Superintendent Certification Program

About Concordia University Texas

Welcome Message from Online Center Dean

Program Details

Admissions / How to Apply

Tuition Information

Financial Aid

Military Information

FAQs

Concordia University Texas
11400 Concordia University Drive
Austin, TX 78726
Phone: (512) 313-5607
Email: online@concordia.edu
About Concordia University Texas

**ABOUT**

Concordia University Texas was founded in 1926 under the auspices of The Lutheran Church-Missouri Synod. Concordia University Texas is a private institution of liberal arts and sciences that offers numerous undergraduate and graduate degrees for traditional and non-traditional students.

Concordia University Texas provides students with a high-quality education so they are competent and knowledgeable in their chosen professions. Concordia students demonstrate high levels of workforce proficiency, which can be attributed to the revered faculty and their exposure to practical experience.

**CONCORDIA UNIVERSITY TEXAS RANKS 18TH ON U.S. NEWS & WORLD REPORT’S 2010 “AMERICA’S BEST COLLEGES” LIST OF REGIONAL COLLEGES IN THE WEST.**

Concordia University Texas is also a member of the Independent Colleges and Universities of Texas, the Association of Texas Colleges and Universities, the American Association of Colleges for Teacher Education, the Association of Independent Liberal Arts Colleges for Teacher Education, the Texas Association of Colleges for Teacher Education, the Association of Lutheran College Faculties, the American Association for Higher Education, and the International Assembly for Collegiate Business Education. Concordia’s elementary and secondary teacher education programs are approved by the Texas Education Agency for preschool through grade 12.

**MISSION STATEMENT**

The mission of Concordia University Texas is developing Christian leaders.

**CONCORDIA UNIVERSITY TEXAS ONLINE**

The online educational opportunities at Concordia University Texas add value through convenience and flexibility, helping educators advance their careers and future. Concordia’s online program is designed for busy, working teachers who are interested in advancing their careers in the education field. Time often proves to be the main obstacle to higher education. Concordia’s online program allows educators to obtain their degree on their schedule.

**ACCREDITATION**

Concordia University Texas is accredited by the Southern Association of Colleges and Schools, Commission on Colleges, to award degrees at the associate, baccalaureate, and master’s level. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Concordia University Texas. Normal institutional inquiries, such as admission requirements, financial aid, education programs, etc., should be addressed directly to Concordia University Texas at 11400 Concordia University Dr., Austin, TX, 78726 or call 512-313-3000 and not to the Commission’s Office. The Commission on Colleges should be contacted only if there is evidence that appears to support a significant non-compliance with a requirement or standard established by the Commission on Colleges.
I am excited to welcome you to Concordia University Texas (CTX) Online, which delivers quality education straight to you.

Online education provides nontraditional students around the country an accessible, convenient and flexible alternative to earn a degree. CTX’s fully online Superintendent Certification Program provides students with a quality online education.

CTX remains dedicated to our students and recognizes the need to provide more students with the opportunity to earn a degree online.

To learn more about the Superintendent Certification Program, including the course schedule, please contact the online center with any questions or concerns. I look forward to working with you and building CTX's online programs.

Alex Fitterer
Online Center Dean
Concordia University Texas
(512) 313-5607
online@concordia.edu
Concordia University Texas now offers a Superintendent Certification Program online. The online format allows busy, working students the opportunity to continue their education without interrupting their daily routine. The online courses emulate the on-campus environment by providing educators with an atmosphere in which they can collaborate and interact with the professor and their peers.

The Superintendent Certification Program is designed for individuals who already have a master’s degree. The program consists of 16 credit hours that students earn through four courses and a practicum that will run for the entire year. CTX offers the program in a cohort format that meets once a week and includes occasional practicum work.

**SUPERINTENDENT CERTIFICATION PROGRAM COURSES**

- Issues in the Superintendency (3 hours)
- Leadership and the Superintendency (3 hours)
- Finance and the Superintendency (3 hours)
- Conflict Resolution and the Superintendency (3 hours)
- Practicum (4 hours)

**PROGRAM BENEFITS**

- **Convenience:** Flexibility is essential to students who manage a busy work schedule and personal commitments. Therefore, the online program at Concordia University Texas is proud to offer its students a chance to earn an education at their own convenience.

- **Degree Prestige and Value:** Since 1926, Concordia University Texas has provided students with education rooted in the liberal arts.

- **Quality Education:** Concordia University Texas believes in utilizing highly skilled and experienced instructors. Thus, students can be confident that they receive an education of the highest standard.

- **Year-round Help Desk:** In case any technical difficulties arise, a 24/7/365 Tech Support team is waiting to address student concerns and resolve issues.
ADMISSION REQUIREMENTS

- A master’s degree from an accredited higher learning institution
- A principal certification or its equivalent from a higher learning institution
- At least two years of credited experience as an administrator (Concordia makes final determination as to what qualifies as administrative experience.)

