



Education · Business · Non-Profit Consultation & Advising

Administrator Certification Academy

A Year-Long Preparation Program for Principals & Superintendents

Powered by ASAP®

One Cohort Year. A Career of Leadership.

A 12-month, assessment-driven, blended certification program combining individualized online modules, three immersive leadership retreats, one-on-one mentorship, a supervised field experience, and a capstone portfolio — culminating in recommendation for building-level or district-level administrator certification in states that offer administrator certification.

- ✓ Two Tracks: Principal & Superintendent
- ✓ Three Immersive Retreats
- ✓ Individualized Development Plan (IDP)
- ✓ PSEL & NELP Standards-Aligned
- ✓ 240-Hour Supervised Field Experience
- ✓ 1:1 Mentorship & 24/7 Online Community

Program Overview

The **EdConsult Administrator Certification Academy**, powered by ASAP®, is a **year-long, cohort-based preparation program** for aspiring principals and superintendents. In states that offer administrator certification, the Academy is designed to satisfy preparation requirements for building-level and district-level administrator credentials. In all states, it delivers rigorous, standards-aligned leadership development, with CEUs/SCECHs available for certificate renewal.

Unlike traditional university preparation routes, the Academy is **developed with practitioners, for practitioners** — affordable, manageable alongside a full-time role, and built around each candidate. Every candidate's journey begins with data, not coursework: comprehensive ASAP® Educational Leadership Assessments, a personal interview, and a Decision-Making & Prioritization Skills Simulator generate an individual profile measured against the Professional Standards for Educational Leaders (PSEL). That profile drives an **Individualized Development Plan (IDP)** for every candidate — including possible exemption from modules based on prior graduate coursework, training, and portfolio evidence.

Two Certification Tracks

Building Administrator Track	District Administrator Track
Principal Certification For teacher leaders, assistant principals, deans, and instructional coaches preparing for the principalship. Aligned to PSEL and the NELP Building-Level standards.	Superintendent Certification For principals and central-office leaders preparing for the superintendency. Aligned to PSEL and the NELP District-Level standards, with added emphasis on governance, board relations, district finance, and systems leadership.

Both tracks culminate in **institutional recommendation for the applicable administrator certificate** in states where the program holds approval, subject to each state's eligibility requirements (e.g., degree level, years of experience, and any required state assessment).

Why Instructional Leadership Is the Core

The overall effect of instructional leaders on student learning outcomes is nearly four times that of transformational leaders (Robinson, Lloyd, & Rowe, 2008) — yet as many as 80% of school leaders believe transformational leadership is their strength (Marks, 2013). Transformational leaders set vision and direction; instructional leaders focus on students — observing classrooms, ensuring professional development that improves student learning, communicating high academic standards, and building environments conducive to learning (Hattie, 2015). The Academy prepares administrators who are **instructional leaders first**.

Your Academy Year at a Glance

The Academy runs on a 12-month cohort calendar (July admission through June completion). Candidates remain in their current roles throughout; module work is online and asynchronous, cohort meetings are virtual, and the three retreats are held on Friday–Sunday schedules.

When	Phase	What Happens
July	Admission & Assessment	Application review, district endorsement, and personal interview. ASAP® Educational Leadership Assessment battery and Decision-Making & Prioritization Simulator establish each candidate's baseline profile.
August	IDP & Onboarding	Individualized Development Plan built from assessment data; module exemptions determined from prior graduate coursework and portfolio evidence. Mentor matching. Online learning community enrollment.
September	Launch Retreat (#1)	2½-day immersive retreat: cohort launch, In-Basket Simulator, assessment results review, visioning exercise, and field experience planning. Field experience hours begin.
Oct – Dec	Core Modules 1–3	Visionary Leadership & Leading Change; Culture, Climate & Inclusive Environments; Instructional Leadership — Observation, Feedback & Educator Evaluation. Monthly cohort meetings and mentor check-ins; field experience hours continue.
January	Mid-Year Retreat (#2)	2½-day retreat: mid-year progress assessment, scenario simulations, featured practitioners, school/district improvement planning workshop, and portfolio checkpoint.
Jan – Apr	Core Modules 4–7	Safe & Supportive Learning Environments; School Law, Policy & Ethics; School Improvement & Data-Driven Decision Making; Human Resources, Finance & Operations. Cohort meetings, mentorship, and field experience continue.
May	Module 8 & Synthesis	Technology & Innovation for School Leaders. Field experience hours completed (240 hours across two building levels). Capstone portfolio assembled against PSEL/NELP competencies.
June	Capstone Retreat (#3)	2½-day retreat: portfolio presentation and defense, ASAP® School Leadership exit assessment, state licensure exam preparation (where required), and graduation.
June – July	Certification	Program verification and institutional recommendation for the administrator certificate submitted to the state (in approved states). Alumni retain online community access and mentor support for six months.

