

Advanced Certificates

Adult Education (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-EP

Major Code: ADE

Higher Education Administration and Adult Education Department

Bacon Hall 306, (716) 878-4214

adulthoodeducation.buffalostate.edu

The graduate certificate in adult education is designed for professionals who desire graduate-level training in the discipline of adult education. The graduate certificate program consists of four courses from the master of science in adult education program. Certificate program courses can be applied toward the master's degree in adult education. This program does not lead to teaching certification.

The graduate certificate program is offered 100% online.

Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 2.5 (4.0 scale), or a master's degree from an accredited institution with a minimum GPA of 3.0 (4.0 scale).
2. A letter describing the applicant's interest in the field and experience with teaching or administering adult programs.

Applicants may be asked to participate in a phone or online interview at the discretion of the adult education coordinator.

Application Deadline

Applications are accepted and reviewed on a rolling basis.

Program Requirements

Required Courses (12 credit hours)		
ADE 500	INTRODUCTION TO ADULT EDUCATION	3
ADE 600	ADULTHOOD AND DEVELOPMENT	3
ADE 608	INSTRUCTIONAL DESIGN AND ASSESSMENT	3
ADE 610	METHODS OF ADULT EDUCATION	3
Total Credit Hours		12

Graduation Requirements

Completion of the 12 required credit hours with a minimum cumulative 3.0 GPA

Assessment in Higher Education (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-SP

Major Code: AHE

Higher Education Administration and Adult Education Department

Bacon Hall 214C, (716) 878-3789

hea.buffalostate.edu/

The Assessment in Higher Education Advanced Certificate is designed to provide professionals with the necessary skills to become assessment leaders in their higher education community and beyond. The Advanced Certificate is grounded in the principles and foundations of data-based decision making, collaborative practice, and reflective learning. It is designed to equip practitioners with the skills to gather information, the ability to understand the nature and value of formal inquiry, and the opportunity to serve as change agents within their institution through assessment.

The certificate program is designed as a fully online program, making it accessible for full-time working professionals.

Admission Requirements

Students applying for admission must hold a Master's degree or have completed 18 credits of graduate coursework. Applicants must meet the department's overall minimum GPA requirement of 3.0.

Program Requirements

Required Courses and Suggested Sequencing (15 credit hours)		
HEA 615	SURVEY DESIGN FOR PROFESSIONALS	3
HEA 725	FUNDAMENTALS OF INSTITUTIONAL RESEARCH	3
HEA 730	DATA VISUALIZATION AND STORYTELLING	3
HEA 789	ADVANCED DATA ANALYSIS TECHNIQUES IN HIGHER EDUCATION	3
Total Credit Hours		12

Bilingual Inclusive Education (Graduate Certificate)

Graduate Certificate Program

GRCT-ED

Major Code: BIE

Exceptional Education Department

Accredited: Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)

Ketchum Hall 204

(716) 878-3038

exceptionaleducation.buffalostate.edu/

Professional Licensure: This program leads to a recommendation for NYS certification; please check for [certification requirements in all other states](#).

The Bilingual Inclusive Education graduate certificate program (GCP) at SUNY Buffalo State University is a registered distant education (100% online) program. The courses reflect current research and trends in bilingual inclusive education. The scope of the courses includes information regarding the continuum of services and skills needed to teach English language learners/Multilingual learners (ELLs/MLLs) with and without disabilities. Successful completion of program leads to an institutional recommendation for a NYS Bilingual Education Extension.

All applicants for the Bilingual Extension in New York State must show evidence of completing the required seminar in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA workshop) and the NYS Bilingual Education Assessment (BEA) certification exam.

All courses must be planned with an academic adviser and approved by the department chair.

Admission Requirements

1. A bachelor's degree from an accredited college or university teacher preparation program with a minimum cumulative GPA of 3.0 (4.0 scale).
2. Initial certification must be a [valid base certificate](#) for the bilingual extension.
3. Demonstrated native or near native proficiency in both English and other language and an oral interview.

