



Minnesota Licensure Programs

Tri-College University/Minnesota State University Moorhead offers a highly individualized program to prepare aspiring administrators for licensure as a Director of Community Education, Director of Special Education, K-12 principal, and Superintendent. The program is planned as a competency-based program to meet each licensure area. Competencies are demonstrated through the computation of exhibits chosen by each candidate as a result of a pre-assessment of knowledge, skills, dispositions, coursework, and a final assessment. Classes are scheduled primarily in the evening and on weekends during the school year. Current ITV sites are: Underwood, Thief River Falls, Detroit Lakes and other sites to be determined. An intensive summer school schedule is offered during the day. Most candidates complete the program in one to two years.

The following requirements fully implement the regulations set by the state of Minnesota legislation, which became effective January 1, 1997 (M.S. 3512). Upon successful completion of the requirements, the university endorses the candidate to Minnesota Department of Education, which issues the license.

Candidates applying to the licensure program, must have a master's degree and fulfill the requirements for admission to the specialist degree program.

Upon acceptance into the program, students will be assigned an advisor to discuss pre-assessment requirements. All students must attend ED 645. The pre-assessment portion of this class is designed to conduct a peer assessment process and align previous coursework and work experiences with the competencies required for the licensure being sought. Once this pre-assessment is completed, a plan of study for licensure is designed for further coursework and experiences.

Aspiring K-12 principals, superintendents, and directors of special education must attain a total of 60 semester credits, which must include a completed master's degree in any field. Six hours of ED 794 Practicum is required for the first licensure. Aspiring directors of community education must attain 20 semester graduate credits and hold a bachelor's degree prior to enrollment and participate in a minimum of two practica in the master's degree.

All past and present coursework from an accredited university will count toward the total number of credits in each licensure area. Additional credits may be needed to attain program requirements and attain the knowledge, skills, and dispositions necessary for demonstration of competence.

All candidates must complete a portfolio and present the attainment of knowledge, skills, and dispositions in all area identified in M.S. 3512 to a review panel made up of representatives from the university and licensed practitioners in the area of licensure. All licensure programs require the completion of a human relations course.

For more information contact:

Dr. Boyd Bradbury, Coordinator
Minnesota State University Moorhead
1104 7th Avenue South
Moorhead, Minnesota 56563
(218) 477-2019
e-mail: bradbury@mnstate.edu
<http://www.mnstate.edu/edhuman/edleadership>

Tri-College University Office
605 NP Ave # 110
North Dakota State University
Fargo, North Dakota 58105
(701) 231-9732
e-mail: vicki.ihry@ndsu.edu
http://www.ndsu.nodak.edu/ed_lead

Recommended Licensure Courses for all Candidates

[Note: all candidates must take a total of 6 semester hours of credit at MSUM]

- 630 Leadership, Planning, and Organizational Behavior in Education (3)
- 631 Educational Law and Organizational Structure of Education (3)
- 632 Curriculum, Instruction, and Learning Theory (4)
- 635 Personnel, Supervision, and Staff Development (4)
- 636 Policy and Educational Finance (2)
- 645/646 Independent Study–Portfolio Option (2)
Students who have not completed their master’s degree through TCU are required to register for 697 to complete this requirement. All students must complete 3 practica.

Specific Licensure Recommendations

K-12 Principal

- 642 Elementary School Curriculum (2)
- 638 Administration of the Elementary School (2)
- 794 Practicum: Elementary School Principalship (2)
- 639 Administration of the Secondary School (2)
- 643 Secondary School Curriculum (2)
- 794 Practicum: Secondary School Principalship (2)

Superintendent

- 788 School Finance & Business Management (4)
- 796 Seminar: The Superintendency (2)
- 794 Practicum: Superintendency (2)
- 794 Practicum: Budget and Finance (2)

Director of Community Education

- 796 Seminar in Adult Learning
- 789 School Community Relations (2)
- 794 Practicum: Director of Community Education (4)
- 796 Seminar: Admin. of Community Education (2)

Director of Special Education

- 594 Legal/Social Foundations of SPED (3)
- 796 Seminar: Admin. of Special Education Programs (1-4)
- 794 Practicum: Director of Special Education (2)
- 794 Practicum: Budget and Finance (2)

Alternative Licensure Requirements

A route is open to aspiring principals and superintendents who have no teaching experience. These candidates must complete all licensure requirements and demonstrate the equivalency of one year of teaching experience. For more information contact the licensure coordinator.

TCU is an equal opportunity institution.

Copies of this document can be obtained by calling (701) 231-9732.

Admission Requirements

Admission to the specialist program is considered only after all required application materials have been received and reviewed. Incomplete files will not be reviewed. Required materials are:

1. A Master’s Degree from an accredited institution.
2. Completed “Application for Admission to Graduate Study” form. <http://www.mnstate.edu/graduate>
3. Undergraduate and other transcripts sent directly from the institution to the MSUM Graduate Studies Office.
4. Non-refundable \$20.00 application fee for first-time applicants to Minnesota State University Moorhead.
5. Two letters of references which evaluate the applicant’s potential for success as a graduate student and as an educational administrator (forms provided).
6. Essay on professional goals.

Admission decisions are based upon the predicted success of the applicant as a student and professional administrator and are made only after considering all available data.

Admission in Full Standing:

MN Licensure & Specialist Degree - Master’s degree with a cumulative GPA of 3.25 or better on a 4.0 scale and appropriate demonstration of written competencies (essay on application).

Admission with Provisions:

A student who does not meet all requirements for full admission may be admitted with provisions by showing evidence that their potential is not adequately reflected in their record. See the MSUM *Graduate Bulletin* for addition requirements.

Registration and Costs

Graduate students register during the regular university-wide registration period at the beginning of each semester or summer session. For evening and off-campus courses only, students may register at the first class meeting. Eight credits per semester is defined as full time.

Tuition and fees are set by the Minnesota State Colleges and Universities Board and are subject to change. Contact the MSUM Business Office for current costs (218) 477-2221. Tuition reciprocity is available for residents of North Dakota, South Dakota, Manitoba, and Wisconsin.

Financial Aid

Graduate Assistantships of two types are available for students admitted to advance degree programs. Assistantships generally require 10 hours of work each week and provide opportunities to gain experience in the field of major interest and work with faculty in the discipline. Applications for financial assistance should be completed by July 1st. For consideration as a graduate assistant, contact the Graduate Studies Office, Owens 101, (218) 477-2344.

For financial aid information, contact the Office of Financial Aid and Scholarship, Owens 107, (218) 477-2251.