

Admission Requirements 2026

Educational Leadership/Administration ONLINE

Master's (M.S.) and Specialist (Ed.S.)

ADMISSIONS REQUIREMENTS

Professional Experience

Applicants must have the following experience in a Florida school:

- A minimum of two years of full-time PK-12 classroom teaching experience in a public, private, or charter school **OR**

A minimum of two years of full-time PK-12 experience in a comparable instructional role, such as a school counselor, or similar positions in public, private, or charter schools.

- Two recent Summative Performance Evaluations.
- Current employment in a Florida school or Florida school district.

Out-of-state applicants, with 2+ years of PK-12 Instructional experience, who are relocating to Florida and are interested in our program, please email Allison Young; aryoung@fsu.edu

Field-Based Requirements

- Employment in a Florida public, private or charter school is required for Level I Certification.
- Applicants must be employed in a setting that allows them to complete field-based assignments beginning their first semester and continuing to the end of the program.
- Admitted students must have a supervising administrator, with a Florida Certificate in Educational Leadership (e.g., principal or assistant principal) at the site where they will complete their field-based assignments.
- Applicants must have access to students and staff for leadership-related activities

Degrees & GPA

- **Master's Program:** An earned bachelor's degree from a regionally accredited U.S. institution or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA) in Upper-Division coursework attempted (Last 60 hours).
- **Specialist's Program:** An earned **graduate** degree from a regionally accredited U.S. institution or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA).

ADMISSIONS DEADLINES

SPRING – **October 1**

SUMMER – **March 1**

FALL – **June 1**

APPLYING IN THE PORTAL

The FSU application is a 2-step process. You must first submit your online application. Once you submit your application, you will receive an email with information on accessing your Application Status Page. The Status Page is where you will pay your application fee, add recommenders to your application, and upload the required application materials. To apply: <https://gradschool.fsu.edu/>

Campus/Location = Online/Distance Learning

Master's (M.S.) Program = Educational Leadership/Administration – MS – EH

Specialist (Ed.S.) Program = Educational Leadership/Administration – EdS – EH

APPLICATION DOCUMENTS

Updates to your Application Checklist may take up to 48 hours to reflect on your Application Status Page after adding any new materials and/or documents.

Resume/Curriculum Vitae (CV)

Please upload your most recent Resume/CV, including your current employment. Your resume should show at least two years of full-time PK-12 classroom teaching experience in a Florida school.

Professional Educator Teaching Certificate K-12

All PK-12 Teachers are required to submit their professional or temporary Florida Educators Certificate in the application portal.

Eligible applicants whose position does not require a teaching certificate will have this requirement waived in their application upon submitting complete and approved performance evaluations.

Letters of Recommendation

A total of two Letters of Recommendation must be submitted. Both letters should be from individuals who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing and speaking skills, work ethic, and completing field experiences.

- Letters from friends or family will not be considered. Letters should be professional, typed on letterhead, and have a signature.
- Up to 5 letters of recommendation will be reviewed.
- Upon entering the recommender's email address, the application system will send instructions to your recommender for uploading letters.

Performance Evaluations on Instructional Expertise

Applicants in a Florida public or public charter school must submit two complete, summative performance evaluations per section per Section 1012.34, F.S. Each must include:

- A final rating of “Effective” or “Highly Effective” on both:
 - Instructional Practice
 - Performance of Students
- Clear alignment with [Florida Educator Accomplished Practices \(FEAPs\)](#) or equivalent.
- Evidence of Student Learning or growth outcomes under your instruction or guidance.
- Most recent evaluations are preferred
- Obtained in the last 5 years

If you are in a Private or non-teaching role (e.g., School Counselor) and do not receive performance evaluations that include the required information, please email the admissions rep, Allison Young, at aryoung@fsu.edu. If you are eligible, we will provide a link to a digital form that your direct supervisor can complete to fulfill the performance evaluation requirement.

Important Information & FAQs

- Classroom observations (formal or informal) do NOT meet the criteria under FEAPS and cannot be accepted and should not be submitted.
- If your most recent evaluation will not be complete with an overall final rating by the admissions deadline, but you have additional complete evaluations with effective or highly effective ratings within the last five years, you can submit those.
- If you recently completed your second year of teaching but your evaluation will not be complete by the admissions deadline, please email the admissions rep, Allison Young, at aryoung@fsu.edu to request the digital performance evaluation form. Your direct supervisor can complete this form to fulfill the performance evaluation requirement.

