

## FAQs: Advising for School Administration/Supervision (Advanced Licensure)

<i>Question</i>	<i>Answer</i>
<b>Where can I get current program documents including information about internships, etc.?</b>	Information about your program, course schedule, internship, etc., may be found in the online Advising Guide on the following website <a href="http://www.liberty.edu/advisingguide">www.liberty.edu/advisingguide</a> .
<b>How do I find out who my advisor is?</b>	All School of Education candidates share a group of professional advisors who work together to give you consistent answers about your program. You can contact your advisors by phone or email: <ul style="list-style-type: none"> <li>• 1-800-424-9595 --- Ask specifically to speak to an advisor for the School of Education.</li> <li>• <a href="mailto:educ@liberty.edu">educ@liberty.edu</a> --- This email address is answered by a member of the advising team for the School of Education.</li> </ul>
<b>Is a previous teaching license required for School Administration/Supervision?</b>	School administration is an ADVANCED licensure program which requires that you have an initial teaching license (may be earned at bachelor’s level or MAT). If you do not have an initial teaching license you should choose: <ul style="list-style-type: none"> <li>• Master of Arts in Teaching (MAT) program to earn initial licensure in elementary, secondary, or special education; or</li> <li>• Master of Education in Teaching &amp; Learning (M.Ed.) - Leadership (<b>non-licensure</b>). Choosing non-licensure will limit job opportunities. Public schools and many private schools require the license before employment.</li> </ul>
<b>What are the teaching experience requirements for School Administration?</b>	Three years of full-time teaching experience in an accredited school is required for LICENSURE in school administration. Teaching experience can be acquired before, during, or after the master’s program, but it is not required for admission or completion of the DEGREE. If the teaching experience is not completed by the end of the program, the degree will be conferred but licensure will be delayed until three years of teaching experience is completed (which must be completed within five years of the graduation date).
<b>Is an on-campus residence required for School Administration?</b>	25% of the program is completed in residential intensives (3 courses). Intensives are offered as one-week courses in winter and summer and as weekend courses in the fall and spring. For the specific courses required as intensives, see the Degree Completion Plan entitled “Master of Education (M.Ed.) - Administration & Supervision” by clicking <a href="#">here</a> .
<b>Can the internship be waived? Must I quit my teaching job to do the internship?</b>	The internship cannot be waived, but there are two options to complete the degree at Liberty: <ol style="list-style-type: none"> <li>1. Register for EDUC 699-1 and fulfill intern requirements for licensure. <ol style="list-style-type: none"> <li>a. If you are teaching full-time, the support of your administrator will be required for release time to complete the internship. Usually your administrator will arrange for you to have 2-3 hours off each day over a period of 16 weeks and/or permit you to do your internship during summer school. (Internship requirement cannot be met with planning periods and lunchtime only. Summer school must be in session to count summers.)</li> <li>b. If you are already employed as a school administrator in a public school or an accredited private school, your job may serve as your internship, but you still need to enroll in EDUC 699-1 and complete all of the assignments.</li> <li>c. If your employment is not in an accredited school, you should make arrangements to complete the internship in an accredited school, perhaps through release time and/or summer school.</li> </ol> </li> </ol>