4. A written statement in English and in applicant's home/native language describing the applicant's philosophy of bilingual inclusive education and relevant experiences in the field.

Program Requirements

Required Courses (14-15 credit hours)		
BXE 623	FOUNDATIONS AND THEORY OF BILINGUAL GENERAL AND SPECIAL EDUCATION	3
BXE 625	TEACHING LITERACY IN BILINGUAL GENERAL AND SPECIAL EDUCATION	3
BXE 626	ASSESSMENT TECHNIQUES IN BILINGUAL GENERAL AND SPECIAL EDUCATION	3
BXE 627	TEACHING CONTENT AREAS IN BILINGUAL GENERAL AND SPECIAL EDUCATION	3
BXE 682	FIELD EXPERIENCE IN BILINGUAL GENERAL AND SPECIAL EDUCATION	2-3
Total Credit Hours		14-15

Creativity and Change Leadership (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-SP

Major Code: CRT

Creativity and Change Leadership Department

Chase Hall 248, (716) 878-6223

creativity.buffalostate.edu/

Ongoing development of leadership models during the last century has drawn a close connection between creativity and leadership. At the core of many current leadership models is the concept of change—how to foster and manage it. This concept is clearly reflected in the language used to describe the essence of leadership today. For instance, many leadership theories focus on visionary, transformational, and change leadership. In addition, the view that leadership consists of a set of specific attributes that one has or does not have has shifted to an understanding that leadership skills can be learned and developed.

The ability to think creatively is an essential leadership skill. Often, a leader must act as a catalyst for change and when we engage in creative thinking our goal is to bring about change, i.e., to bring about an idea, solution or concept that helps us to meet an important goal or to address a complex challenge. Thus, it is imperative for leaders to learn how to facilitate their own creative thinking, as well as those they work with, to bring about productive change (i.e., new products, services, resolution to problems, opportunities, etc.).

The purpose of the State University of New York graduate certificate program in creativity and change leadership is to provide students with the knowledge and skills that can put them in a better position to operate as change leaders. Leadership is a process. This certificate program teaches students how to better manage this process.

The program applies more than 50 years of research, development, and practice in the field of creativity toward leadership development. The program is not designed strictly for those in formal leadership roles; anyone can learn how to positively influence others as a leader. Leadership is about action, not position.

After completing this graduate certificate program, students can submit an application to continue with the master's degree in creativity and change leadership (i.e., all courses taken to fulfill the certificate can be applied to the master's degree).

The master's degree and certificate program are offered on the Buffalo State campus and to distance students (i.e., all graduate courses are available as online synchronous courses). Students who wish to earn a master's degree in creativity via distance must begin in the certificate program. Distance students are required to have five years of professional experience. For a description of the distance program (i.e., graduate certificate in creativity and change leadership for professionals) go to the [department's webpage](#).

Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 2.5 (4.0 scale). Preference is given to those with GPAs of 3.0 or higher.
2. A written statement of the applicant's professional or educational goals and how a graduate certificate in creativity supports these goals. The recommended length for the letter of intent is two to three pages.
3. Brief biographical sketch, one to two paragraphs, that provides a summary of the applicant's accomplishments, areas of expertise, and experiences.
4. Two academic/professional letters of reference.
5. Five years of professional experience (distance learning program applicants only).
6. Successful review by the Graduate Admissions Committee.

Program Requirements

Required Courses (15 credit hours)		
CRS 559	PRINCIPLES IN CREATIVE PROBLEM SOLVING	3
CRS 560	FOUNDATIONS OF CREATIVE LEARNING	3
CRS 580	CREATIVITY ASSESSMENT: METHODS AND RESOURCES	3
CRS 610	FACILITATION OF GROUP PROBLEM SOLVING	3
CRS 635	CREATIVITY AND CHANGE LEADERSHIP	3
Elective Course (3 credit hours)		3
CRS 625	CURRENT ISSUES IN CREATIVE STUDIES	
CRS 670	FOUNDATIONS IN TEACHING AND TRAINING CREATIVITY	
Total Credit Hours		18

Data Science Analytics (Graduate Certificate)

Advanced Certificate

Program Code: GRCT-AS

Major Code: DSA

The graduate certificate in Data Science and Analytics is designed to serve the advanced educational needs of bachelor's-prepared professionals who require modern skills for manipulation and organization of their industry data. The advanced certificate program consists of 12 graduate credit hours and is designed to equip graduates with essential data analytics skills and competencies to be effective and competitive in today's data-driven work environments.

