



PROFESSIONAL ADMINISTRATOR LICENSE • 2024-2025 Course Schedule

Rolling schedule; courses are offered each year (not a cohort schedule)					
Term dates	Class dates	Course #	Course name (credits)	Instructor	Class details
Summer 2024 06/24-09/8	06/24-09/11	EDLD 604	Professional Admin. Clinical Internship (1-7)	University supervisor	Job-embedded
	6/24-7/28	EDLD 687	Supervisory Practices for Administrators (3)	TBD	Asynchronous
Fall 2024 09/30-12/13	10/24-12/8	EDLD 638	Oregon Advanced School Law (3)	Chris Parra	*Hybrid: Online dates + COSA Law Conference in Eugene: 12/4 noon-4; 12/5 all day; 12/6 8-noon
	09/30-12/13	EDLD 644	Learning Organization (3)	David Gray	Asynchronous
	09/30-12/13	EDLD 604	Professional Admin. Clinical Internship (1-7)	University supervisor	Job-embedded
Winter 2025 01/06-03/21	01/06-03/21	EDLD 643	Evidence-Based Decision-Making (3)	Tim Collins	Asynchronous
	01/06-03/21	EDLD 675	Oregon School and District Finance (4)	Candace Pelt	Asynchronous
	01/06-03/21	EDLD 604	Professional Admin. Clinical Internship (1-7)	University supervisor	Job-embedded
Spring 2025 03/31-06/13	03/31-06/13	EDLD 611	K-12 Education Policy for School Leaders (2)	Candace Pelt	Asynchronous
	03/31-06/13	EDLD 643	Evidence-Based Decision-Making (3)	Tim Collins	Asynchronous
	03/31-06/13	EDLD 649	Ethical Governance School District Leaders (2)	Shelley Berman	Asynchronous
	03/31-06/13	EDLD 687	Supervisory Practices for Administrators (3)	TBD	Asynchronous
	03/31-06/13	EDLD 604	Professional Admin. Clinical Internship (1-7)	University supervisor	Job-embedded



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The Professional Administrator licensure course totals 27 credits over two years. Candidates seek licensure through TSPC with COSA/UE's assistance once all coursework is completed. Contact [Trina](#) for more information; trina@cosa.k12.or.us.

The **Clinical Internship** is a total of seven credits, with five credits maximum per term. We recommend taking back-to-back terms. The internship requires a minimum of 200 hours of meaningful district-level experiences distributed across the district-level NELP standards. A university internship supervisor and a district-based supervisor form the supervision team for each candidate. All university internship supervisors are highly qualified and experienced Oregon administrators, and all district-based supervisors must have held an Oregon administrator license for at least three years. During the internship experience, candidates are engaged in reading, discussion board posts and job-embedded assignments.

Contact [Trina](#) for more information, trina@cosa.k12.or.us.