

Application Packet For Initial Administrator Licensure Program Only

Please note: This application packet is for use by those applicants to the Initial Administrator Licensure Program who already have, or are currently completing, a master's or higher degree. If you do not have a master's or higher degree and are not presently in a degree program, you will need to apply for the **M.Ed. Degree and Initial Administrator Licensure Joint Program**, which has a different application from this one. Please go to the "concurrent MED IAL application."

The University of Oregon's Initial Administrator Licensure Program is currently offered in three locations: in Eugene at the University of Oregon campus, in Central Oregon at Bend, and in Salem for the Portland metropolitan area. Be sure to indicate on your application form the location where you prefer to take the IAL program.

The Initial Administrator Licensure Program is a self-support program, and therefore, credit vouchers that you may have received in your school for supervision cannot be used for this program. As a licensure only student, you are not eligible for financial aid but can obtain alternative financial aid from several funding sources.

Admission Requirements

The University of Oregon offers the Initial Administrator Licensure program, a 26-credit hour, cohort-based program. The course of study has been approved by the Teacher Standards and Practices Commission (TSPC). Recommendation for licensing is based on meeting the hour and content requirements established by TSPC.

To be considered for admission to the Initial Administrator Licensure program, applicants must hold, have held, or be eligible to hold a teaching license from Oregon or another state and verify three years of full-time successful licensed teaching experience.

Application Procedures

The early admission deadline for applications to Eugene is Monday, February 2, 2015; the regular admission deadline for applications to Eugene is Monday, March 2, 2015. The early admission deadline for applications to other locations (Bend/Salem) is Friday, May 1, 2015; the regular admission deadline is Friday, May 15, 2015. If all openings are not filled, applications may be accepted after the deadline.

1. Complete the attached application. Use the checklist preceding the application to make certain you have all materials.

Complete applications **for all locations** must arrive by the deadline to:

Angela Pellerin, Student Services Coordinator
EMPL, Lokey College of Education
5267 University of Oregon
Eugene, OR 97403-5267

2. Keep a copy of all materials submitted as part of the application.

Please note: The number of individuals who can be admitted to the Initial Administrator Licensure program each year is limited. Therefore, it may not be possible to admit all individuals who satisfy the admission requirements. The review process includes an interview.

3. For specific information on program locations contact one of the following:

Student Services Coordinator

Angela Pellerin
EMPL, Lokey College of Education
5267 University of Oregon
Eugene, OR 97403-5267
541/346-1492
pellerin@uoregon.edu

APPLICATION PACKET

Check List

The following items must be a part of your application. Please check off each item as you include it in your application. Recommendation forms and transcripts can arrive separate.

_____ Administrator application form with \$20 check made out to the University of Oregon for application processing.

_____ A clearly written goal statement (approximately 500 words) describing:
interests and future plans in educational administration
experience that demonstrates potential for educational leadership

_____ A current resumé summarizing your professional experience in education and verifying three (3) years teaching experience.

_____ Three completed Recommendation for Admission forms (included in packet), that to the extent possible, are from:
your current or most recent supervisor/administrator.
administrators who can speak to your potential as a school administrator.

_____ The completed Character questionnaire.

_____ One copy of official or unofficial transcripts of all graduate work (**must show graduate degrees earned**) and major undergraduate work.

_____ A copy of your current teaching license (Oregon or another state). If you do not have a paper License to copy, please provide a screen shot of your license history. Go to TSPC's home page. In the left menu, click Educator Look Up, and hit TSPC Educator License Inquiry. Type in your name (and birthdate if you have a common name). When your licensure history screen comes up, print it.

_____ Fingerprint Packet Inquiry form. **Please click one of the two options.**

APPLICATION FOR ADMISSION
Initial Administrator Licensure Program

EMPL, Lokey College of Education
University of Oregon

PROGRAM PREFERENCE: **please check which program location you prefer.**

_____ Eugene campus _____ Central Oregon _____ Salem / Metro

GENERAL INFORMATION

Applicant Name: _____
Last First Middle

Previous names used: _____

Optional : Ethnic Identity

☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native ☐ White, non-Hispanic
☐ Black ☐ Hispanic/Latino/Chicano ☐ Other _____ ☐ Decline Response

☐ Male ☐ Female ☐ Birthday: ____ / ____ / ____ ☐ Citizenship _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

E-mail address: _____

Current Position : _____ School: _____ District: _____

TRANSCRIPTS TO BE SUBMITTED

Please submit transcripts (official or unofficial) of all completed graduate work and transcripts of the majority of your undergraduate work.