Cohort calendars are published prior to each application window. Districts sponsoring multiple candidates may request a custom cohort calendar aligned to the district's academic year.

The Curriculum: Eight Problem-Based Modules

The Academy's problem-based curriculum provides the research and theoretical base for understanding leadership, schools as organizations, and the leader's role in driving change that improves student learning. Modules are facilitated online by certified, advanced-degreed practitioners; candidates process their learning in monthly cohort meetings, and ASAP® adaptive modules target each candidate's assessed areas of need.

Module	Key Objectives
1. Visionary Leadership & Leading Change	Organizational theory and development applied to schools; building productive culture and capacity for continuous improvement; leader integrity, fairness, and ethical decision-making.
2. Culture, Climate & Inclusive Environments	The role of school culture and climate in continuous improvement for all students; strategies for serving the full diversity of staff, students, and families; family collaboration and mobilizing community resources.
3. Instructional Leadership: Observation, Feedback & Educator Evaluation	Legal and practical dimensions of staff supervision and evaluation; classroom observation and actionable feedback; state-approved educator evaluation frameworks and effective implementation.
4. Safe & Supportive Learning Environments	Societal issues affecting student safety, well-being, and social-emotional development; school-wide and classroom approaches; safety/security, bullying and harassment prevention, crisis planning and intervention.
5. School Law, Policy & Ethics	Principles of public school law and the legal structure of public education; student rights and responsibilities; personnel, negotiated agreements, policy-making, and state/federal regulations.
6. School Improvement & Data-Driven Decision Making	Evaluating strategies and initiatives to accelerate achievement and close gaps; state improvement-plan requirements and reporting; leading collaborative improvement processes with staff and stakeholders.
7. Human Resources, Finance & Operations	Budget development; Title and categorical funds; master scheduling; interpreting employee contracts; efficient use of human, fiscal, and technological resources to manage operations.
8. Technology & Innovation for School Leaders	Digital engagement and communication strategy; integrating emerging technologies (including AI) into teaching, learning, and operations; leading a culture of innovation and continuous improvement.

Superintendent Track candidates complete extended units within Modules 1, 5, 6, and 7 addressing district governance and board relations, district-level finance and bonding, superintendent-board communications, and strategic planning at scale.

Module exemptions: every application is individually evaluated; previous graduate-level coursework, training, and portfolio samples may qualify a candidate for exemption from specific modules, as documented in the IDP.

Beyond Coursework: The Complete Preparation Experience

Supervised Field Experience (240 Hours)

The field experience provides significant, sustained, standards-based opportunities to synthesize and apply the knowledge and skills identified in state administrator preparation standards through authentic work in school settings. Candidates complete **240 hours over a minimum of six months at two different building levels** (elementary, middle, or high school; District Track candidates add central-office experiences), supervised by their mentor and documented against PSEL/NELP competencies. Practicing administrators may be eligible for reduced internship hours based on verified experience.

Assessment-Driven, Start to Finish

- **Entry:** ASAP® Educational Leadership Assessments, personal interview, and the Decision-Making & Prioritization Simulator — a simulated school day of crisis scenarios in a condensed time frame — create a rich data profile for each candidate.
- **Throughout:** module assessments, the In-Basket Simulator, scenario worksheets, and mid-year progress reviews keep the IDP current.
- **Exit:** capstone portfolio defense, the ASAP® School Leadership Assessment, and preparation for any state-required licensure examination.

