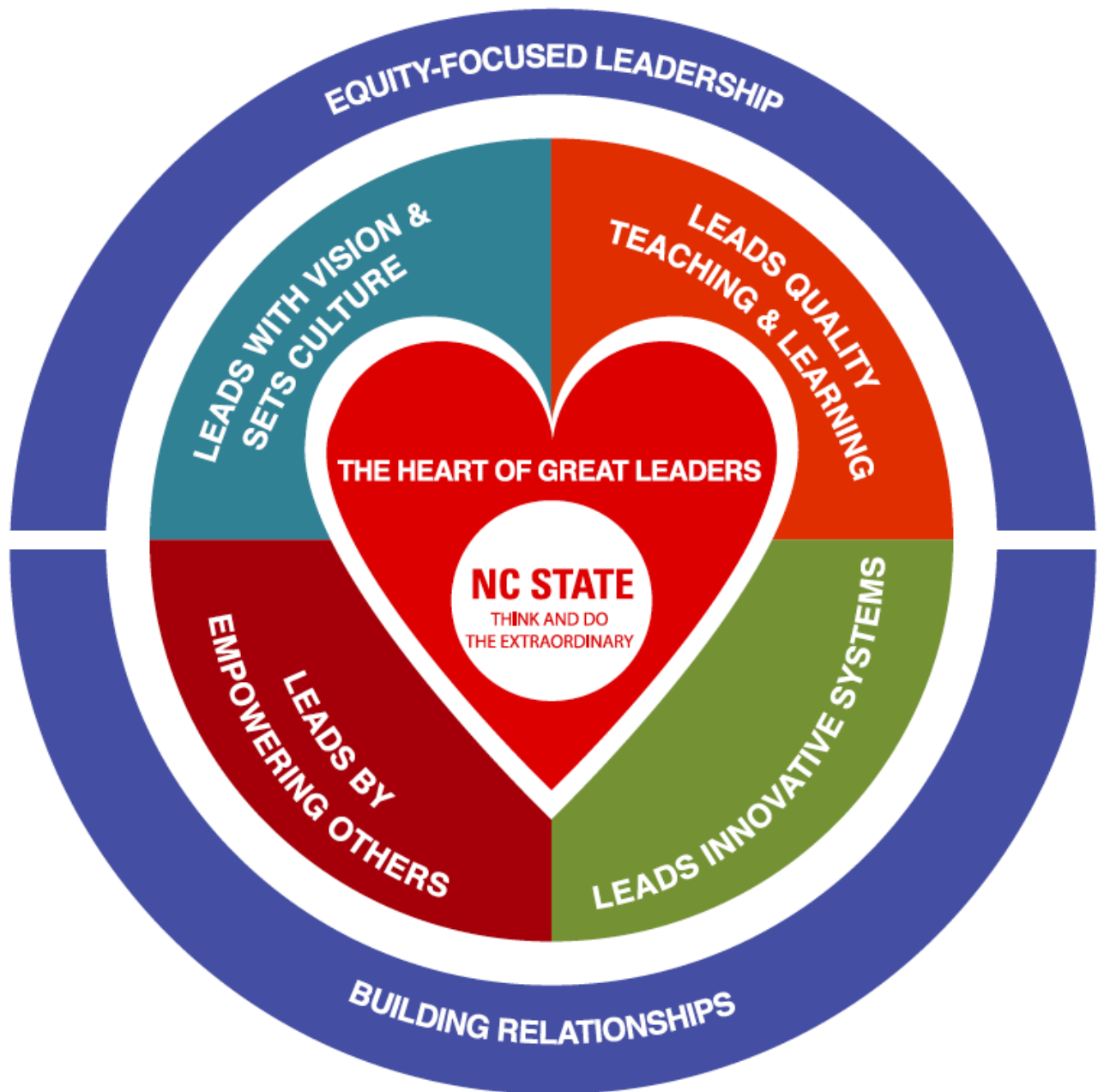


# NC STATE PRINCIPAL PREPARATION

*Developing Excellent Leaders, Effective Schools, and Enriched Communities*



**Application Checklist:**

- \_\_\_ 1. Completed NCSU's Graduate School Online Application.
- \_\_\_ 2. Paid the \$75 application fee.
- \_\_\_ 3. Selected: **School Administration – MR - Summer I 2023** (for May 2023 start date).
- \_\_\_ 4. Confirmed on application that you have **NC Residency** and completed the required form in the application system.
- \_\_\_ 5. Uploaded unofficial **transcripts** from each college attended (except NC State). If you are recommended for admission, the Graduate School will request an official copy of your transcript(s) be sent directly to the Graduate School (for address see <http://www.ncsu.edu/grad/contact-us/index.php>. Please do not send the transcripts to the department).
- \_\_\_ 6. Confirmed the submission of three (3) **letters of reference** via the online application system.
- \_\_\_ 7. **OPTIONAL**: Submitted official score report from either the Miller's Analogy Test (MAT) or the Graduate Record Examination (GRE) (taken within the past 5 years). [Send unofficial scores ASAP and then have your official scores sent to NCSU Graduate School. Please request a print-out of your unofficial score from the test administrator the day you take the test. Then email copy of score report to [ann\\_vannelsue@ncsu.edu](mailto:ann_vannelsue@ncsu.edu)]
- \_\_\_ 8. Uploaded your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email)
- \_\_\_ 9. Uploaded your statement of **purpose or biographical statement**.
- \_\_\_ 10. Uploaded your **writing sample** for the MSA program: "*Philosophical Statement or Educational Platform*." (You may have to combine two of the documents for 8, 9, and 10 into one computer file in order to upload at the online application site.)
- \_\_\_ 11. Mailed, faxed or emailed **NC State Principal Preparation Background Information** form to:  
Dr. Lesley Wirt, Principal Preparation  
NC State University, College of Education  
Campus Box 7801, 608P Poe Hall  
Raleigh, NC 27695-7801  
[lesley\\_wirt@ncsu.edu](mailto:lesley_wirt@ncsu.edu), Fax: 919-515-8950
- \_\_\_ 12. Completed the **Required NC State Principal Preparation/MSA 2023 Admission Survey** at: <https://forms.gle/WLpRVQbT5pWrhS5d6>
- \_\_\_ 13. Save the Date for Candidate Assessment Day on a **Saturday, January 28, 2023** at NC State's [Friday Institute](#).

\* NCSU's MSA Application Due Date: **January 3, 2023**

\* **Mandatory Attendance at Candidate Assessment Day on Saturday, January 28, 2023 at NC State's Friday Institute.**

**Application Checklist****Preferred Admission Criteria**

- Four years teaching experience in PK-12 public or private school is required.
- Undergraduate GPA of 3.0 or better strongly preferred (2.5 GPA minimum)

**Application Procedures**

All application materials should be submitted via the NC State Graduate School's online application.

1. Go to NC State's Graduate School's Online Application web page:  