Principal Leadership Recommender Form

The Principal Leadership Recommender Form must be completed by your current school Principal, who has evaluated your most recent teaching or performance and has knowledge of your demonstrated critical leadership skills, dispositions, and leadership potential.

Step 1: Submit an FSU application through the portal and upload your CV/Resume showing current employment. This is required before submitting the Principal Leadership Recommender Form.

Step 2: Using the DocuSign link below, you will fill out your name, as well as the name and email of the Principal who will complete the form. Once this is complete, you will click “Begin Signing”. On the next page, you will enter your application number and hit “Finish”. The form will then be sent to the principal’s email address you provided to complete the form. When the Principal completes their portion of the form, a final copy will be sent to the Academic Specialist to be uploaded to your application portal and marked complete.

The form must be filled out and signed electronically through DocuSign. Handwritten copies will not be accepted.

DocuSign Link: [Principal Leadership Recommender Form Link](#)

Statement of Purpose

(12 pt. font, single-spaced, 3-page maximum)

Prompt

Demonstrate your professional qualifications by presenting clear evidence of your instructional expertise and leadership potential, and explain how FSU's Educational Leadership/Administration program is the right fit for you.

In a cohesive narrative (headings optional), address the following:

- **Leadership Dilemma Reflection**
Describe one professional experience in an educational setting that involved a leadership dilemma. Explain the context, stakeholders, and learning implications. Analyze what critical leadership skills, dispositions, and instructional expertise you applied (e.g., data use, standards alignment, feedback, inclusive practices). Explain your decisions, note any challenges, and conclude with what you learned and how it shapes your leadership today.
- **Motivation & Vision for Impact**
Why Educational Leadership? Share the experiences, values, or aspirations that compel you to lead. State the specific changes or contributions you aim to make in your school, district, or the broader field, and how you will know they're working.
- **Preparation for Graduate Study**
Explain how your academic background, professional roles, and personal development have prepared you to succeed in a practice-focused leadership program. Use concrete examples.
- **Why FSU?**
Describe how FSU's Online Educational Leadership/Administration program aligns with your goals and how you will contribute to the learning community.

GRE Test Scores

Beginning with the **Spring 2026** admissions cycle, there will be no University-wide requirement for GRE admissions tests at the Master's or Specialist level. The item will be waived on the application checklist.

English Language Proficiency Test Scores

Official English Language Proficiency results are required of all international applicants whose native language is not English. You can find the approved tests and minimum scores required here under the "English Language Proficiency" section: <https://gradschool.fsu.edu/admissions/international-admissions>

- **Self-Reported Scores**
Although official scores are required, most departments will begin reviewing your application with self-reported scores while waiting for the official scores to arrive. You can self-report your scores on your Online Status Page after you submit your application.
- **Waiving English Language Proficiency**
The English Language Proficiency requirement can be waived at the University level for applicants who have earned a BA or higher in the US or an English-speaking country. *A variety of countries are exempt from the English language proficiency requirement.

Transcripts

Please see the "Transcript Requirement" section on The Graduate School website for detailed information and submission instructions: <https://gradschool.fsu.edu/admissions/graduate-admissions>

- **Official Transcripts:** Official transcripts are ONLY required for admitted students & applicants who require SpanTran evaluations of International Transcripts.

Unofficial Transcripts: Unofficial transcripts are required for your application to be reviewed. Please submit ALL unofficial transcripts from each College and/or University attended. FSU only allows for application review with unofficial transcripts from U.S. institutions. For applicants with transcripts from a non-U.S. institution, a credential evaluation must be received before the application can be reviewed. **Official transcripts on the application checklist will show a red "X" until they are submitted. Applicants who have submitted all required documents and are only missing official transcripts are still considered complete and will be reviewed.*

- **International Transcript Requirements:** FSU requires a course-by-course credential evaluation for Fall 2024 applicants and beyond who have degrees from a non-U.S. institution. International and domestic applicants with degrees earned from international institutions must submit their official transcripts through a NACES approved evaluator for transcripts from a non-U.S. institution. SpanTran has created a custom application for FSU to ensure you select the right kind of evaluation at a discounted rate. Please see the "Transcript Requirements" section of the Graduate School website for detailed information. <https://gradschool.fsu.edu/admissions/graduate-admissions>

Departmental Contacts

For additional questions about Admissions requirements, please contact Admissions Coordinator, Allison Young, at aryoung@fsu.edu.

For more in-depth information regarding the program, Level 1 Certification, please contact program director, Dr. Kevin Forehand keforehand@fsu.edu