Mentorship & Cohort Community

Every candidate is matched with a certified, advanced-degreed mentor — a respected practicing or retired administrator — who provides individual and group feedback all year, guided by the EdConsult Mentor Guidebook. The 24/7 online learning community connects the cohort between retreats: members post readings, share documents, and tap one another as sounding boards all year long.

Three Immersive Retreats

Each retreat (Friday afternoon through Sunday) fully removes candidates from their usual work environment. Programming is tailored to district and cohort needs and features assessments, simulators, visioning exercises such as “Choosing the School You Will Lead,” featured speakers, and structured social time that builds the cohort.

Candidate Qualifications

- Valid teaching certificate (or equivalent credential accepted by the state)
- Bachelor's degree required; master's degree required where mandated for certification
- Minimum three years of successful, verified professional education experience
- District endorsement or letter of support (school-based placement required for field experience)
- Superintendent Track: current administrator certificate and building- or district-level leadership experience

Earn Graduate Credit

Through EdConsult university partnerships, completed Academy modules may be applied toward graduate credit and advanced degrees in educational leadership, letting candidates convert their Academy experience into progress toward a master's, education specialist, or doctoral program.

Powered by ASAP®: A Research-Validated Engine

The Academy is built on the **Accelerated School Administrator Program® (ASAP®)** — a high-tech, high-impact leadership development platform that builds new generations of school leaders. ASAP enrolls each participant in a personalized program that builds on individual strengths and targets specific learner needs — serving aspiring principal-candidates and teacher-leaders as well as veteran administrators refreshing their skills.

A 25-Year Pedigree

ASAP originated in 2001 through the **South Florida Annenberg Challenge** as a fast-track approach to developing effective school leaders, combining individualized e-learning with blended learning: cohort meetings, mentoring, and coaching. The Educational Leadership Assessment (ELA) joined the suite in 2003 and the ASAP InBasket in 2007.

Independent research validation: outcomes for 2003–2007 were studied annually by the University of Miami School of Education, with the final evaluation published in *Research Perspectives on School Reform: Lessons from the Annenberg Challenge* (archived at Brown University). Longitudinal evaluations found ASAP benefited **both aspiring and existing school principals**. ASAP has since supported leadership cohorts in a majority of the nation's largest school districts and in local education agencies across Florida, Maryland, Michigan, Mississippi, North Carolina, Pennsylvania, South Carolina, and Washington State.

One Platform, A Complete Development System

The ASAP® suite comprises **20 courses, 23 assessments, and 15 workbooks**, plus a Facilitator Library with state-standards crosswalks, grading rubrics, and implementation guides. The complete catalog appears on the following page.

How it drives your IDP: the Educational Leadership Assessment measures each leader's strengths and growth areas across **ten school leadership dimensions**, showing where professional learning time is best spent. Courses, case studies, and InBasket simulations are then assigned in the weakest dimensions — self-paced, online, on the candidate's schedule — while workbooks power the cohort's shared learning at retreats and cohort meetings. Assessment results are benchmarked against national averages built from two decades of participant data, and all twenty courses are refreshed with current research and fully aligned to the Professional Standards for Educational Leaders (PSEL).

Learning Suite: Complete Catalog

20 Courses

1. Shared Vision (<i>renamed after refresh: Mission, Vision, and Core Values</i>)	11. Community & Parent Relationships
2. Using Data for Teaching & Learning	12. The Skilled Communicator
3. Assessment & Evaluation	13. Operational Leadership
4. Staff Development	14. Decision Making & Prioritization
5. Team Building	15. Professional & Ethical Behavior (<i>renamed after refresh: Ethics and Professional Norms</i>)
6. Collaborative School Culture	16. Transformational Leadership
7. Diversity	17. Continuous School Improvement
8. Community in the Classroom	18. School Entry Planning
9. Building Instructional Capacity	19. Restorative Practices
10. Instructional Leadership	20. Implementing Schoolwide Reform