<https://applygrad.ncsu.edu/apply/>
2. On the right side of the page, click on the Create Account tab to register for a new account.
3. "Application Instructions" are provided within the electronic application, please read carefully. There is a nonrefundable \$75 application fee. *Your application can be more rapidly processed if you use a credit card.*
4. When completing the online application form from the dropdown menu, select the program: **School Administration – MR - Summer I 2023** (for May 2023 start date).
5. Make sure you select that you have **NC Residency** and complete the required form in the application system. (This step is very important!)

To complete your application, you will need the following items:

- **Transcripts** from each college attended (except NC State). Upload unofficial transcripts.
- Three **letters of reference**. One letter **must be** from your current supervisor. The system will send an email to your references asking them to electronically submit their reference.
- **OPTIONAL** - Official score report from either the Miller's Analogy Test (**MAT**) or the Graduate Record Examination (**GRE**) (taken within the past 5 years).
- Your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email).
- A statement of **purpose or biographical statement**. You are asked to: "*Describe your career goals and research interests, as well as your publications, work experience, and academic honors and organizations. You may also include an optional statement of the key learning objectives you hope to achieve in your studies, your achievements, talents, background, experiences, and traits that will contribute to the enrichment or diversity of the University or community, beyond your academic credentials.*"

- A **writing sample** for the MSA program. You are asked to provide: *Philosophical Statement or Educational Platform: In an essay, describe your educational philosophy, please include your view of the purpose of schooling; the key ingredients of an adequate education for all students; and how educational leaders should be viewed by students, teachers, and parents.*

***If you have any problems with the electronic application process, please contact:***

**NC State Graduate School**  
919-515-2872 – general information  
919-515-2871 – graduate records  
919-515-2873 – fax  
[graduate-school@ncsu.edu](mailto:graduate-school@ncsu.edu) (general inquiries)  
[graduate\\_applications@ncsu.edu](mailto:graduate_applications@ncsu.edu) (admissions & application questions)

Your application can be more rapidly processed if you can pay the application fee using a credit card. If not paid on-line with a credit card, the application fee should be mailed directly to the Graduate School.

**NC State Graduate School**  
1020 Main Campus Drive, Room 2300A  
Campus Box 7102  
North Carolina State University  
Raleigh, NC 27695-7102

Once your university application has been completely submitted, please complete the NC State Principal Preparation/MSA Information Survey that will take approximately 10 minutes.

