



## Office of Supervisory Support Services

### New York State Education Dept (SED)

### Administrator Certificate & Superintendent Extension

- NEW certificate. Below is based on our current understanding. As we learn more and if details change, we will share.
- The new Administrator Certificate no longer distinguishes between school building vs district level career paths. However, for all pedagogic manager titles the additional Superintendent Extension is also required.
- Both are professional level certificates, no initial to professional progression.
- Previously issued, properly maintained supervisory certificates are still recognized by the SED and will continue to be accepted by NYCPS.
- We still do not accept internship certificates.
- The Approved Program pathway is not a viable option at this time. Until colleges and universities begin graduating cohorts under specific Administrator Certificate programs, applicants may apply using another pathway – individual evaluation or SBL/SDL/SAS to Administrator Certificate.
- Requirements for professional Administrator Certificate via the individual evaluation pathway:
  - \* Baseline requirements remain the same – all must complete EAS test and workshops, including DASA
  - \* Until Administrator exams are developed, applicants must pass SBL exams part 1 & 2 and also SDL exams part 1 & 2
  - \* 3 years of required experience may be any combination of admin, PPS, and/or classroom teaching
  - \* No mentoring requirement
- Transition path for current supervisory certificate holders:
  - \* With a valid SDL, must pass SBL exams part 1 & 2 to receive the Administrator Certificate
  - \* With a valid SBL, must pass SDL exams part 1 & 2 to receive the Administrator Certificate, and also apply for Superintendent Extension
  - \* These applicants may also have to complete workshops, if needed

#### ➤ Effective Immediately

This credential and extension are already being issued by the SED as of 1/29/25. Below is how they appear in TEACH.

Credential	Status	Application Type	Issued / Effective Date	Original Exp. Date	Time Extended Exp. Date
Superintendent Extension, Professional Ext/Anno	Issued	CERTIFICATE	02/04/2025	N/A	N/A
Administrator, Professional Certificate	Issued	CERTIFICATE	02/04/2025	N/A	N/A

#### ➤ School Building Leader (SBL) and School District Leader (SDL) Sunsetting

These certificates will no longer be issued with effective dates after 9/1/31, except professional certificate progression or initial reissuance.

#### ➤ Eligibility requirements for supervisory titles

Principal, AP, Education Administrator, and Supervisor titles must hold a valid credential:

Administrator Certificate (NEW); School Building Leader (SBL); School Administrator and Supervisor (SAS); or School District Administrator (SDA)

Pedagogic Managers (including all superintendent titles) must hold a valid credential:

Administrator Certificate plus Superintendent Extension (NEW); School District Leader (SDL); or School District Administrator (SDA)

#### ➤ More details are posted on the SED website

<https://www.highered.nysed.gov/tcert/certificate/admincert.html>