23 Assessments

1. School Administrator Profile	13. Case Study: The Classified Claims
2. Educational Leadership Assessment	14. Case Study: The Abuse Allegation
3. InBasket: Decision Making & Prioritization	15. Case Study: The Shady Substitute
4. InBasket: Community & Parent Relationships	16. Case Study: The Suspected Students
5. InBasket: Diversity	17. Case Study: Implementing an Instructional Plan
6. InBasket: Shared Vision	18. Case Study: Technology and the School Climate
7. InBasket: Professional & Ethical Behavior	19. Case Study: Supporting All Students
8. Case Study: The Principled Principal	20. Case Study: The Canary in the Data Mine
9. Case Study: Developing Professional Development the Tech Way	21. Case Study: Continuum of Services
10. Case Study: The Facebook Predicament	22. Case Study: Leading the Leadership Team
11. Case Study: What Fits the Teaching Bill?	23. Case Study: Keeping the Campus Safe
12. Case Study: Driving Miss Jacobs	

15 Workbooks

1. Workbook: Best Practices for Literacy	9. Workbook: Essentials of Instructional Leadership
2. Workbook: Restorative Practices	10. Workbook: Faculty Development
3. Workbook: Best Practices for Mathematics	11. Workbook: Shaping a Collaborative School Culture
4. Workbook: Building Community in the Classroom	12. Workbook: Team Building
5. Workbook: Creating a Learning Community	13. Workbook: The Ethical Educator
6. Workbook: Diversity	14. Workbook: Using Student Achievement Data
7. Workbook: Decision Making Methods	15. Workbook: Using Technology for Instructional Purposes
8. Workbook: Entering a School as a New Principal	

All resources are complemented by the ASAP® Facilitator Library, which guides district facilitators in using each resource with their cohorts, including alignment to state standards, grading rubrics, and implementation guides.

Partnership With Your District

EdConsult builds each Academy cohort in concert with district leadership — from scope documentation and candidate selection through completion — and provides support in applying for and securing **Title II, Part A funding**, which may be used for leadership development and administrator pipeline programs. Every district partnership includes:

✓ ASAP® Educational Leadership Assessments	✓ School Improvement Plan Guidebook
✓ ASAP® Learning Modules & Individualized Development Plans	✓ Field experience coordination and supervision
✓ Online learning community & dedicated Program Director	✓ ASAP® School Leadership (exit) Assessment
✓ Retreat presenters and facilitation	✓ Regular reporting on participation, assessments & progress
✓ Mentor matching & Mentor Guidebook	✓ Certification recommendation processing in approved states

Certification & Renewal Options

Certification Track	Renewal Track
In states offering administrator certification, candidates completing all program requirements — assessments, modules, retreats, field experience, and portfolio — are recommended for the building-level or district-level administrator certificate, subject to state approval of the program and the state's individual eligibility requirements.	Educators not seeking certification may enroll in Academy retreats and modules for CEUs/SCECHs toward renewal of teaching or administrative certificates, including the 2½-day Academy for Instructional Leadership retreat experience.

Three Outcomes, Guaranteed by Design

- **Individual growth** through differentiated, assessment-driven adult learning
- **Enhanced collaboration** that continues past every event through the online community
- **Alignment** of individual professional growth with school and district vision, goals, and improvement planning

Ready to build your leadership pipeline?

Contact EdConsult, LLC to schedule a district consultation or request the next cohort application calendar.

877-344-5978 (Option 1 – Sales) · support@edconsult-llc.com · www.edconsult-llc.com

Assess. Align. Achieve.

Accelerated School Administrator Program® and ASAP® are registered trademarks with the United States Patent and Trademark Office. Certification is granted by state education agencies, not by EdConsult, LLC; recommendation for certification is contingent upon program approval in the candidate's state and the candidate's satisfaction of all state eligibility requirements. © 2026 EdConsult, LLC.