Required Information Survey at: <https://forms.gle/WLpRVQbT5pWrhS5d6>

For questions or additional information about the program content or coursework:

Dr. Lesley Wirt, [lesley\\_wirt@ncsu.edu](mailto:lesley_wirt@ncsu.edu), 919-513-8521

Name: \_\_\_\_\_

1. Have you ever been dismissed from any employment?  
 YES (If yes, provide explanation.)  NO

2. Have you ever resigned, voluntarily or involuntarily, in lieu of contract non-renewal, non-extension or termination of employment?  
 YES (If yes, provide explanation.)  NO

3. Have you ever been denied tenure/career status?  
 YES (If yes, provide explanation.)  NO

4. Have you ever had a contract non-renewed, non-extended or been dismissed from employment?  
 YES (If yes, provide explanation.)  NO

5. Have you ever been or are you currently being investigated for alleged misconduct related to your employment or arising out of your employment?  
 YES (If yes, provide explanation.)  NO

6. Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation (criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired). Please explain relevant circumstances in detail.

**NOTE:** In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to Stop in the Event of an Accident (hit and run) and Driving While License Revoked or Suspended (DWLR).

YES (If yes, provide explanation.)  NO

7. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense?  
 YES (If yes, provide explanation.)  NO

8. Have you ever participated in a diversion program in lieu of prosecution?  
 YES (If yes, provide explanation.)  NO

9. Have you ever been arrested, indicted or otherwise charged or accused of a crime regardless of whether you were convicted or whether the charges were dropped other than for a minor traffic offense?  
 YES (If yes, provide explanation.)  NO

10. Are you currently under criminal investigation or named in an indictment, accusation or special presentment of any offense other than for a minor traffic violation?  
 YES (If yes, provide explanation.)  NO

**NC State Principal Preparation/MSA Background Information**

11. Have you ever been, or are you currently being, investigated or charged with a violation of a Professional Code of Ethics or any similar code of conduct?  
 YES (If yes, provide explanation.)  NO
12. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency?  
 YES (If yes, provide explanation.)  NO
13. Have you ever had a professional certificate, credential, or license or any kind revoked or suspended?  
 YES (If yes, provide explanation.)  NO
14. Have you ever been reprimanded, censured, placed on probationary status or suspended for any alleged misconduct or alleged violation of professional standards or conduct?  
 YES (If yes, provide explanation.)  NO
15. Are there any pending adverse actions against you relating to a professional certificate, credential, or license in North Carolina, any other state or country?  
 YES (If yes, provide explanation.)  NO
16. Are you on a child abuse registry or a sex offender registry of any kind?  
 YES (If yes, provide explanation.)  NO
17. Have you ever been denied a professional license for which you applied?  
 YES (If yes, provide explanation.)  NO
18. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?  
 YES (If yes, provide explanation.)  NO
19. Have you ever surrendered a professional license of any kind before its expiration?  
 YES (If yes, provide explanation.)  NO
20. Have you ever been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure?  
 YES (If yes, provide explanation.)  NO
21. Have you ever been involuntarily placed on leave by an employer?  
 YES (If yes, provide explanation.)  NO
22. Has an administrator ever met with you to address specific concerns about your teaching or classroom management?  
 YES (If yes, provide explanation.)  NO

23. Have you ever been placed on a formal improvement plan (ex: directive action plan or corrective action plan) for your teaching?  YES (If yes, provide explanation.)  NO

24. As a participant in NC Principal Preparation, I agree to immediately inform the Program Director if I am put on a formal improvement plan (directive, or corrective action, etc....) and fully disclose the nature and content of the improvement directive.  YES  NO

25. As a participant in NC Principal Preparation, I agree to immediately seek assistance from the Program Director if any of my supervisors formally or informally raise concerns about my job performance.  YES  NO

26. Are you a NC Resident?  YES  NO

27. Do you have a clear teaching license? \_\_\_\_\_

28. What NC teaching license do you currently hold?  
 NC SP1/Initial License  NC SP2/Continuing License  Lateral/Residency  Other (please list: \_\_\_\_\_)

29. How many years teaching experience do you have (include the 2022-2023 academic year)?  
\_\_\_\_\_

30. What NC license do you anticipate holding during the 2023-2024 school year?  
 NC SP1/Initial License  NC SP2/Continuing License  Lateral/Residency  Other (please list: \_\_\_\_\_)

