Administrative Licensure Pre-Panel Checklist
To be completed by a U of M adviser

Name of Candidate: ___________________________ Date: ______________

Licensure Area:
- K-12 Principal – Level preference:
  - Elementary
  - Middle
  - High
- Adding K-12 to license
- Superintendent
- Director of Special Education
- Director of Community Education
- Alternative Program

Date/Time of panel: ___________ Facilitator: ____________________________

The following items must be completed or assembled by the candidate:

For initial MN licenses only:
- Verification of 1050 hours of teaching if you are applying without teaching experience.
- Fingerprint card.
- Completion of human relations course.

For all licensure applications:
- Administrative licensure program application.
- Payment of $_______ licensure program fee.
- Completed Pre-assessment and Plan of Action on file.
- Completed Application for Minnesota Teaching/Administrative Licensing (MN Department of Education form). (For initial MN license complete application online.)
- Check for $62.70 made out to the Commissioner of Education. (For initial MN license pay fees online.)
- Verification of teaching on the state application or a letter on letterhead verifying three years of teaching experience (1 year = 1050 hours).
- Completion of the state application’s Applicant Conduct Review Statement (MN Department of Education form).
- Signature on Conduct Review Statement.
- Copy of teaching license or transcript verifying Human Relations course.
- Culminating Requirements Report (U of M licensure form).
- Statement on official letterhead from the field experience mentor(s) stating the number of hours that the candidate completed. If the student is a K-12 principal candidate, there must be a statement signed by a mentor at each level of practice that includes the specific number of hours in each area. The total number of hours for the preferred
level of practice must be equal to or greater than 240, and the total hours for each of the remaining levels must be equal to or greater than 40 (Levels of practice: Elementary, Middle/Junior High, Senior High). Director of Special Education candidates must have a statement signed by a mentor from two different types of special education programs to total 320 hours with a minimum of 40 hours at one level.

- Permission to give out the candidate’s name and contact information to potential employers (U of M licensure form).
- Official transcripts. Transcripts from the following schools must be submitted:

<table>
<thead>
<tr>
<th>Name of university or college</th>
<th>Number of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Minnesota</td>
<td>sem/qtr</td>
</tr>
</tbody>
</table>

Total number of credits: sem/qtr

- Verification of completed graduate degree (masters, specialist, or doctorate)
- OLPD 5396: Field Experience
- OLPD 5386: Leadership Portfolio Seminar
- OLPD 5385: Licensure Seminar
- Overview Course
- OLPD 5324: Strategic Financial Planning and Policy for Educational Leaders
- Certificate candidate: Verification of 22-23 credits in specified area from the U of M
- Certificate candidate: Complete Application for M.Ed Degree and/or Certificate (available at [http://cehd.umn.edu/students/Graduate/Forms/M.Ed.-CertApp.pdf](http://cehd.umn.edu/students/Graduate/Forms/M.Ed.-CertApp.pdf))
- Verification of 60 semester credits beyond the bachelor’s degree including a completed graduate degree for K-12 Principal, Superintendent or Director of Special Education.
  **OR**
- Verification of 20 semester credits and a completed bachelor’s degree for Director of Community Education.