Data science and analytics (DSA) is a fast-growing area leading to excellent job opportunities in a variety of fields, including business, industry, health, government, and education. This interdisciplinary certificate offers recent college graduates and industry professionals the opportunity to build skills as data analysts, without the commitment of pursuing a Master's degree.

Admission Requirements

All applicants are required to have a minimum overall GPA of 2.50, the campus-wide standard. Applicants are required to have an undergraduate level introductory statistics course and an undergraduate level introductory programming course. Exceptions to these requirements are made on a case-by-case basis by the admission committee and program faculty.

Program Requirements

Required Courses (12 credit hours)

DSA 501	DATA ORIENTED COMPUTING AND ANALYTICS	3
DSA 650	DATA STRATEGY AND GOVERNANCE	3
MAT 646	INTRODUCTION TO STATISTICS FOR DATA SCIENCE	3
CIS 512	INTRODUCTION TO DATA SCIENCE AND ANALYTICS	3
Total Credit Hours		12

Students will:

1. select and apply an appropriate statistical, mathematical or computational model for a given quandary
2. acquire data from data scraping and open sources and understand the ethical and legal ramifications of data acquisition
3. store, clean, organize, and manipulate real world data from multiple sources
4. compose and present an effective oral, written report or dynamic dashboard, to a lay audience (including storytelling and data visualization) that enhances the audience's understanding and reveals properties of the data
5. use the appropriate software or programming application (Python, SQL, SAS, SPSS, Excel) to manage and analyze data
6. perform effectively as a member of a team to execute a project and will understand what contributes to team success
7. integrate context specific information into their data manipulation allowing them the flexibility to interpret data from many different environments

Disaster and Emergency Management (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-AS

Major Code: DEM

Business, Economics, and Public Administration Department

Chase Hall 322

(716) 878-4239

The Advanced Certificate in Disaster and Emergency Management is a fully online program that covers theory, legal structure, local, state, and federal doctrine, planning, and practice of disaster and emergency management. The program is designed to provide individuals with the conceptual and technical knowledge needed for positions related to disaster and emergency management in public agencies, nonprofit organizations, private businesses, or international humanitarian agencies.

The program totals 15 credit hours that includes four core courses (12 credit hours) and one elective (3 credit hours). Transfer credit may be given for the one elective course.

Admission Requirements

Bachelor's degree from an accredited college or university with a minimum cumulative GPA of 3.0 (4.0 scale) or graduate level course credits with a minimum GPA of 3.0 (4.0 scale). Exceptions will be evaluated on a case-by-case basis, which may include an interview.

Program Requirements

Required Course (12 credit hours)		
PAD 505	INTRODUCTION TO DISASTER AND EMERGENCY MANAGEMENT	3
PAD 606	DISASTER RESPONSE AND RECOVERY MANAGEMENT	3
PAD 608	INTERGOVERNMENTAL RELATIONS	3
PAD 609	DISASTER AND EMERGENCY MANAGEMENT PLANNING	3
Electives (3 credit hours)		3