Institution (Name/Location):

Dates of Enrollment:

Degree/Major:

~OVER~

TEACHING LICENSE

Do you have a current Oregon Teaching License? ____ Yes ____ No **Please include a copy of your license with your application.**

REFERENCES

Three recommendations for admission are required (please use the attached forms). To the extent possible, the recommendations should be from the following: current administrator or supervisor; administrators who can speak to your potential as a school administrator. Recommendations have been requested from:

NAME:

TITLE:

ADDRESS/PHONE:

PROFESSIONAL EXPERIENCE IN EDUCATION (or related professional experience):

Please attach a resumé that summarizes your professional experience in education or a related field. For each position provide the job title, a summary of the job responsibilities (including leadership experiences), the school, the district, and the dates of employment. We will use the information provided in your resume to verify your three (3) years teaching experience.

Signature: _____ Date: ____/____/____

Return application forms, along with a \$20 check made payable to the University of Oregon to:

Angela Pellerin, Student Services Coordinator
EMPL, Lokey College of Education
5267 University of Oregon
Eugene, OR 97403-5267
Ph: (541) 346-1492 FAX: (541) 346-5174

GOAL STATEMENT

Initial Administrator Licensure Program

EMPL, Lokey College of Education
University of Oregon

Applicant Name: _____

Date: ____/____/____

Write a clear goal statement that addresses the following:

1. Your interests and future plans in educational administration.
2. Your professional experience that demonstrates potential for educational leadership

The statement should be typed, approximately 500 words. Attach additional sheets as needed.

RECOMMENDATION FOR ADMISSION

Initial Administrator Licensure Program

EMPL, Lokey College of Education
University of Oregon

Applicant:

I expressly waive any rights to have access to this recommendation under the Family Rights and Privacy Act of 1974, P.L. 93-380, the University of Oregon Student Record Policy, and any other law, regulation, or policy.

Signature: _____ Date: ____________

Your name has been given as a reference by _____ who is applying for admission to the **Initial Administrator Licensure Program** at the University of Oregon. Please assess the candidate's potential as a future administrator.

Your Name: _____ Date: ____________

Position: _____ Signature: _____

1. How long have you known the applicant, and in what capacity? _____

2. Describe the strengths of the applicant. _____

3. What do you see as the applicant's professional development needs? _____

-over-

For each of the following, check the appropriate box:

INTELLECTUAL CAPABILITY	NO BASIS	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Analyzing						
Writing						
Synthesizing						
EDUCATIONAL EXPERTISE	NO BASIS	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Curriculum						
Instruction						
Student Assessment						
ABILITY TO WORK WITH OTHERS	NO BASIS	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Teachers						
Administrators						
Parents						
Students						
ADMINISTRATIVE SKILLS	NO BASIS	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Ability to Organize						
Effective Delegation						
Flexibility						
Time Management						
LEADERSHIP SKILLS	NO BASIS	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Problem Solving						
Creativity						
Communication						

4. Based on your knowledge of the applicant's experience and background, summarize his/her potential as an educational administrator (you may attach an additional sheet if necessary).

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 Eugene, OR 97403-5267
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Initial Administrator Licensure Program

Fingerprint Packet Inquiry

TSPC requires that students complete fingerprinting procedures before beginning a practicum experience. Whether or not you have ever submitted a fingerprint packet to TSPC, please complete the form below and return it to the Administrator Licensure Program along with your application.

Please note: You must have had fingerprint clearance within the last three years unless your current license is active. If your fingerprint clearance is more than three years and your license is inactive, you must have new fingerprints taken.

CHECK ONE:

_____ I am not submitting a fingerprint packet, because I have already completed fingerprinting procedures for TSPC as stated above.

_____ I will submit a fingerprint packet **prior to beginning** my IAL practicum.

By signing this form, I verify that I understand all of the above.

Signature

Name _____ Date _____

Current Oregon license(s) held: _____

Home phone number _____ Work phone number _____

NOTE: If you need to complete your fingerprint packet, use the following procedure:

1. Obtain a fingerprint packet from Ron Tuomi, UO Coordinator of Licensure and Student Records, Room 130G Lokey Education (phone 541-346-3528, email rtuomi@uoregon.edu).
2. Take the packet to the Sherriff's Office in the Lane County Courthouse, 125 8th Street, Eugene (at 8th and Oak) between 8:30 and 4:30 Mon.-Fri. (phone 682-3906). Fingerprints are taken on a first-come-first-served basis, so the procedure can take from 10 minutes to 30 minutes.
3. Return the completed packet to Ron Tuomi, who will process it and mail it to TSPC. Review takes up to one month, so you must submit your packet well in advance in order to have clearance in time for your practicum to begin in the Fall.

