

# Information Slides for the L&C Professional Administrator License Program

Lewis & Clark  
Graduate School of  
Education and Counseling



Being an **equity-driven program** means that in every course, text, and assignment, we will center discussions on **identifying systemic inequality** that exists in the system of school and districts in order to develop leadership approaches and skills that **disrupt the status quo**, make **structural disparities visible**, and create **fairness in opportunities and outcomes for minoritized students, families, and communities** across the P-20 spectrum.

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# License Types

- **Principal License:**

- Required to work at building level
- Must have 3 years of licensed ed. experience to pursue this license
- Continuously renewable (every 3 years)

- **Professional License**

- Required to work at district level, also acceptable for building level work
- Must have **Principal license and 3 years of admin experience** to earn this license (**cannot go straight to Pro-AL even if you are currently working at district level or don't intend to be a building leader**)
- Renewed every 5 years

# What is the Professional Administrator License Program?

- Equity-Focused Administrative Licensure Program
- Rigorous, virtual courses taught by experienced faculty and working administrators
- Emphasis on synchronous, discussion and activity-based curriculum
- Candidates partner with a district level mentor to complete a hands-on mentorship
- Not cohort based--can be completed according to your own timeline and schedule

# Program Details

- 18 credits total
- 15 credits coursework; 3 credits of practicum
- 220 hours of hands-on practicum experience with an experienced mentor
- Can be completed in 6 terms, or at your own pace
- Program Coursework

# Class Formats

- **Virtual**, synchronous class meetings with occasional asynchronous work built in
  - **Fall/Spring Courses:** One evening a week; may incorporate some Saturdays
  - **Summer Courses:** Weeklong intensives in June/July; evening courses in May/June
- **Mentorship:** In-person experiences in your district setting; regular meetings with your mentor; monthly class check ins

# Costs

- **Regular College Rate:** \$1144 per semester hour, \$30,888 total

**Special Tuition Rate for  
Administrative Licensure Programs:  
\$783 per credit, \$21,141 total**

+ District-Sponsored Tuition Reimbursement (as available, distributed in accordance with district policies)

# Scholarship Opportunity for Qualifying Candidates

The Oregon Administrator Scholar's Program (OASP) is offering scholarships up to a maximum of **\$12,000 for culturally or linguistically diverse administrator candidates** accepted and enrolled in an approved administrator program. The scholarships may be used to pay for classes, fees, and related costs.

**Many candidates have received TWO of these scholarships.**





# Application Requirements

- **Application Requirements:**

- Must hold an Oregon **Principal License**
- Must have at least **three years of certified administrative experience**
  - Can start the program with less than three years of experience, but must have three years by the end of the coursework
- Must hold a **Master's degree** from a regionally accredited institution in the United States
- If you earned a Principal License at LC, can apply for the **Educational Specialist Degree** (Legacy Track) as part of your path to license (allows you to apply for financial aid)

# Application Information

- Application Form
- \$50 Application Fee
- Essay
- PEER Form
- For details and application links, go to:  
[go.lclark.edu/graduate/admissions](https://go.lclark.edu/graduate/admissions)
- **Rolling admissions with terms that start in September, January and May.**
- **Apply at least one month ahead of the term that you want to start**

# Contact Information

## Questions:

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## Admissions:

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