

Program of Study License Review Form—M.S. + Ed.D

Revised:
30/31/10

Purpose:	Information primarily needed for NCATE/KSDE to determine program candidates/completers, give appropriate advisement for licensure, and assure awareness of the COE Conceptual Framework (knowledge, performances/skills, and dispositions).
Directions:	The student, major professor, certification officer, and department chair should all sign this document after the student has been advised regarding the potential to earn certification/licensure concurrent with a degree (MS or EdD). The document should then be sent to the department office staff and filed in the student's permanent files. In addition, office staff should record the information in the student's record on the electronic database.

Part I. CERTIFICATION/LICENSURE APPROVAL

The Department of Educational Leadership requires that all newly admitted students must indicate at the time of filing a formal program of study whether they wish their programs of study to be reviewed for eventual leadership licensure qualification in the state of Kansas. This policy applies to both masters and doctoral degree seekers. The department chair **WILL NOT SIGN** a student's program of study until the student has indicated in writing (via filing this present form) whether he/she requests a license review.

Processing a program of study therefore requires that the student must simultaneously present both the proposed program of study and this completed form. If the student requests a license review, the department's license officer will review the program of study and also sign this present form. If the student declines a license review, only the department chair's signature is required on this form. The completed sign-off sheet will be attached to the approved plan of study and placed in the student's records.

This policy is not intended to require all students to qualify for leadership licensure in Kansas. It is intended to inform students in advance regarding whether their coursework will be recommended for licensure purposes.

Check the appropriate item

- I REQUEST** my program of study be reviewed for building-level leadership licensure.
 I REQUEST my program of study be reviewed for district-level leadership licensure
 I REQUEST my program of study be reviewed for other leadership licensure (specify)
 I DO NOT want a license review.

I have read and understand the policy on certification. I also have read and am aware of the vision, mission, and conceptual framework (including knowledge, performances, and dispositions) for the COE and EDLEA programs (the vision, mission, and conceptual framework adopted by the COE and the EDLEA programs are all explained on the web www.coe.ksu.edu/ under academic programs). I understand that by being a part of an EDLEA program I will be expected to demonstrate these dispositions, performances, and knowledge to the satisfaction of the COE and that they will be assessed throughout the completion of the program. If changes are made to the dispositions, performances, and knowledge expected, they will be made available to me on the COE web site. With this understanding, I agree to be a part of this graduate program.

		Date:	
Student Signature	Student ID#		

DEPARTMENT USE ONLY:

If the student requested a license review, please circle all that apply:

- The POS **WILL/WILL NOT** meet requirements for **BUILDING/DISTRICT** leadership licensure.

	Major Professor	Date:	
	Certification Officer	Date:	
	Department Chair	Date:	