

Superintendent Leadership Certification

Common Questions

Question

I am eligible for a superintendent leadership certification and have received an application in TWINS. Most items have a check mark indicating 'received'.

The last 3 requirements (Masters' degree, 3 years' experience, completion of SLQS in-service) don't have a check mark yet. I've already arranged, through TWINS, for my Masters' transcript to be sent to Alberta Education.

Do I need to provide Alberta Education with any additional documentation?

Answer

No.

The final three items on the superintendent leadership will be checked internally as the applications are processed through summer. Because there are approximately 5000 individuals currently completing leadership certification applications, Alberta Education staff will require some time in order to process these items. Once processed, they will be marked as 'received' on your superintendent leadership certification application.

Regarding the Master's Degree requirement for the superintendent leadership certificate: so long as you have arranged for your Master's transcript to be sent to Alberta Education through an Education Credential change request, then there is no need to send another transcript. Once transcripts have been verified, Alberta Education staff will process your superintendent leadership certification application over summer, and the Master's Degree will be identified as 'received'.

Regarding the requirement for evidence of 3 years of employment for the superintendent leadership certificate, this also will be checked internally, through TWINS teacher certification records. These records include Alberta school authority employment information, as well as information on out of province employment for individuals who may have more recently applied for Alberta teacher certification from another jurisdiction. You do not need to provide any additional documentation or obtain a letter from your employer.

Finally, completion of the SLQS in-service program will also be checked internally. A list of individuals who have completed the program will be submitted by the program provider and linked to your superintendent leadership certification application.