

# Center for Excellence in Teaching

Willamette University School of Education

## New Directions in Educational Leadership (NDEL) Administrative Licenses Application for Admission

Which NDEL administrative program are you interested in (initial or continuing)? \_\_\_\_\_  
Which term and year are you interested in? Initial: Summer \_\_\_\_\_; Continuing:  
Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

### CONTACT AND OTHER INFORMATION

Legal name \_\_\_\_\_ Sex: \_\_\_M\_\_\_F  
Last First Middle Jr. etc.

Usually called \_\_\_\_\_ Former last name(s) if any \_\_\_\_\_

Permanent Mailing Address

\_\_\_\_\_

Number and Street/PO Box

\_\_\_\_\_

City or Town State Zip County

Email address (home) \_\_\_\_\_ (work) \_\_\_\_\_

Work \_\_\_\_\_

Name of School/Organization

Number and Street

\_\_\_\_\_

City or Town State Zip School District (if applicable)

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Mobile phone (optional) \_\_\_\_\_ Birth Date \_\_\_\_\_

**Person to be notified in case of emergency** \_\_\_\_\_ **Ph. #** \_\_\_\_\_

Year received initial license \_\_\_\_\_ Subject(s) you teach, if applicable \_\_\_\_\_

Grade level(s), if applicable \_\_\_\_\_ Social Security Number \_\_\_\_\_

The following items are optional:

Marital Status \_\_\_\_\_

How would you describe yourself? (please check one)

American Indian or Alaskan Native

Hispanic American (including Puerto Rican)

African American

White, Anglo, Caucasian American

Asian American or Pacific Islander

including Indian subcontinent

Male or  Female

Multiracial (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

List any required physical accommodations \_\_\_\_\_

**EDUCATION AND LICENSE**

Please list all institutions at which you have earned degrees. Submit three official transcripts from the regionally-accredited institutions. NDEL programs require a master's degree or higher.

Name of Institution	City, State, Zip	License or Degree
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**REFERENCES**

Please list three persons you will have fill out NDEL recommendation forms. These must be dated within the last two years and address your competence, leadership potential and moral character – one an administrator.

Name	Title	School/Organization Where Title Applies
1.		
2.		
3.		

**WORK EXPERIENCE** (most recent first)

Position Title	Employer	Dates
1.		
2.		
3.		

**My signature below indicates that all the information contained in this application is honestly represented.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application materials are to be returned to the Center for Excellence in Teaching, Willamette University School of Education, 900 State St., Salem, OR 97301, Ph. # 503-370-6954, Fax # 503-375-5478, Email address: [cet@willamette.edu](mailto:cet@willamette.edu):**

NDEL application with \$50 application fee and résumé showing 3 years of experience as a full-time educator

Copy of current Oregon educator license

Three official transcripts from institutions where degrees were obtained

Three NDEL recommendation forms (filled out by the references listed above)

Initial Professional Profile showing: 1) classroom competence; 2) proven leadership ability; 3) use of best practices; 4) problem-solving ability; and 5) professional goal statement; and 6) résumé

Continuing: 1) statement of goals; and 2) résumé

Willamette University seeks to be a diverse community and to provide equal opportunity in its educational programs and activities, and in employment. In keeping with the letter and spirit of federal and state laws, the institution is committed to not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation. Questions regarding this university's equal opportunity policies and practices may be directed to: The Assistant to the President, Willamette University. Rev. 5.20.02