All application materials (paper and online) are due by February 1 of the application year.

To apply to the University of Connecticut Administrator Preparation Program:
1. Complete the online application to the Graduate School at www.grad.uconn.edu/applications.html
2. Mail the following materials, in one completed packet, to the Graduate School:
   
   **Official transcripts** of all collegiate work completed to date.

   **Four Candidate Evaluation Forms** – Please note that these forms are to be used in place of letters of recommendation referred to in the Graduate School application instructions. These forms are required specifically for admission into UCAPP and may be found at: http://new.education.uconn.edu/departments/edlr/edadmin_assets/Candidate%20Evaluation%20Form.pdf. An evaluation form must be completed by each of the following individuals: central office administrator, school principal, and two professional colleagues in your school who are familiar with your work.

   **Personal Statement** – Write a one-page essay describing your view of school administrative leadership, why you hope to be admitted to UCAPP, and why you would be an asset to the program. Also include which cohort location you are applying to: East Hartford, Farmington, Southeastern Connecticut, or Stamford.

The admissions committee will only review applications which are (a) received by the February 1 deadline and (b) contain all information required as outlined above.
**Program Goals**

The goal of UCAPP is to prepare educational leaders who have the knowledge and ability to promote the success of all students by:

- implementing a vision of learning supported by the school community
- promoting a positive school culture by providing an effective instructional program and using strategies that capitalize on the school’s diversity
- designing comprehensive professional growth plans for staff based on research and reflective practices
- managing a safe and effective learning environment
- collaborating with families and community members to positively impact student achievement
- influencing the political, social, economic, legal, and cultural context of the school community
- acting with integrity and in an ethical manner

UCAPP students are provided with significant opportunities to synthesize and apply the knowledge and skills they acquire through sustained clinical practica in school settings.

**Application and Selection Process**

- Applications and all supporting material must be received by February 1 of the application year.
- From the pool of applicants, the admissions committee will select the most qualified candidates for interviews. Interviews will be scheduled in late March/early April.
- Applicants will be informed as to whether they have been selected for UCAPP shortly after their interview.

A master’s degree is required for admission to UCAPP as well as a minimum of three years teaching experience. Applicants are screened by a committee of UConn faculty, CAS directors, and clinical supervisors. Approximately 15 participants are selected for each UCAPP cohort. Program acceptance is based on the following criteria:

- Leadership Potential
- Interpersonal Skills
- Academic Record
- References
- Time Commitment to Program
- Professional Commitment
- Oral & Written Communication
- Educational Values

**Basic Program Outline**

The UCAPP program of studies includes:

**Year One: Summer Semester**
- Contemporary Educational Policy Issues 3 credits
- School Leadership and Administration of Educational Organizations 3 credits
- Practicum 1 credit

**Year One: Fall Semester**
- Program Evaluation for School Improvement 3 credits
- Practicum 2 credits

**Year One: Winter Intersession**
- Legal Aspects of Education 2 credits

**Year One: Spring Semester**
- Supervision of Educational Organizations 3 credits
- Practicum 2 credits

**Year Two: Summer Semester**
- Special Education Topics for Administrators 3 credits

**Year Two: Fall Semester**
- Curriculum Laboratory 3 credits
- Practicum 2 credits

**Year Two: Spring Semester**
- Promoting Proactive Discipline & Positive Learning: Its Implication for Education 3 credits
- Practicum 2 credits

*Learning: Its Implication for Education

The CSDE requires a graduate course in learning theories for 092 certification. We offer an online course in the first year fall session and the second year summer intersession for the completion of this requirement. A comparable course taken within the last five years may satisfy this requirement pending the UCAPP Director’s approval.