	<p>2. If you cannot arrange release time and/or summer school for the internship, contact an advisor to discuss the option of completing the degree without licensure. It is possible to earn licensure at a later date by completing the internship requirement (within a 5 year limit).</p> <p><b>Note:</b> All M.Ed. in School Administration degree requirements must be completed, including three intensives on campus. Otherwise the candidate must change to the Master of Education in Teaching &amp; Learning (M.Ed.) - Leadership (<b>non-licensure</b>).</p>
<p><b>How long must the School Administration internship be?</b></p>	<p>Minimum of the following documented field experience hours are required for licensure in School Administration:</p> <p style="padding-left: 40px;">120 hours of early course-embedded field experiences + <u>200 hours of internship (EDUC 699-1)</u> 320 total field experience hours</p> <p><b>“Early field experiences”</b> are experiential learning opportunities throughout the program to give candidates short practical experiences in school administration. These might have been accumulated as the candidate completed course benchmark assignments in collaboration with schools. Up to 120 hours may be completed before the formal internship and are to be deducted from the 320-hour total. Whatever the balance is must be completed during the formal internship.</p> <p>The <b>internship</b> is more structured than the early field experiences, requiring a major project and a competency-based portfolio. A total of 320 cumulative field experience hours are required. 120 of them may be accumulated before the internship. The internship is to be at least 200 hours concentrated into one semester (16 weeks). The majority of internship hours are to take place during school days, in concentrated blocks of time when preK-12 students are present.</p> <p>Although the majority of hours may occur at the same site, some hours are required from each of the following five settings: elementary, middle school, high school, district office, and agency. There is no specific number of hours required for each of the settings as long as the cumulative number of hours at the end of EDUC 699-1 is 320 hours.</p> <ul style="list-style-type: none"> <li>• See the following link for additional information: <a href="#">Student teaching/Internship</a></li> <li>• To access the Field Experience Summary (FES) form that you’ll need to complete throughout your program, click on <a href="#">School Administration</a>.</li> </ul>
<p><b>Who will supervise my internship?</b></p>	<p>Onsite internship mentors must be licensed as school administrators, hold a graduate degree, and have at least three years of experience in school administration. In addition to your onsite mentor, who will assist you in your school setting, you will have a Liberty faculty representative who will instruct you in the internship requirements and also grade EDUC 699-1 assignments that you submit through Blackboard and LiveText.</p>

<p><b>I already have a master’s degree and don’t want another one. Can I just take the courses I lack for licensure as an administrator?</b></p>	<p><b>FOR LIBERTY GRADUATES:</b> If you have already earned a degree from Liberty, you may take just the courses needed for licensure, and Liberty will process the licensure documents for you. However, we strongly encourage you to earn the additional degree as the coursework will be the equivalent or nearly the equivalent of an additional degree.</p> <p><b>FOR ALL OTHERS:</b> Enroll in the Ed.S. in Educational Leadership and complete the additional licensure requirements listed at the bottom of the Degree Completion Plan. This provides a twofold benefit to you: (1) you will most likely be paid a higher salary because of the Ed.S. degree, and (2) you will have obtained the license for School Administration.</p>
<p><b>May I get licensure/certification in school administration while also earning my Ed.D./Ed.S.?</b></p>	<p>The licensure requirements are listed at the bottom of the current Ed.S./Ed.D. <a href="#">Degree Completion Plan</a> to help you accomplish this.</p>
<p><b>Must I take the SLLA?</b></p>	<p>All candidates are required to take the SLLA and meet the Virginia passing score requirement. To learn more, click on this link: <a href="#">SLLA</a></p>
<p><b>After completing this program, are there any other requirements necessary before I can work in a school system?</b></p>	<p>Upon completion of the degree requirements, including internship and licensure tests, you will submit licensure paperwork and fees as explained during the internship. All licensure paperwork is submitted to: Liberty University, School of Education, Licensure Office, 1971 University Blvd., Lynchburg, VA 24502 E-mail: <a href="mailto:teacher@liberty.edu">teacher@liberty.edu</a></p>
<p><b>My state requires a “certificate.” How does this compare to the VA “license” in school administration?</b></p>	<p>Liberty’s School Administration program is approved for a VA license, which is reciprocated by other states. (Check with your state department to ensure.) Virginia uses the term “license,” but it is the same credential as a “certificate,” which is the term preferred by some other states.</p>
<p><b>Will my license be valid in other states?</b></p>	<p>You have two choices to apply for licensure:</p> <ol style="list-style-type: none"> <li>1. You may submit the licensure application for your state (usually available on your state’s Department of Education website). Our Licensure Office will prepare the verification that you have completed a state-approved program. In most states, there are no other requirements for licensure. In some states you will need to take a state-specific test. There may also be a state-specific course to be completed during your first year of employment.</li> <li>2. You may submit the application for Virginia licensure and then apply for licensure in your state. This is the recommended route if you are not sure in which state you will be serving.</li> </ol>