Program Checklist

Department of Organizational Leadership, Policy, and Development
Licensure and Leadership Development for Educational Administrators

Follow these steps to successfully complete the administrative licensure program:

☐ 1. Review the administrative licensure program website at [http://www.cehd.umn.edu/olpd/grad-programs/Adm-Licensure/requirements.html](http://www.cehd.umn.edu/olpd/grad-programs/Adm-Licensure/requirements.html). Still have questions? Dr. Ken Dragseth, program director (612-626-8647, [drags002@umn.edu](mailto:drags002@umn.edu)), or Dr. Lyle Taipale, program coordinator (612-625-8300, [taip0002@umn.edu](mailto:taip0002@umn.edu)), will be happy to assist you with academic advising. Karen Potter, program associate, (612-625-9087, [kpotter@umn.edu](mailto:kpotter@umn.edu)) is eager to help you navigate the admission and registration process.

☐ 2. Apply online at [http://www.cehd.umn.edu/olpd/grad-programs/Adm-Licensure/apply.html](http://www.cehd.umn.edu/olpd/grad-programs/Adm-Licensure/apply.html). Mail at least half of the $550.00 licensure program fee (check or money order made payable to the University of Minnesota) to Karen Potter, 330 Wulling Hall, 86 Pleasant St. SE, Minneapolis MN 55455.

Please note: Are you considering earning multiple credentials? The masters of education (M.Ed.), education specialist (Ed.S.), doctoral (Ph.D. or Ed.D.), and licensure programs can be pursued simultaneously but each requires a separate application.

The Licensure Program for Educational Administrators and the M.Ed. program are affiliated with the graduate school, but do not require G.R.E. scores for admittance.

The M.A., Ed.S., Ed.D., and Ph.D., are graduate school degree programs. For information on how to apply to one of these programs, contact Dr. Jeremy Hernandez, Coordinator of Graduate Studies, at 612-626-9377 or [herna220@umn.edu](mailto:herna220@umn.edu).

☐ 3. Welcome! Upon receipt of your acceptance letter, you may register for classes at [http://onestop.umn.edu/registrar/registration/](http://onestop.umn.edu/registrar/registration/). Your student ID number is included in your acceptance letter.

☐ 4. Communication is important! By University policy, all electronic communications from the University is sent to your University of Minnesota e-mail address. (University of Minnesota e-mail addresses end in @umn.edu.) If you do not plan to use your University e-mail account, it is imperative that you forward it to the e-mail account you check regularly so that you don’t miss any essential information. Instructions for forwarding your account are included in your acceptance letter. Still have questions? Contact Karen Potter (612/625-9087, [kpotter@umn.edu](mailto:kpotter@umn.edu)).

☐ 5. Enroll in OLPD 5385 Licensure Seminar as your first course. An orientation to the licensure program, the Licensure Seminar is where the pre-assessment and plan of action for individual study is developed and where students are taught reflective practice, which is a cornerstone of this program. The pre-assessment and plan of action are requirements of both MN Rule 3512 (governing the licensing of
6. Register for OLPD 5386 Portfolio Seminar, preferably your first or second semester in the licensure program. Remember, you must have completed or be concurrently enrolled in 5385 before taking Portfolio Seminar.

7. Continue to enroll in courses, remembering to take note of prerequisites. Refer to the Only at the U! planner to guide your selections. Visit One Stop at http://onestop.umn.edu/ for current and preliminary course offerings.

8. Identify a field experience site and mentor(s) and enroll in OLPD 5396 Seminar: Field Experience in PK-12 Educational Administration. You will take 5396 once for every license that you pursue. For example, if you are seeking a K-12 principal license and a superintendent license, you will take OLPD 5396 twice for a total of 6 credits. Contact Karen Potter (612/625-9087, kppotter@umn.edu) to request a permission number before attempting to register for OLPD 5396. You must have the program fee paid in full and a pre-assessment and plan of action on file for each license in order to receive a permission number.

9. Call or e-mail Karen Potter (612/625-9087, kppotter@umn.edu) to set a date for your licensure review panel. Because there are limited appointment times available for panels each month, we encourage you to contact Karen three to six months prior to your intended panel date. **If you need to cancel or reschedule your panel, you must do so at least two weeks in advance to avoid a $75.00 cancellation fee.**

10. Complete all of your coursework and field experience hours. Depending upon the license sought, 17 to 24 credits are generally required for a Certificate in PK-12 Administration for administrative licenses. A minimum of 60 credits including the completion of a master’s degree is required for the superintendent, K-12 principal and director of special education licenses. The director of community education license does not require a graduate degree.

11. Assemble all of the information listed on the Administrative Licensure Pre-Panel Checklist (available at http://www.cehd.umn.edu/olpd/forms/Adm-Licensure/PrepanelChecklist.pdf). Bring your documents to your pre-panel meeting.

12. Approximately three weeks before your panel, attend a pre-panel meeting with Dr. Neal Nickerson or Dr. Lyle Taipale, where you will learn what to expect from your panel and whether or not you are fully prepared for your panel. Contact Dr. Nickerson (612/624-0815, nicke001@umn.edu) or Dr. Taipale (612-625-8300, taip0002@umn.edu), directly to schedule your pre-panel meeting.

13. Appear before the review panel. **You must complete all of your coursework and internship hours prior to your panel.** If you are endorsed for licensure, skip to step 15.

14. If you are required to complete a Professional Development Plan (PDP), a customized plan will be mailed to you. Complete the steps outlined in your PDP. If your PDP includes a second appearance before the review panel, contact Karen Potter (612/625-9087, kppotter@umn.edu) to schedule a date.
15. Turn in all of your required paperwork for licensure, including official transcripts and a completed state application and $62.70 fee to Karen Potter, 330 Wulling Hall, 86 Pleasant Street SE, Minneapolis MN 55455. If you are applying for your initial license, you must apply online at http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/First_Time_Licensure/index.html.

16. Congratulations! You will be recommended to the Department of Education for your administrative license and a Certificate of Completion from the University of Minnesota will be mailed to you. You can track the progress of your license by visiting http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/index.html.

17. If you completed the requirements for the Certificate in PK-12 Administration, submit an Application for M.Ed. Degree and/or Certificate to CEHD Student Services, 360 Education Sciences Building. The certificate is in addition to your license and by completing this form you are requesting that this credential be posted to your University of Minnesota transcript.

18. Become a mentor to other aspiring administrators. Seek out people that you believe have the capacity to be leaders in educational administration—those who are ready to accept the challenge to become a “Leader of Leaders.” Encourage them to enroll in the University of Minnesota’s Licensure and Leadership Development Program for Educational Administrators. Refer them to Ken Dragseth (612/626-8647 or drags002@umn.edu) for more information.

19. Be a life-long learner! Avail yourself of the many professional development opportunities available to you through the University throughout your professional career. Many workshops are available through the Preparation to Practice Group; a listing of opportunities is available at http://cehd.umn.edu/PPG/Default.html. If you are considering a doctorate degree, contact Dr. Jeremy Hernandez, Coordinator of Graduate Studies, at 612/626-9377. Or, return to pursue additional administrative licenses and certificates through the Department of Organizational Leadership, Policy, and Development.

20. Stay in touch! As your personal and professional addresses change, please notify Karen Potter (kppotter@umn.edu) or your advisors. Also, when you are hired for your first administrative position after earning your license, please share this special event with us. We love to hear from our graduates!

21. Finally, once you gain experience in your administrative license area, volunteer to serve on licensure review panels. Contact Karen Potter (kppotter@umn.edu) to express your interest in being a panelist.