PAD 500	PUBLIC ADMINISTRATION AND POLICY	
PAD 502	ADMINISTRATIVE LAW	
PAD 507	NEIGHBORHOOD PLANNING AND COMMUNITY DEVELOPMENT	
ECO 524	APPLIED ECONOMETRICS	
GEG 525	FUNDAMENTALS OF GIS	
PAD 646	STRATEGIC PLANNING FOR PUBLIC AND NONPROFIT ORGANIZATIONS	
PAD 647	THE NONPROFIT AND VOLUNTARY SECTOR	
PAD 648	NONPROFIT GRANTS MANAGEMENT AND FUND DEVELOPMENT	
PAD 688	LEADERSHIP IN PUBLIC AND NONPROFIT ORGANIZATIONS	
PAD 701	ADMINISTRATIVE ETHICS	
PAD 712	MANAGING PROGRAM EVALUATION	
Total Credit Hours		15

Students will:

1. demonstrate knowledge of management and organizational issues facing public, private and nonprofit disaster and emergency management organizations.
2. understand ethical and accountability responsibilities within the professional field of disaster and emergency management.
3. demonstrate an understanding and application of how organizational mission, vision, and strategic planning are important to the professional practice of disaster and emergency management.
4. understand and navigate the political and policy environments in which disaster and emergency management occur.
5. develop an understanding and application of cultural competence principles to the study and practice of disaster and emergency management.

Educational Leadership (C.A.S.)- Building

Certificate of Advanced Study Program

Program Code: CAS-EP

Major Code: EDL

Elementary Education, Literacy and Educational Leadership Department

Bacon 302, (716) 878-5916

elementaryeducation.buffalostate.edu/

Professional Licensure: This program leads to a recommendation for NYS certification; please check for [certification requirements in all other states](#)

All applicants for Professional Certification in New York State must show evidence of completing the required seminar in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA Training).

This post-master's degree program leads to a certificate of advanced study (CAS) in educational leadership and a recommendation for New York State certification of School Building Leader.

Admission Requirements

1. Evidence of a valid permanent or professional certificate in classroom teaching, pupil personnel service, or administration that was issued by any state or national government (submit copy).
2. A master's degree from an accredited college or university.

3. Three recommendation forms that attest to applicant's potential as an educational leader. Recommenders' email address must be entered in the online application.
4. Three years of successful teaching and/or supervisory and/or pupil personnel service experience in schools or agencies (pre-K-12).
5. An interview providing evidence of successful leadership potential.
6. Evidence of satisfactory verbal and written English language skills.

Program Requirements

1. A minimum GPA of 3.0 (4.0 scale) is required to remain in the program.
2. Coursework (including transfer credit) and field and internship experiences must be completed within six years of the date of enrollment in the program.
3. A maximum of 6 credit hours of independent study may be included in the program.
4. At the completion of 24 credit hours of coursework in EDL, students may enroll in **EDL 703** (Educational Leadership Internship, a 3-credit course). At the completion of the **EDL 703** internship and at the completion of each field experience, a letter grade of S (Satisfactory) or U (Unsatisfactory) is awarded.
5. All coursework must receive a minimum grade of C to meet program requirements.
6. A maximum of 12 graduate-level credit hours may be transferred upon approval. Only grades of B or better will be accepted as transfer credit.

Required Courses (30 cr. hrs)		
EDL 552	PUBLIC SCHOOL LAW	3
EDL 559	PRINCIPLES IN CREATIVE PROBLEM SOLVING	3
EDL 607	SITE-BASED LEADERSHIP	3
EDL 612	SCHOOL BUSINESS MANAGEMENT AND FINANCE	3
EDL 630	CURRICULUM LEADERSHIP	3
EDL 631	SUPERVISION OF TEACHING	3
EDL 683	FACILITATION OF GROUP PROBLEM SOLVING	3
EDL 702	EDUCATIONAL LEADERSHIP FIELD EXPERIENCES (1 credit hour course taken 3 times for total of 3 credit hours)	3
EDL 703	EDUCATIONAL LEADERSHIP INTERNSHIP	3
EDL 704	SEMINAR IN EDUCATIONAL CHANGE	3
Elective (3 cr. hrs.)		3
Choose one from the following:		
EDL 560	METHODS, THEORIES, AND MODELS OF CREATIVE LEARNING	
EDL 602	ADMINISTRATION OF SPECIAL EDUCATION PROGRAMS	
EDL 608	ADMINISTRATION OF PROGRAMS FOR THE YOUNG CHILD	
Total Credit Hours		33

Educational Leadership (C.A.S.)- Building & District

Certificate of Advanced Study Program

Program Code: CAS-ED

Major Code: ECP

Elementary Education, Literacy and Educational Leadership Department
Bacon 302, (716) 878-5916
elementaryeducation.buffalostate.edu/

Enrollment in all teacher education programs follows the guidelines for "Admission to Teacher Education Programs" found in this catalog. Applicants who do not yet meet all admissions criteria should consult with the department.