31. List any other licenses you hold: \_\_\_\_\_

32. Have you ever had any loans in default, past or present? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

33. Do you have any hold on college records/cannot get a transcript? \_\_\_\_\_

32. Are you a 10-month, 11-month, or 12-month employee? \_\_\_\_\_

33. Do you work at a year-round school? \_\_\_\_\_ If so, what track? \_\_\_\_\_

34. Do you have summer work expectations?  YES  NO  
If yes, please list? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the completed form as soon as possible by email, fax, or mail to:

Dr. Lesley Wirt

Email: [lesley\\_wirt@ncsu.edu](mailto:lesley_wirt@ncsu.edu)

Fax: (919) 515-8950

Address: Dr. Lesley Wirt, Principal Preparation  
NC State University, College of Education  
Campus Box 7801, 608P Poe Hall  
Raleigh, NC 27695-7801



# MSA Program Fellow Selection Process

Leadership succession planning or investing in leadership “bench strength” is a standard practice in successful corporations and in high performing educational systems. We know that great schools have great leaders. NC State MSA program targets resources to prepare the very best leaders for NC’s schools and improve student outcomes.

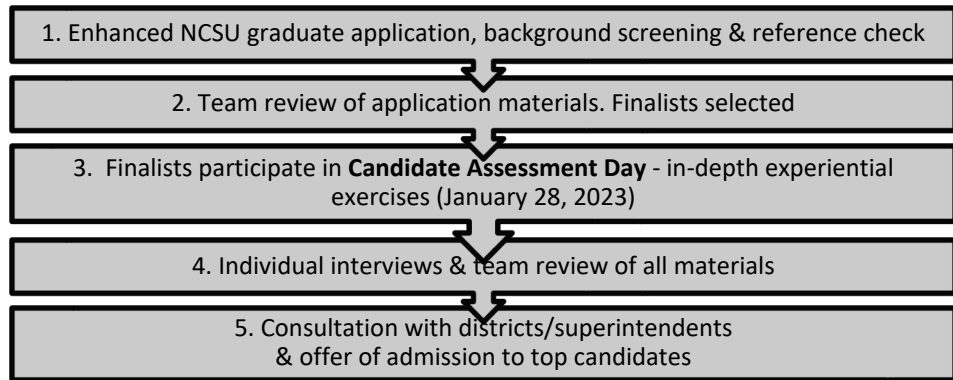
To prepare highly effective leaders for NC’s schools, NC State uses a multi-step selection process that includes experiential events in which candidates must demonstrate their skills, knowledge and dispositions. Through these carefully sequenced interactions, NC State selects the very best people – those who demonstrate characteristics of principals that research has identified as linked to higher levels of student performance and correlated with deeper school change.

NC State selects Fellows who: have high expectations and share the belief that *all* children can achieve at high academic levels; have a sense of urgency and personal accountability for achieving results for students; have a deep commitment to equity and community engagement; possess a deep knowledge of curriculum and instruction and monitors teacher effectiveness; and have strong resiliency skills to persevere when confronted with setbacks.



**NC State NELA, Cohort 1**

## Multi-Step Selection Process:



Applicants complete an enhanced NCSU Graduate School application and must pass a background screening and reference check. Letters of recommendation for this stage of the process should come from the **candidate’s immediate supervisor(s)** and others who have worked closely with the candidate. Candidates should **NOT** seek superintendent endorsement.

Consultation with the superintendent will take place after Candidate Assessment Day and will be based in part on the candidate’s performance during the assessment activities.

After a careful review of applications, the NC State MSA Leadership Team and Educational Leadership faculty select finalists to participate in Candidate Assessment Day (**January 28, 2023**). During the full-day assessment, finalists engage in authentic scenario-based activities. Each individual is assessed by evaluation teams composed of current teachers, principals, K-12 students, district turnaround coaches, district superintendents, and university faculty. (For a more detailed description of the Assessment Day, please see: [go.ncsu.edu/principalprep](http://go.ncsu.edu/principalprep)).

### During Candidate Assessment Day, finalists:

- ✓ Role play scenario with a current high school student;
- ✓ Role play scenario with a current K-12 teacher;
- ✓ Complete the GRIT Perseverance Survey;
- ✓ Role play a School Improvement Team Meeting scenario;
- ✓ Complete a timed authentic writing activity (20 minutes to write a memo that will go home to families about an incident at school);
- ✓ Participate in a 30-minute individual interview.

At the end of the day, the Assessment Team debriefs with the MSA Leadership Team about the strengths and weaknesses of each candidate. The MSA Leadership Team then completes a comprehensive review of all the materials, consults with district leaders, and makes final admission decisions. Offers of admission will be made approximately four weeks after Candidate Assessment Day.