

Checklist For Administrative and Evaluator Licensure

PK-12 Principal and Supervisor of Special Ed (#189)
Superintendent PK-12/AEA Administrator (#171)

Meet with faculty advisor to develop a plan of study for program completion:
Steven Triplett, Clinical Supervisor

Read through the appropriate [Program Guides](#) found on the Office of Student Services website.

Do you require course substitutions (including independent study courses)? These should be identified on your plan of study and approved by your advisor. Any substitutions require:

- A written request for course substitution
- Syllabus of the course being substituted, including independent study offerings
- A written rationale for the substitution
- The written approval of the faculty member who is instructor for the course in which the substitution is requested.

The semester prior to completion of your program of study, you need to meet with your faculty advisor to discuss the licensure procedure. Licensure information and materials for Administrative Licensure can be found at the link for the Office of Education Services under [Licensure](#).

A completed Program Guide needs to be signed by your faculty advisor. This is a written record of the completed courses, the semesters you completed the courses, any course substitutions that were approved including independent studies (with documentation) and verification for any clinical experiences.

Faculty advisor signatures must be included on program guides turned in with your application for licensure or the process cannot be completed. It is the student and faculty advisor's responsibility to send in completed information to the licensure analyst in order for recommendations to be forwarded to the Iowa Board of Educational Examiners.