Professional Licensure: This program leads to a recommendation for NYS certification; please check for [certification requirements in all other states](#)

All applicants for Professional Certification in New York State must show evidence of completing the required seminar in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA Training).

This post-master's degree program leads to a certificate of advanced study (CAS) in educational leadership and a recommendation for New York State certification of both School Building Leader and School District Leader.

Admission Requirements

1. Evidence of a valid permanent or professional certificate in classroom teaching, pupil personnel service, or administration that was issued by any state or national government (submit one copy with application).
2. A master's degree from an accredited college or university.
3. Three recommendation forms that attest to applicant's potential as an educational leader. Recommenders' email address must be entered in the online application.
4. Three years of successful teaching and/or supervisory and/or pupil personnel service experience in schools or agencies (pre-K-12).
5. Statement of leadership interests, goals, and relevant professional and community service.
6. An interview providing evidence of successful leadership potential.
7. Evidence of satisfactory verbal and written English language skills.

Each admission requirement is scored according to criteria on an evaluation rubric. The total score is compiled so that any one requirement will not preclude admission, but an overall snapshot of potential student success will be considered.

Program Requirements

1. A minimum GPA of 3.0 (4.0 scale) is required to remain in the program. Coursework (including transfer credit) and field and internship experiences must be completed within six years of the date of enrollment in the program.
2. A maximum of 6 credit hours of independent study may be included in the program.
3. After the successful completion of EDL 703 (Educational Leadership Internship, a 3-credit course), students may enroll in EDL 705 (School District Internship, a 2-credit course). At the completion of each internship experience, a letter grade of S (Satisfactory) or U (Unsatisfactory) is awarded.
4. All coursework must receive a minimum grade of C to meet program requirements.
5. A maximum of 12 graduate credit may be transferred upon approval. Only grades of B or better will be accepted as transfer credit.

Required Courses		
EDL 552	PUBLIC SCHOOL LAW	3
EDL 607	SITE-BASED LEADERSHIP	3
EDL 612	SCHOOL BUSINESS MANAGEMENT AND FINANCE	3
EDL 613	SCHOOL DISTRICT ADMINISTRATION AND GOVERNANCE	3
EDL 630	CURRICULUM LEADERSHIP	3
EDL 631	SUPERVISION OF TEACHING	3

EDL 702	EDUCATIONAL LEADERSHIP FIELD EXPERIENCES (1 credit hour course taken 3 times for total of 3 credit hours)	3
EDL 703	EDUCATIONAL LEADERSHIP INTERNSHIP	3
EDL 704	SEMINAR IN EDUCATIONAL CHANGE	3
EDL 559	PRINCIPLES IN CREATIVE PROBLEM SOLVING	3
EDL 683	FACILITATION OF GROUP PROBLEM SOLVING	3
EDL 705	SCHOOL DISTRICT INTERNSHIP	2
EDL 602	ADMINISTRATION OF SPECIAL EDUCATION PROGRAMS	3
Total Credit Hours		38

Human Resource Development (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-ED

Major Code: HRD

Higher Education Administration and Adult Education Department

Bacon Hall 306, (716) 878-4214

adulthoodeducation.buffalostate.edu

This graduate certificate program is designed to serve the advanced educational needs of professionals who educate and train workers and volunteers. The certificate program consists of 12 graduate credit hours, and is designed to address the essential skills and competencies for professional practitioners in human resource development. Graduates will use their skills to develop and administer training programs to produce a more effective and competitive workforce.

