

Excellence in Leadership Certification

*Developing Leaders in Pennsylvania Department of Education’s*

*Student Services Programs*

Application Deadline: Tuesday February 4, 2020

Please complete the information below.

**Enrollment is limited. Please apply early.**

The Pennsylvania Department of Education’s *Excellence in Leadership Certification* was developed for program staff in a leadership role who are looking for strategies to effectively lead and motivate others, to create and maintain a positive workplace culture, to demonstrate emotional intelligence and to overcome leadership challenges.

**You are encouraged to apply if you have:**

• A leadership role in a 21st Century Community Learning Center (CCLC) and/or the statewide Migrant Education Program (MEP) for at least 12 months

* A commitment to personal and professional development and leadership growth
* The ability to attend each of the training dates, no exceptions
* A desire to build strong 21st CCLC and MEP programs in Pennsylvania with the ultimate goal of providing quality services to students and families for the duration of this course and beyond
* The endorsement of your employing organization and immediate supervisor
* Financial support for associated program costs including meals

*This form does not guarantee acceptance in the program. Applications will be reviewed for a well-rounded cohort, and selection process will occur by February 12, 2020. All accepted 2020 Leaders will be asked to sign a letter of agreement promising good faith efforts to fulfill the duties.* Accepted applicants will participate in an orientation on Friday, March 20, 2020 and attend all trainings as outlined in the attached course schedule.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant: |  | | | | | | |
| Organization/Institution: |  | | | | | | |
| Professional Title: |  | | | | | | |
| Work Address: |  | | | | | | |
| City: |  | | State: | |  | Zip: |  |
| County: |  | | | | | | |
| Phone: |  | Email: | |  | | | |

1. With which PDE student services program are you affiliated? (21st CCLC / Migrant Education)

1. Please describe your position within your organization.
2. If you supervise others, tell us how many and their role at the organization.
3. How long have you worked for and/or supported 21st CCLC or Migrant Education?
4. Describe your interest in developing your leadership skills.   
   (200 word limit)
5. Provide two references (not your supervisor) who can attest to your commitment to leadership in 21st CCLC or Migrant Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Reference Information*** | |  |  |
| 1) | Name: |  | Title: |  |
|  | Phone: |  | Email: |  |
| 2) | Name: |  | Title: |  |
|  | Phone: |  | Email: |  |

**Leadership Certification Commitment**

* Commit to an 8-month training opportunity (March 2020 – October 2020)
* Participate in all of the trainings outlined in the course schedule
* Share your experience and knowledge with other participants through discussion, progress reports and a group course project on a leadership topic of your group’s choice.

The 2020 Leadership Certification Course is provided by the Pennsylvania Department of Education. The transportation and lodging costs for each participant will be reimbursed, and any course materials/costs such as museum admission fees will be covered. No food or beverage expenses will be paid or reimbursed; meals are the responsibility of the participant.

The Employer/Sponsor Endorsement form must be completed below for the application to be considered. Have your supervisor/sponsor sign below to indicate that he/she supports your application to be a participant.

**ENDORSEMENT: For the Supervisor**

2020 Excellence in Leadership participants are expected to attend all eight (8) training sessions to be held in the Harrisburg region. The signature affirms the employee’s release time for full participation in the Excellence in Leadership Program, including acknowledgement of attending all in-person trainings and reimbursing any food related costs associated with the training. If you have any questions, please contact Alison Kreitzer at the Center for Schools and Communities, 717-763-1661, ext. 121 or [akreitzer@csc.csiu.org](mailto:akreitzer@csc.csiu.org).

**Employer/Supervisor Endorsement of Support**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Professional Title: |  | | |
| Signature: |  | | |

**After the nomination process and acceptance of leadership training, individuals or sponsoring organization will be notified by Wednesday, February 12, 2020.**

Please send completed applications by Tuesday, February 4, 2020 to:

Alison Kreitzer, CSC Project Specialist

[akreitzer@csc.csiu.org](mailto:callen@csc.csiu.org)