This regulation supersedes and replaces C-230 - dated 11/18/92

It incorporates and replaces:

C-231 dated 5/15/91

This regulation sets forth the license requirements for school supervisors and administrators regardless of license, and lists all the license titles authorized by the Board of Education.

New Provisions:
- The regulation incorporates the license requirements for administrators and supervisors in regular and adult education.

Eliminated Provisions:
- License titles eliminated by the Board of Education have been deleted from the regulation.
1. **APPLICABILITY OF REGULATION**

   Section A of this regulation prescribes license requirements for school supervisors and administrators regardless of license title.

   **A.** Commissioner's Regulation 80.4 defines a school administrator and supervisor as one serving more than 25 percent or ten periods a week of his or her assignment in an administrative and/or supervisory position.

   **B.** This regulation does not apply directly to those exercising district-wide responsibility such as Community Superintendents, Deputy Superintendents or Staff Superintendents.

2. **SATISFACTION OF REQUIREMENTS**

   **A.** For Conditional Licensure:

   Applicants for the license titles listed herein must present satisfactory evidence of possession of a Provisional or Permanent Certificate as School Administrator and Supervisor (SAS) in accordance with Regulation C-205.  A Certificate for School District Administrator (SDA) may be substituted for any certification for School Administrator and Supervisor and shall be credited toward satisfying the requirements for full licensure.

   1. **For licenses as Assistant Principal (Supervision) in Day High Schools**

      Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area for which they are applying:

      A valid New York City license or a valid New York State certificate

   2. **For licenses as Assistant Principal in the field of Special Education and in the field of the Deaf and Hard of Hearing**

      Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the specialized field for which they are applying:

      A valid New York City license or a valid New York State certificate.

   3. **For licenses as Assistant Principal – Teacher Trainer**

      Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area for which they are applying:

      A valid New York City license or a New York State certificate valid for the subject shown after each teacher trainer title.
4. For licenses as Directors, Assistant Directors or as Supervisors of Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following in the subject area or the particular field for which they are applying:

A valid New York City license or a valid New York State certificate.

**NOTE:** In certain subject areas or particular fields, neither a relevant New York City license nor a relevant New York State certificate exists. In such cases, applicants are not required to present any evidence beyond the required State certificate as SAS or SDA.

5. For license as District Supervising Attendance Officer, Division Supervising Attendance Officer or Chief Attendance Officer Applicants, in addition to the required State certificate set forth above, must present satisfactory evidence that they possess one of the following:

A valid New York City license as attendance teacher or a valid New York State certificate as school attendance teacher.

B. For Full Licensure:

Unless a New York State Certificate as School District Administrator or a Permanent State Certificate as School Administrator and Supervisor was submitted previously, applicants must submit the corresponding Permanent State Certificate no later than the date by which their New York State Provisional Certificate for School Administrator and Supervisor expires. Within two years of the date of appointment pursuant to an appropriate supervisory selection procedure, applicants must have completed:

1. 6 semester hours of collegiate study of approaches to the teaching of special education children, including the characteristics and problems of these children and the ways of meeting their special needs. In lieu of 3 semester hours of the specified 6 semester hours in special education, an applicant may offer in-service course work in special education designated for this purpose by the Executive Director of the Division of Human Resources. Such in-service course work must be in addition to the preparation for State certification.

2. 2 semester hours of collegiate study in human relations courses specifically approved for this purpose by the Executive Director of Human Resources, or two semester hours of in-service course work in human relations specifically approved for this purpose by the Executive Director of Human Resources. Such in-service course work must be in addition to the preparation for State certification.
C. Chancellor's Requirement:
In the case of any license title for which there is no comparable New York State title requiring possession of either the School Administrator and Supervisor or School District Administrator Certificate, the license title listing will bear the notation "Chancellor's Requirement" and applicants must comply with the requirements of the above subdivisions.

D. Mandatory Selection Criteria for Licenses Listed Below:
In cases where there are legal requirements other than, or in addition to, the State Certificate for School Administrator and Supervisor and/or School District Administrator, the phrase "Mandatory Selection Criteria" is inserted as appropriate. For example, those holding the license titles of Principal must have two years of supervisory service. Mandatory Selection Criteria are not in themselves bars to licensure provided the applicant satisfies the criteria before selection and appointment.

E. Non-Mandatory Selection Criteria for Licenses Listed Below:
Where appropriate, the phrase "Non-Mandatory Selection Criteria" is inserted where contractual or other agreements provide that such factors are to be taken into consideration.