The certificate in human resource development can be applied toward a master's degree in adult education at Buffalo State. This program does not lead to teaching certification.

The graduate certificate in human resource development is offered 100% online.

Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 2.5 (4.0 scale), or a master's degree from an accredited institution with a minimum GPA of 3.0 (4.0 scale).
2. A letter describing the applicant's interest in the field and experience with teaching or administering adult programs.

Applicants may be asked to participate in a phone or online interview at the discretion of the adult education coordinator.

Application Deadline

Applicants must apply by July 1 for fall admission or by December 1 for spring admission. No applications are accepted for summer admission.

Program Requirements

Required Courses (12 credit hours)		
ADE 608	INSTRUCTIONAL DESIGN AND ASSESSMENT	3
ADE 610	METHODS OF ADULT EDUCATION	3
ADE 625	DESIGNING AND EVALUATING PROGRAMS FOR ADULT LEARNERS	3

ADE 640	HUMAN RESOURCE DEVELOPMENT	3
Total Credit Hours		12

All courses are 3 credits unless otherwise indicated.

Public Management (Graduate Certificate)

Graduate Certificate Program

Program Code: GRCT-AS

Major Code: PMG

Business, Economics, and Public Administration Department

Chase Hall 322

(716) 878-4239

The Advanced Certificate in Public Management provides students with an advanced course of study at the graduate level concentrating on the conceptual, technical, and professional education and skills required for administrative and leadership positions in governmental offices and not-for-profit agencies. The program, totaling 15 credit hours, includes three required core courses (9 credit hours) and two electives (6 credit hours) taken from Public Administration (PAD) graduate courses. Transfer credit may be given for one or both of the elective courses.

Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 3.00 (4.0 scale) or a master's degree from an accredited institution with a minimum GPA of 3.0 (4.0 scale).
2. A brief written statement of the applicant's professional or educational goals and how a graduate certificate in public management supports these goals.
3. Successful review by the Admissions Committee.

Program Requirements

Required Courses (9 credit hours)		
PAD 500	PUBLIC ADMINISTRATION AND POLICY	3
PAD 601	PUBLIC BUDGETING	3
PAD 735	PUBLIC ORGANIZATIONS	3
Electives (6 credit hours)		
Select two graduate courses with PAD prefix		6
PAD 515	NYS GOVERNMENT AND BUDGET	
PAD 540	U.S. PUBLIC POLICY	
PAD 605	INTERNATIONAL PUBLIC MANAGEMENT AND SERVICE	
PAD 607	CITY AND COUNTY MANAGEMENT	
PAD 608	INTERGOVERNMENTAL RELATIONS	
PAD 640	HUMAN RESOURCE MANAGEMENT FOR PUBLIC AND NONPROFIT ORGANIZATIONS	
PAD 646	STRATEGIC PLANNING FOR PUBLIC AND NONPROFIT ORGANIZATIONS	

PAD 688	LEADERSHIP IN PUBLIC AND NONPROFIT ORGANIZATIONS
PAD 700	IMMIGRATION AND REFUGEE POLICY
PAD 715	SURVEY METHODS AND DESIGN
Total Credit Hours	15

Students will:

1. Strengthen applied knowledge of public management principles, with a focus on real-world issues, organizational dynamics, and service delivery challenges faced by working professionals.
2. Utilize practical tools and technical skills—including budgeting, performance measurement, and policy analysis—to improve organizational efficiency and program effectiveness.
3. Demonstrate leadership and decision-making competencies relevant to supervisory, managerial, and executive roles in public organizations.
4. Apply ethical frameworks and public service values such as accountability, equity, and transparency to guide day-to-day operations and strategic initiatives.
5. Enhance collaboration, communication, and stakeholder engagement skills, with an emphasis on intergovernmental, interagency, and community-based partnerships.
6. Integrate professional experience with advanced academic training to address complex administrative challenges, foster innovation, and support mission-driven outcomes.

