

Program Checklist

Follow these steps to successfully complete the licensure program:

- 1. Review the administrative licensure program website at <http://cehd.umn.edu/EdPA/licensure/default.html>. Still have questions? Dr. Gloria Kumagai, program coordinator (612-626-8244, kumag011@umn.edu) or Dr. Ann Werner, program director (612-626-8647, werne023@umn.edu), are happy to assist you with academic advising. Karen Potter, program associate, (612-625-9087, kppotter@umn.edu) is eager to help you navigate the admission and registration process.
- 2. Mail your completed program application form, including the \$550.00 licensure program fee, a writing sample, and your transcripts to Dr. Ann Werner, 330 Wulling Hall, 86 Pleasant St. SE, Minneapolis MN 55455. You will find the licensure program application at <http://cehd.umn.edu/edpa/licensure/forms/Application.doc>.

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 not associated with the graduate school and 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. Richard Nunneley, Coordinator of Graduate Studies, at 612-626-9377 or nunne001@umn.edu.

- 3. **Welcome!** Upon receipt of your acceptance letter, you may register for classes at <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, kppotter@umn.edu).
- 5. Enroll in EdPA 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 educational administrators) and the University of Minnesota. The

Plan of Action Matrix and Pre-assessment templates are available at <http://cehd.umn.edu/EdPA/licensure/forms/default.html>.

- 6. Now is the ideal time to identify a site and mentor where you can gather information and participate in authentic practice for each of the projects assigned throughout the licensure program.
- 7. Register for EdPA 5386 Portfolio Seminar, preferably your second semester in the licensure program. Remember, you must have completed or be concurrently enrolled in 5385 before taking Portfolio Seminar.
- 8. Continue to enroll in courses, remembering to take note of prerequisites. We recommend that you register for classes as soon as possible because some courses fill quickly. Refer to the Plan of Action Matrix to guide your selections. Visit our website at <http://cehd.umn.edu/EdPA/licensure/courseinfo/default.html> for current and preliminary course offerings as well as a table that shows which semesters each course is offered throughout the year.
- 9. Identify a field experience site and mentor(s) and enroll in EdPA 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's license and a School Superintendent's license, you will take EdPA 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 EdPA 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.
- 10. 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.
- 11. Contact Neil Nickerson (612/624-0815, nicke001@umn.edu) or Gloria Kumagai (612/626-8244, kumag011@umn.edu) to schedule a pre-panel meeting to take place approximately two weeks before your review panel.
- 12. Complete all of your coursework and field experience hours. A minimum of 23 credits are required for a Certificate in PK-12 Administration for all four licenses. A minimum of 60 credits including the completion of a master's degree is required for the School Superintendent, K-12 Principal and Director of Special Education Licenses. The Director of Community Education license does not require a graduate degree.
- 13. Assemble all of the information required on the Administrative Licensure Pre-Panel Checklist which is available at <http://cehd.umn.edu/EdPA/licensure/forms/PrepanelChecklist.pdf>. Either mail all of the information to Ann Werner or bring it to your pre-panel meeting.
- 14. Attend a pre-panel meeting with your program adviser. Your adviser will determine if you are prepared for your review panel.
- 15. Appear before the review panel. If you are endorsed for licensure, skip to step 17.

- 16. 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. Contact Gloria Kumagai (612/626-8244, kumag011@umn.edu) to set up an appointment to discuss the competencies covered by 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.
- 17. Turn in all of your required paperwork for licensure, including official transcripts and a completed state application and \$57.00 fee (\$83.25 if you are applying for an initial Minnesota license), to Dr. Ann Werner, 330 Wulling Hall, 86 Pleasant Street SE, Minneapolis MN 55455.
- 18. **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://children.state.mn.us/MDE/Teacher_Support/Educator_Licensing/View_an_Individual_Educators_License/index.html
- 19. 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, 110 Wulling Hall. 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.
- 20. Complete the licensure program exit survey.
- 21. 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 either Gloria Kumagai (612/626-8244, kumag011@umn.edu) or Ann Werner (612/626-8647, werne023@umn.edu) for more information.
- 22. 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. Richard Nunneley, Coordinator of Graduate Studies, at 612/626-9377. Or, return to pursue additional administrative licenses and certificates through the Department of Educational Policy and Administration.
- 23. **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!
- 24. 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.