In order to be eligible for programs leading to certification within the Educational Leadership combination offerings, applicants must be U.S. citizens or legal permanent residents. Application requirements are as follows:

- A completed Saint Joseph’s University graduate application.
- Official sealed transcript(s) of undergraduate/graduate coursework.
- Grade Point Average (GPA) in undergraduate work.
- Personal statement – a 500 word statement of intention outlining how the applicant’s professional goals fit the stated goals and objectives of the Educational Leadership graduate programs.
- Two letters of recommendations.
- Copy of a valid teaching certificate.
- Five years full-time teaching experience (minimum three by the time of acceptance in the program preferred)
- An informal phone interview with the Graduate Programs Director.
- $35 application fee.

Additional application requirements for the Principal Certification Program include the following portfolio items:

- Two letters of recommendations from school district administrators; one of which must be from the applicant’s supervising administrator.
- Both letters must substantiate the candidate’s leadership potential and qualifications to become a school administrator.

Portfolio items:

- Essay concerning how principals shape learning in their schools (500 words)
- Resume that includes evidence of leadership potential (other leadership roles)
- Applicant’s educational philosophy
- A written description of a problem based learning activity

In addition, a Superintendent Letter of Eligibility is offered and all Pennsylvania Department of Education prerequisites must be met for admission.

Application Requirements for the Superintendent Letter of Eligibility Program are as follows:

- A completed Saint Joseph’s University graduate application.
- Master’s degree.
- Official sealed transcript(s) of undergraduate/graduate coursework.
- Grade Point Average (GPA) in graduate work.
- Two letters of recommendations from school district administrators; one of which must be from the applicant’s supervising administrator.
- Both letters must substantiate the applicant’s leadership potential and qualifications to become an assistant/superintendent of schools.
- Copy of principal or supervisory certificate.
- Six years of satisfactory professional certificated service of which three of the six years must have been in a certificated supervisory or administrative capacity.

Finally, professional development is offered via the Digital Teacher Professional Development Program. The Digital Teacher Professional Development consists of five courses that are designed to prepare classroom teachers for the successful and seamless integration of technology using the school district’s curriculum.