School District Business Leader (CAS)

Certificate of Advanced Study Program

Program Code: CAS-EP

Major Code: SBL

Elementary Education, Literacy, and Educational Leadership Department

Bacon 302, (716) 878-5916

elementaryeducation.buffalostate.edu/

The School District Business Leader CAS provides candidates with required content to demonstrate upon program completion the knowledge and skills necessary to perform the required tasks and responsibilities of a school district business leader. The program consists of 12 credit hours of school business courses and a six-credit supervised internship in school business. Candidates may combine the required SDBL coursework with 21 additional credits in the combined School Building/School District Leadership program to be recommended for certification in all three titles. Candidates will also have to pass the State Education Department school district business leadership exam prior to being recommended for certification.

Admission Requirements

Graduate Admissions standards require a GPA of 3.0 from the applicants' undergraduate program. Program admission requirements:

- 1) Evidence of a valid permanent or professional certificate in classroom teaching, pupil personnel service, or administration that was issued by any state or national government (submit one copy with application).
- 2) A master's degree from an accredited college or university.
- 3) Three recommendation forms that attest to applicant's potential as an educational leader. Recommenders' email address must be entered in the online application.
- 4) Three years of successful teaching and/or supervisory and/or pupil personnel service experience in schools or agencies (pre-K-12).
- 5) Statement of leadership interests, goals, and relevant professional and community service.
- 6) An interview providing evidence of successful leadership potential.
- 7) Evidence of satisfactory verbal and written English language skills.

Program Requirements

EDL 552	PUBLIC SCHOOL LAW	3
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EDL 612	SCHOOL BUSINESS MANAGEMENT AND FINANCE	3
EDL 613	SCHOOL DISTRICT ADMINISTRATION AND GOVERNANCE	3
EDL 702	EDUCATIONAL LEADERSHIP FIELD EXPERIENCES	3
EDL 705	SCHOOL DISTRICT INTERNSHIP	3
EDL 714	PERSONNEL ADMINISTRATION IN SCHOOLS	3

Students will:

1. create and sustain financial and operational conditions within a district that enable all students to meet State learning standards and all staff to serve effectively in achieving that objective;
2. identify, develop, and endorse organizational and administrative policies and procedures for a district
3. effectively and ethically manage the financial resources of a district, including but not limited to identifying revenue sources; understanding the impact of economic and financial markets upon districts; forecasting district expenditures; applying cash management procedures and generally accepted accounting principles; developing a financial model to monitor district finances
4. administer employment agreements and financial and operational resources in accordance with State and Federal laws and regulations, including collective bargaining; manage and evaluate district payroll operations
5. effectively and ethically manage the operational functions of a district, including but not limited to: developing data-driven facilities plans; managing and tracking inventories, equipment, and capital assets; identifying, assessing, and communicating a district risk management program
6. assist in implementing, monitoring, and evaluating a district strategic plan; monitor and assess programs that support instruction; assist with the allocation of resources for instructional programs
7. effectively present financial data in multiple formats; direct a management information system; and implement effective mass and interactive communication strategies and techniques.

Teacher Leader (C.A.S.)

Certificate of Advanced Study Program

Program Code: CAS-ED

Major Code: TLR

Elementary Education, Literacy, and Educational Leadership Department

Bacon 302, (716) 878-5916

elementaryeducation.buffalostate.edu/

Enrollment in all teacher education programs follows the guidelines for "Admission to Teacher Education Programs" found in this catalog. Applicants who do not yet meet all admissions criteria should consult with the department.

The Teacher Leadership courses address the many powerful ways teachers can, as leaders meet what a coalition of State Education Chiefs and District Superintendents called Chiefs for Change have outlined as three key challenges: affect education policy, create constant improvement through innovative practices, and solve critical issues in schools and districts.

