University of Oregon
Initial Administrator Licensure Program

COMPLETION & LICENSURE

This section for planning your next steps after you complete your IAL program provides information on:

- Filling out the College of Education completer exit survey
- Online course evaluations
- Obtaining your initial administrator license
- Expedited Service
- Restricted Transitional License
- Graduation and degree completion
Completing the College of Education Completer Exit Survey

When you complete the IAL or M.Ed./IAL program, please fill out the College of Education (COE) Completer Exit Survey form, which is designed to help the College track its graduates' location and future plans. We suggest that you complete this form electronically, by opening the COE home page at http://interact.uoregon.edu/Surveys/surveymenu.html and clicking on the Exit Satisfaction Survey line.

Online Course Evaluations

Courses in IAL are treated as follows: All institutes in the first two weeks of summer are treated as one course. All institutes in the second two weeks of summer are treated as one course. All institutes in fall term are treated as one course. All institutes winter term are treated as one course. All institutes spring term are treated as one course.

Beginning with the Winter 2008 term, all U of O courses are evaluated using an online system. Per University Senate legislation, the system is open for nine days prior to final exam week. For students on the main campus, the system opens at midnight on the Friday before dead week and closes at midnight on the Sunday before finals begin. For Law Semester, evaluations are open for nine days immediately prior to the final exam period.

Students are notified via e-mail when the system opens and are sent reminders during the evaluation period. Students log into the course evaluation system through DuckWeb, and then pass securely through to the CollegeNet servers, where their evaluation data is gathered and maintained per all faculty legislation. Anonymity is guaranteed and access to the results tightly controlled through security permissions per faculty legislation.

During the evaluation period, students who have not completed or who have not opted out of each of their evaluations are sent e-mail reminders, asking that they log in and finish their evaluations.

Grades are collected and rolled to Academic History per the usual schedule: twice a day, 7:30 a.m. and 4:30 p.m. beginning the Monday afternoon of Finals Week. Students who have either answered or opted out of their evaluations will be able to see their grades as they come in during the grading period. Students who have not participated will have to wait to access their grades until the Friday following the final grading deadline (i.e., a week after finals conclude).
After grades are processed and the grading system is closed at the end of each term or semester, the online course evaluation system opens up to faculty for viewing the results. Faculty are notified via e-mail when the reports are ready for viewing. Faculty log into the system through DuckWeb, passing securely through to the CollegeNet servers to view their evaluations.

In the near future, students will also be able to view summarized results of the quantitative questions at that time.

Questions not answered in the FAQ can be addressed to either Sue Eveland, University Registrar at (541) 346-3195 or seveland@uoregon.edu or Dr. Brad Shelton at (541) 346-4705 or shelton@uoregon.edu

**Obtaining Your Initial Administrator License**
When you have completed your IAL program requirements you need to apply for initial administrator licensure to the Teacher Standards and Practices Commission (TSPC). The procedure for obtaining your license differs depending on whether you already have your master’s degree when you begin the IAL program or you plan to obtain your master’s degree along with your initial administrator license.

If you had already completed a master’s degree before you began the IAL program, when you complete the IAL program you can submit the application for your license, along with the license fee, to Ron Tuomi, Licensure/Student Records Coordinator. Ron Tuomi will attend your final IAL institute to hand out forms and explain the process. Ron will send your application to TSPC. It usually takes about 3 to 6 weeks to receive the license from the date of your application.

If you are in the M.Ed./IAL program it will take an additional 9 weeks for you to receive your initial administrator license from the date of your application, because you must first be approved to receive your master’s degree that is awarded through the UO Registrar’s office. If you wish to apply for administrative positions before your master’s degree has been recorded on your transcript, please contact Ron Tuomi at 541-346-3528 or rtuomi@uoregon.edu.

Some IAL students begin the process of applying for advanced administrative positions before formally receiving their initial administrator license. The IAL program ends shortly after schools have begun hiring for openings for the new school year. Students who wish to apply for administrative positions before they complete the final IAL institute can request expedited service or a restricted transitional license.
Expediting Service. If you have been offered an administrative position conditional upon receipt of your initial administrator license, you may immediately apply for your license and request expedited service in processing your application. This procedure allows you to receive your license in 3-4 days rather than the normal 4-6 weeks, and it requires a fee of $199 (rather than the normal $100 fee). You must have the approval of the school district offering the position in order to request expedited service on your licensure application.

Restricted Transitional License. If you have been offered an administrative position prior to having satisfied all the requirements that must be met in order to apply for initial administrator licensure, the district with the position must verify with TSPC that they were unable to satisfy their search by considering already licensed individuals, and therefore they wish to hire you. You must have the approval of the school district offering the position in order to request a restricted transitional license.

Graduation and Degree Completion

Degree Completion
M.Ed./IAL students apply for their graduate degree during the Spring term of their second year in the M.Ed./IAL program, at the following web site:

http://gradschool.uoregon.edu/advanced-degree_app.html.

Participation in Graduation Ceremonies
Students completing either the IAL program or the M.Ed./IAL program are welcome to participate in the graduation ceremonies for College of Education graduates and in the University-wide ceremony. The COE graduation is usually on the Monday afternoon following the morning University-wide ceremony in mid-June. You will be notified of the time and place beforehand.

Students can order graduation announcements and caps/gowns/cords at the UO Bookstore beginning in mid-April, when the Bookstore holds a Grad Fair. Students order regalia (caps, gowns, and cords) on their own at the UO Bookstore before the end of the first full week in May. After that date, there is a $10 late fee for ordering these items.

Graduates may bring as many guests to the ceremony as they wish. When they arrive at the commencement ceremony they will be directed to check in with Educational,
Methods, Policy and Leadership (EMPL) major. The ceremony platform/stage is wheelchair accessible.

For more information about obtaining graduation paraphernalia, call the UO Bookstore, 346-4331.

Preparing and Applying for Administrative Positions
Each year an IAL institute provides instructions to help students design their resume and recommendation letters. You will receive a separate packet at that time.

Licensure
In the closing IAL institute you will receive information about the process of applying for your initial administrator license. Contact Ron Tuomi if you have questions at 541-346-3528 or rtuomi@uoregon.edu.