

Administrative Licensure Pre-Panel Checklist

Note: 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:

1. Verification of 1050 hours of teaching if the candidate is applying without teaching experience.
2. Fingerprint card.
3. Completion of human relations course.

For all licensure applications:

4. Administrative licensure program application.
5. Payment of \$_____ licensure program fee.
6. Completed Pre-assessment and Plan of Action on file.
7. Completed Application for Minnesota Teaching/Administrative Licensing (MN Department of Education form).
8. Check for \$57.00 (\$83.25 for paper submission for initial MN license or \$85.20 for online submission for initial MN license) made out to the Commissioner of Education.
9. Verification of teaching on the state application or a letter on letterhead verifying three years of teaching experience (1 year = 1050 hours).
10. Completion of the state application's Applicant Conduct Review Statement (MN Department of Education form).
11. Signature on Conduct Review Statement.
12. Copy of teaching license or transcript verifying Human Relations course.
13. Culminating Requirements Report (U of M licensure form).
14. 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 the 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.

15. Permission to give out the candidate's name and contact information to potential employers (U of M licensure form).
16. Permission to use the candidate's portfolio as an example of portfolio development and to allow others to print pages from the portfolio (U of M licensure form).
17. Official transcripts. Transcripts from the following schools must be submitted:

Name of university or college	Number of credits
University of Minnesota	_____ semester
_____	_____ sem/qtr
_____	_____ sem/qtr
_____	_____ sem/qtr
_____	_____ sem/qtr
Total number of credits:	_____ sem/qtr

18. Verification of completed graduate degree (masters, specialist, or doctorate)
19. EdPA 5396: Field Experience
20. EdPA 5386: Portfolio Seminar
21. EdPA 5385: Licensure Seminar (for students entering the program Fall 2003 or later)
22. Overview Course
23. EdPA 5324: Finance Management for Elementary-Secondary Education
24. Certificate candidate: Verification of 22-23 credits in specified area from the U of M
25. 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.