I may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.

**Special Condition:** Evaluation of staff is not permitted until the hold meets the supervision and evaluation of personnel requirement.