3. LICENSE TITLES AUTHORIZED
The establishment of the license titles which follow was approved by resolutions of the Board of Education adopted or confirmed on the date shown after each title. Dates of confirmation are indicated by an asterisk (*).
<table>
<thead>
<tr>
<th>Assistant Principal, Day High Schools (Supervision)</th>
<th>Date Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Subjects (English and Social Studies)</td>
<td>11/25/1942</td>
</tr>
<tr>
<td>Academic Subjects (Mathematics and Science)</td>
<td>03/19/1947</td>
</tr>
<tr>
<td>Accounting and Business Practice</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Agriculture</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Automotive Trades</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Aviation Trades</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Biology and General Science</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Building Trades</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Commercial Photography</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Distributive Education</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Electrical Trades</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Electronic Occupations</td>
<td>12/12/1984</td>
</tr>
<tr>
<td>English</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Food Trades</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>01/05/1977*</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>01/05/1977*</td>
</tr>
</tbody>
</table>
### Regulation of the Chancellor

**Category:** PEDAGOGICAL PERSONNEL  
**Number:** C-230  
**Subject:** SCHOOL SUPERVISOR AND ADMINISTRATOR LICENSE REQUIREMENTS  
**Page:** 5 of 10  
**Issued:** 09/26/02

- **Home Economics**: 01/05/1977*
- **Maritime Trades**: 01/05/1977*
- **Mathematics**: 01/05/1977*
- **Metal Trades**: 01/05/1977*
- **Music**: 01/05/1977*
- **Needle Trades**: 01/05/1977*
- **Nursing**: 01/05/1977*
- **Performing Arts (Dance)**: 12/05/1990
- **Performing Arts (Drama)**: 12/05/1990
- **Physical Sciences and General Science**: 01/05/1977*
- **Printing Trades**: 01/05/1977*
- **Related Technical Subjects**: 01/05/1977*
- **Social Studies**: 01/05/1977*
- **Speech**: 01/05/1977*
- **Stenography and Typewriting**: 01/05/1977*
- **Teacher Trainer - Language Arts and Social Studies**: 01/05/1977*  
  *(English: 7-12 and/or Social Studies: 7-12)*
- **Teacher Trainer - Science and Mathematics**: 01/05/1977*  
  *(Science: 7-12 and/or Mathematics: 7-12)*
- **Teacher Trainer - Art and Music**: 01/05/1977*  
  *(Art: N-12 and/or Music: N-12)*
- **Technology Education**: 06/21/1989
- **Vocational Art**: 01/05/1977*

---

**Supervisor ("Supervisor of . . .")**

- **Supervisor of Art**: 01/05/1977*
- **Supervisor of Audio Visual Instruction**: 01/05/1977*
- **Supervisor of Bilingual Education**: 06/21/1978
- **Supervisor of Bilingual Teachers in School and Community Relations**: 01/05/1977*
Supervisor of Continuing Education 01/05/1977*
Supervisor of Early Childhood Education 01/05/1977*
Supervisor of Education of Visually Handicapped 01/05/1977*
Supervisor of Guidance (Educational and Vocational) 01/05/1977*
Supervisor of Health and Physical Education 01/05/1977*
Supervisor of Home Economics 01/05/1977*
Supervisor of Motion Picture Production 01/05/1977*
Supervisor of Music 01/05/1977*
Supervisor of Programs for the Deaf and Hard of Hearing 11/18/1992
Supervisor of Program Production (Instructional Radio) 01/05/1977*
Supervisor of Program Production (Instructional Television) 01/05/1977*
Supervisor of School Library Service 01/05/1977*

**Mandatory Selection Criteria:** 3 years of fully licensed school library service or 3 years of service under Permanent State Certificate "School Media (Library)"

Supervisor of School Psychologists 01/05/1977*
Supervisor of School Social Workers 01/05/1977*
Supervisor of Special Education Programs 05/07/1980
Supervisor of Speech Improvement 01/05/1977*
Supervisor of Technology Education 06/21/1989
(Changed from Supervisor of Industrial Arts)