Admission Requirements

1. Evidence of a valid permanent or professional certificate in classroom teaching, pupil personnel service, or administration that was issued by any state or national government (submit one copy with application).
2. A master's degree from an accredited college or university.
3. Three recommendation forms that attest to applicant potential as an educational leader. Recommenders' email address must be entered in the online application.
4. Statement of leadership interests, goals, and relevant professional and community service.
5. An interview providing evidence of successful leadership potential.
6. Evidence of satisfactory verbal and written English language skills.

Program Requirements

Required Courses		
EDL 559	PRINCIPLES IN CREATIVE PROBLEM SOLVING	3
EDL 607	SITE-BASED LEADERSHIP	3
EDL 630	CURRICULUM LEADERSHIP	3
EDL 702	EDUCATIONAL LEADERSHIP FIELD EXPERIENCES	1
Total Credit Hours		10

Teaching English to Speakers of Other Languages (C.A.S.)

Certificate of Advanced Study Program

Program Code: CAS-ED

Major Code:ESOL

Exceptional Education Department

Ketchum Hall 204

General Information (voice mail): (716) 878-3038

exceptionaleducation.buffalostate.edu/

Enrollment in all teacher education programs follows the guidelines for "Admission to Teacher Education Programs" found in this catalog. Applicants who do not yet meet all admissions criteria should consult with the department.

The Certificate of Advanced Studies (CAS) in teaching English to Speakers of Other Languages is comprised of five required content courses (15 credit hours). Each course within the program requires 10 field/observation/practical hours for a total of 50 clock hours that are arranged by the instructor and offer candidates the opportunity to reflect upon the application of course work in school settings. As an initial certificate, the program requires student teaching experience with English Language Learners (ELL). This may be achieved during employment in a school with a significant ELL population. The student teaching practicum is a total of 20 days divided between elementary and middle/secondary grades where ELLs are the focus of instruction. The CAS is designed to provide the skills necessary to effectively address the needs of non-native speakers of English in American educational settings. The program allows practicing teachers to broaden their understanding of language acquisition processes, pedagogical concerns, and English language content. After successfully completing the program, and completing all other state-mandated requirements candidates will receive a college recommendation for Initial Certification in Teaching English to Speakers of Other Languages (TESOL). Candidates should consult the Teacher Certification website for current seminars and workshops. <https://teachercertification.buffalostate.edu/seminars-and-workshops>

Admission Requirements

Applicants are required to have a minimum 3.0 GPA. Applicants who have below a 3.0 GPA, but above a 2.5, will be subject to additional admission review; students are encouraged to check with the department.

Additional Admission Requirements

- Evidence of a completed undergraduate degree from a regionally accredited institution of higher education or a nationally recognized institution of higher education in another country.
- Completion of a New York State teacher-education program leading to a college recommendation for Initial Certification in a core area such as: early childhood, childhood or secondary education.
- Evidence of a minimum of 12 credit hours at the higher education level in the study of one or more foreign languages (NB: This requirement can be fulfilled during the program of study for the CAS. Foreign language requirements can impact financial aid. It is vital to seek advisement from both the Financial Aid Office and you academic adviser every semester to ensure that you successfully accomplish the language requirements.)
- Evidence of English language proficiency for candidates whose native language is not English (e.g., TOEFL, IELTS, local proficiency exam, or bachelor's degree from an English-speaking university).

Program Requirements

Required Courses (18-21 credit hours)

ESL 500	PRACTICUM IN EDUCATION	3-6
ESL 503	FOUNDATIONS OF FOREIGN AND SECOND LANGUAGE EDUCATION	3
ESL 540	SECOND-LANGUAGE ACQUISITION	3
ESL 600	ENGLISH AS A SECOND LANGUAGE METHODS	3
ESL 602	ASSESSMENT IN FOREIGN AND SECOND LANGUAGE EDUCATION	3
ESL 613	CONTENT AREA ENGLISH AS A SECOND LANGUAGE INSTRUCTION	3

Total Credit Hours 18-21

50 hours of field experiences distributed in coursework followed by 20 days of student teaching in high need schools divided between elementary level (1-6) and secondary level (7-12).