

Graduate Certificate - K-12 Virtual School Administration

The K-12 Virtual School Administration graduate certificate looks at online learning in non-traditional learning environments. In this graduate program, you will discover the financial, educational, and legal aspects of administering programs that teach K-12 learners in a virtual setting. This concentrated, 6-course online program is ideal if you currently have a master's degree and seek additional coursework required to succeed as virtual school administrator. If you do not have a master's in education, you might want to consider our M.Ed. in Educational Leadership degree, K-12 virtual school concentration.

This program has specific admission requirements.

Certificate Objectives:

Upon successful completion of this certificate, the student will be able to:

- Prepare candidates for leadership and managerial positions in virtual school administration at the K-12 level.
- Develop leadership skills to meet today's secondary dual role of managing departments and performing everyday supervision and leadership duties as a school administrator.
- Develop specific leadership skills relative to budgeting and financial management, handling legal issues relative to managing an athletic department, conflict resolution, and managing facilities.

Programmatic Admission Requirements

This graduate certificate program does not lead to state certification or licensure, nor can it be used to maintain state licensure or certification. We strongly encourage you to explore your state-specific requirements (<https://www.apus.edu/about/state-authorization/index>) prior to applying here in order to make an informed decision. In addition, you may email our coordinator of certification and licensure at certification@apus.edu.

The following documentation is required for admission and must be provided prior to course registration:

- Official bachelor's or master's transcript showing conferral of degree
- Graduate writing sample
- Non-Certification Questionnaire

- Documentation of 3 years teaching experience or 3 years managerial experience in an instructional setting
- Statement of Understanding (SOU)

Please visit our AMU (<https://www.amu.apus.edu/admissions/graduate-requirements.html>) or APU (<https://www.apu.apus.edu/admissions/graduate-requirements.html>) graduate admission page for more information on institutional admission requirements.

Need help?

If you have questions regarding a program's admission requirements, please contact an admissions representative at 877-755-2787 or info@apus.edu.

Certificate Requirements (18 semester hours)

Code	Title	Semester Hours
BUSN642	Financial Management in Nonprofit Organizations	3
BUSN643	Nonprofit Fundraising Planning and Implementation	3
EDUC621	Online Learning for the Adult and the K-16 Learner	3
EDUC622	Ethics and Legal Issues in Online Learning	3
EDUC623	Online Learning and Student Achievement	3
EDUC695	Capstone Seminar K-12 Learning Organization	3
Total Semester Hours		18