APPLICATION PROCESS

Applicants must:

- Send three letters of recommendation from professionals who can judge the applicant’s qualifications. Recommendations must include a letter from a current supervisor, a former supervisor and a current colleague.
- Complete an application for the Superintendent Certification Program.
- Complete an admission interview with the graduate coordinator, during which all applicants must demonstrate both oral and written proficiency in the English language.
- Submit official transcripts from a master’s degree-granting institution, district service records or other means of verification as required by Concordia University Texas. Applicants can submit their transcripts to Concordia in three ways:
  - **Student delivery:** CTX accepts a student-delivered transcript as an official transcript if it is received in the original sealed envelope and stamped by the institution of records as “Issued to the Student in a Sealed Envelope.”
  - **Electronic:** Concordia accepts transcripts electronically via:
    - National Transcript Center
    - ScripSafe
  - **Mail:** Mail the official transcripts to the center where you plan to take classes.
- Submit a professional résumé.
- Submit a copy of their principal certification.

STEPS TO APPLY

1. Complete the online Graduate Application.
2. Pay the $50 application fee.
3. Submit an admission packet that contains the following:
   - A. Official transcript from a master’s degree-granting institution
   - B. Copy of valid principal certification
   - C. District service record that shows administrator experience
4. Three letters of recommendation
5. Professional résumé

Send application materials to the address where you plan to attend courses. You must submit all items as a complete packet to avoid delay of program admission.
PAYMENT OPTIONS
If you do not wish to use financial aid, payment options are available. Please click the link above for more information.

PLEASE SEND ALL ADMISSION DOCUMENTS TO:
Office of Admissions Processing
Concordia University Texas
11400 Concordia University Drive
Austin, Texas 78726
FAX: 512.313.4639
online@concordia.edu

ADMISSION DEADLINES
Applicants must have a complete application by the deadline to be considered for the semester in which they are applying. If the application is not complete, students have the opportunity to roll the application over to the next semester. To use financial aid as payment for tuition, students are required to have all admission and financial aid documents submitted by admissions deadline.
Tuition and Financial Aid Information

TUITION INFORMATION*
- Application fee: $50
- Tuition: $605 per semester hour
- Practicum fee: $300
- Textbooks: $50 to $150 per course

FINANCIAL AID
Concordia University Texas understands that continuing your college education is a substantial investment in your future and we are prepared to provide you with information to help you accomplish this goal.

Financial Aid options for this program include many private loans available through lending institutions. Concordia University Texas focuses on assisting all eligible students in finding options that will allow them to finance their college education.

*2013-2014 academic year
Concordia University Texas is grateful, proud and supportive of those who have or continue to serve through the military. For those looking to start or continue their education, we have a variety of options to assist with that process.

There are multiple financing options available to assist veterans and their dependents in pursuing their college education. Concordia University Texas accepts all Veteran Affairs educational benefits and is a participant in the Yellow Ribbon program.

In order for active military personnel to take advantage of their benefits, they must contact their local Veteran Affairs representative. Veterans must apply for their benefits on the Department of Veteran Affairs website at www.gibill.va.gov.

For more information on VA educational benefits, the Yellow Ribbon Program and steps to accessing your benefits, please visit the Department of Veteran Affairs website at www.gibill.va.gov/apply-for-benefits/. Once you've applied for benefits through the VA site, the Department of Veteran Affairs will notify you of your eligibility. Concordia will need a copy of your Certificate of Eligibility and your DD-214 so that we can certify your attendance with the VA once you are registered.

In the mean time, your admissions counselor can help you proceed through the regular admissions process in accordance with your program of interest. Once you have been officially accepted to Concordia University Texas, the University will process the paperwork concerning your financial benefits.
HOW DO I PREPARE FOR ONLINE COURSES?
For your convenience, we offer a student training presentation that provides instructions on how to take an online course. The presentation is available upon request.

HOW WILL I ACCESS MY ONLINE COURSE?
Enrolled students will receive a login ID and password. Upon entering the ID and password in the login window, students will be able to access their online classes, view course information and retrieve their academic records.

WILL I HAVE FACE-TO-FACE MEETINGS WITH MY PROFESSOR?
Online courses are delivered entirely through the Internet. However, students can visit the campus and meet with professors during office hours if desired.

WILL I HAVE ACCESS TO LIBRARY RESOURCES?
Our library resources and services are available to all faculty and students who visit the main campus or use the online library.

HOW DO I GET HELP IF I CANNOT ACCESS MY ONLINE COURSE?
Concordia University Texas provides all students with a 24/7/365 help center. The University provides contact information for the help desk upon enrollment.