



## Steps to enroll in a program

### **Step 1: Choose your level, i.e., Administrator, Supervisor or License**

- **Administrative Credential** is the first level of our professional development program. Students enrolled at this level are either newly hired or have up to 15 years experience in their content area. Obtaining a credential at this level demonstrates that you have the deepest level of skills needed to proficiently monitor, report and manage a content area.
- **Supervisor Credential** is level two of our professional development program. Student enrolled at this level are responsible for management and supervision of a content area. Obtaining a credential at this level demonstrates your broad skill sets in implementing, developing and administrating policies and procedures of a content area.
- **Management License** is the final level of our professional development program. Students enrolled at this level have the responsibility of training and development of program staff in a content area. Obtaining a license means you have “permission to practice.” It demonstrates you have the ability to promote the development of staff learning and understanding of a content area. Students who are licensed will become trainers at the local, state and federal level. License students are also added to the University’s faculty list as adjunct professors.

### **Step 2: Register for a course and pay fees.**

### **Step 3: Complete Program Application form and Eligibility assessment form.**

### **Step 4: Meet program requirements**

- Each program has a set of standards that are needed to complete each program. A program may be 12-36 weeks long and may include a student work practicum. Please check with your student advisor to ensure all your program requirements are met.

### **Step 5: Team Assessment**

- Students must submit a complete portfolio packet to the university immediately after training requirements have been met. Portfolio packets help the University complete prior learning assessment as well as work experience assessment. The Prior Learning Assessment (PLA) helps the University to establish the number of credit hours met. A student can earn up to 40 credit hours through prior learning and/or work experience.

### **Step 6: Assessment Date Scheduled**

### **Step 7: Assessment Completed**

### **Step 8: Board Requirements**

### **Step 9: Award Date Scheduled**

### **Step 10: Award Granted**