

**EDUCATIONAL ADMINISTRATION PROGRAM**

Department of Educational Leadership and Policy  
468 Baldy Hall  
Graduate School of Education, University at Buffalo

**STATEMENT OF PROGRAM FOR ADMINISTRATIVE CERTIFICATION  
SCHOOL DISTRICT BUSINESS LEADER PROGRAM (SDBL)**

Name \_\_\_\_\_ Person# \_\_\_\_\_

Address \_\_\_\_\_ Daytime \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Date taken/taking NY State SDBL Certification Exam (NYSED Code #29054): \_\_\_\_\_

Date of LIFTS Oral Exam: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Anticipated program completion date: June 1, 20\_\_\_\_ (this form must be submitted by March 1<sup>st</sup>),  
Sept 1, 20\_\_\_\_ (this form must be submitted by July 1<sup>st</sup>),  
Feb 1, 20\_\_\_\_ (this form must be submitted by October 1<sup>st</sup>)

Required ELP Courses: *(Information you provide MUST match your UB transcript)*

Course#	Course Title	Cr. Hrs.	Semester Taken	Grade
ELP 604	Law and Public Education	3		
ELP 605	Collective Bargaining Administration	3		
ELP 607	School & District Capacity Building	3		
ELP 625	Studies in Educational Leadership	3		
ELP 629	Personnel Administration: Employee Relations in Education	3		
ELP634	Leading Change in Schools & School Districts	3		
ELP635	Leading an Effective School District	3		
ELP646	School Business Administration	3		
ELP647	Educational Planning, Budgeting & Data Analysis	3		
ELP649	Public School Finance	3		
ELP658	Clinical Seminar: Internship	3		
ELP 659	Clinical Seminar: Internship	3		
	Total Credits	36		

Are you applying for an Ed.M. in Educational Administration and [please circle]: Yes No  
have you submitted the following:

> *Application for Degree Form:* (date) \_\_\_\_\_  
> *Ed.M. Application to Candidacy Form:* (date) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

EDA Area Approval: Advisor \_\_\_\_\_

EDA Faculty \_\_\_\_\_

LIFTS Coordinator \_\_\_\_\_

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Department Use: UFTS Oral Exam Completed \_\_\_\_\_  
Documents submitted to Graduate School \_\_\_\_\_