---

**Assistant Director**

Assistant Director of Attendance 01/05/1977*
Assistant Director of Audio Visual Instruction 01/05/1977*
Assistant Director of Auxiliary Services for High Schools 04/20/1977
Assistant Director of Broadcasting (Programming and Production) 01/05/1977*
Assistant Director of Broadcasting (Technical Operations) 01/05/1977*
Assistant Director of Business Education 01/05/1977*
Assistant Director of Center for Reading 01/05/1977*
Assistant Director of Community Education 01/05/1977*
Assistant Director of English for Pupils Learning
  English as a Second Language 01/05/1977*
Assistant Director of Foreign Languages 01/05/1977*
Assistant Director of Health and Physical Education 01/05/1977*
Assistant Director of Related Technical Subjects in
  Vocational High Schools 01/05/1977*
Assistant Director of School Library Service 01/05/1977*
  **Mandatory Selection Criteria:** 3 years of fully licensed
  school library service or 3 years of service under Permanent
  State Certificate “School Media (Library)”
Assistant Director of Special Classes-Bureau
  for Visually Handicapped Children 01/05/1977*
Assistant Director of Special Education Programs 05/07/1980
Assistant Director of Speech Improvement 01/05/1977*
Assistant Director of Technology Education 06/21/1989
Assistant Director of Trade Subjects 01/05/1977*

**Specialized Titles**

Administrator of a Bureau of Child Guidance Center 01/05/1977*
Assistant Administrative Director 01/05/1977*
Chief Attendance Officer 01/05/1977*
Chief School Psychiatric Social Worker 01/05/1977*
  **Non-Mandatory Selection Criteria:** 3 years of related non-supervisory experience
Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL
Number: C-230
Subject: SCHOOL SUPERVISOR AND ADMINISTRATOR LICENSE REQUIREMENTS
Page: 8 of 10
Issued: 09/26/02

Chief School Psychologist
Non-Mandatory Selection Criteria: 3 years of related non-supervisory experience
District Supervising Attendance Officer
Division Supervising Attendance Officer
Divisional Administrative Assistant - Academic High Schools

Principal
Mandatory Selection Criteria: 2 years of supervisory experience.
Elementary Schools
Junior High Schools
Day High Schools
School for the Deaf
Special Education Schools
Occupational Training Center - School for Mentally Retarded Young Adults (Ages 17 - 21)
Youth and Adult Center
Independent Alternative High Schools

Director
Attendance
Auxiliary Services for High Schools
Business Education
Cooperative Education
Educational Staff Recruitment
Elementary School Reading Clinics
Foreign Languages
Guidance (Educational and Vocational)
Health and Physical Education 01/05/1977*
Health Careers 04/16/1986
Home Economics 01/05/1977*
Center for Reading 01/05/1977*
School Library Service 01/05/1977*
   **Mandatory Selection Criteria:** 3 years of fully licensed school library service or under Permanent State Certificate “School Media (Library)”
School Plant Planning (Educational Facilities) 01/05/1977*
Special Events and Projects 01/05/1977*
Speech Improvement 01/05/1977*
Technology Education 06/21/1989
Trade and Technical Subjects 01/05/1977*
Zoning 01/05/1977*

**Director of Bureau**

Bureau of Child Guidance 01/05/1977*
Bureau of Curriculum Research 01/05/1977*
Bureau of Educational Research 01/05/1977*

**Director of Special Classes Bureau**

Bureau for Hearing Handicapped Children 01/05/1977*
Bureau for Mentally Retarded Children 01/05/1977*
Bureau for Physically Handicapped Children
   (Other than Visually or Acoustically Handicapped) 01/05/1977*
Bureau for Socially Maladjusted Children 01/05/1977*
Bureau for Visually Handicapped Children 01/05/1977*
4. **INQUIRIES**

Inquiries concerning this regulation should be directed to:

**DIVISION OF HUMAN RESOURCES**
New York City Department of Education
Chief Administrator
65 Court Street, Room 401
Brooklyn, New York 11201
Telephone: (718) 935-5868

**Notes and Changes**

**Selection Criteria**

Selection for appointment is to be made in accordance with the procedures established by the Chancellor. Candidates for appointment may be required to satisfy additional specific selection criteria as the appointing authority deems appropriate.

"Mandatory Selection Criteria" for school library titles is included pursuant to Sections 252 and 283 of the New York State Education Law and Commissioner's Regulations 90.19 and 91.2 which, among other things, limit supervisory service in school library systems to fully State-certified school library media specialists. "Mandatory Selection Criteria" for principal titles is included pursuant to Chancellor’s Regulation C-30.