Lokey College of Education
Character Questions
Admission into a Licensure Program

Listed below are the character questions that are extracted from the Application for License that is a requirement for the issuance of a license. The intent of this form is to pre-qualify you for entrance into a licensure program. **An Oregon license will be denied for the conviction of any of the crimes listed on the following page.**

CHARACTER QUESTIONS - You must answer each question either "yes" or "no" whichever is true. Explain each "yes" answer in detail on a separate sheet, signed and dated by you.

Note: Any false statement knowingly made in this application is grounds for revocation or suspension of your license. If in doubt, disclose and explain rather than conceal.

1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent? 1. _____
2. Are you currently the subject of an inquiry, review, or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency? 2. _____
3. Have you ever been placed on leave by your employer for any alleged misconduct? 3. _____
4. Have you ever had any adverse action taken on a *professional* certificate, license or charter school registration? Have you ever been placed on probationary status for alleged misconduct while holding professional license, certificate, registration, or credential? 4. _____
5. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct? 5. _____
6. Have you ever surrendered a professional license of any kind before its expiration? 6. _____
7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? 7. _____
8. Have you ever been convicted or been granted a diversion or conditional discharge by any court for any: (a) Felony; or (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident? 8. _____
9. Have you ever been arrested or cited for any offense listed in section (8) above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed. 9. _____
10. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons? 10. _____

NOTE: If you answer "no" to questions 8 through 10 based upon an "expungement," and/or an order "setting aside" or "sealing" of a record of a conviction or conditional discharge, you must personally verify with the court directly involved that the expungement, setting aside, or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside, or sealed, when in fact it has not, will be deemed a false statement.

I hereby certify that the information submitted on or relating to this form is true and correct.

Printed Name _____

Signature of the Applicant _____ Date _____

NOTE: Under ORS 342.143 and 342.175, Oregon License shall be denied or revoked for conviction of any of the following crimes or for comparable crimes in another state.

ORS Number	Description of Crime
163.095	Aggravated Murder
163.115	Murder
163.185	Assault in the First Degree
163.235	Kidnapping in the First Degree
163.355	Rape in the Third Degree
163.365	Rape in the Second Degree
163.375	Rape in the First Degree
163.385	Sodomy in the Third Degree
163.395	Sodomy in the Second Degree
163.405	Sodomy in the First Degree
163.408	Unlawful Sexual Penetration in the Second Degree
163.411	Unlawful Sexual Penetration in the First Degree
163.415	Sexual Abuse in the Third Degree
163.425	Sexual Abuse in the Second Degree
163.427	Sexual Abuse in the First Degree
163.435	Contributing to the Sexual Delinquency of a Minor
163.445	Sexual Misconduct
163.465	Public Indecency
163.515	Bigamy
163.525	Incest
163.547	Child Neglect in the First Degree
163.575	Endangering the Welfare of a Minor
163.670	Using Child in Display of Sexually Explicit Conduct
163.675	Sale or Exhibition of Visual Reproduction of Sexual Conduct by Child
163.680	Paying for Viewing Sexual Conduct Involving a Child
163.684	Encouraging Child Sexual Abuse in the First Degree
163.686	Encouraging Child Sexual Abuse in the Second Degree
163.687	Encouraging Child Sexual Abuse in the Third Degree
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First degree
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree
164.325	Arson in the First Degree
164.415	Robbery in the First Degree
166.005	Treason
166.087	Abuse of Corpse in the First Degree
167.007	Prostitution
167.012	Promoting Prostitution
167.017	Compelling Prostitution
167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
167.065	Furnishing Obscene Materials to Minors

167.070	Sending Obscene Materials to Minors
167.075	Exhibiting an Obscene Performance to a Minor
167.080	Displaying Obscene Materials to Minors
167.087	Disseminating Obscene Materials
167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
475.995	Distribution of Controlled Substance to Minors
475.999	Manufacture or Delivery of Controlled Substance to Minor or Student within 1,000 Feet of School

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(Revised 11/29/10)