

# Education Policy Fellowship Program

APPLICATION BOOKLET

*PREPARING LEADERS  
SINCE 1964*



*For People Seeking Better Results  
for Children and Youth*

A Program of

The Institute for Educational Leadership  
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# EDUCATION POLICY FELLOWSHIP PROGRAM

## *For People Seeking Better Results for Children and Youth*

### APPLICATION BOOKLET

We are pleased you are considering the Education Policy Fellowship Program (EPFP).

EPFP is a ten-month professional development program for individuals whose work record reflects strong leadership abilities or potential and a concern for improving the life chances of children and youth. Participants in EPFP hold full-time positions in diverse organizations at the local, state and national levels. Fellows are supported by their employing agencies.

#### THE FELLOWSHIP PROGRAM

Fellows remain in their full-time positions and use their work environment as the context for examining important leadership and policy issues in their states and in the nation. EPFP activities are directed by an on-site Coordinator.

EPFP brings Fellows and ideas together through a variety of on-site learning opportunities (such as seminars, informal discussions, site visits, skill development workshops, and individual or group projects), through electronic networking and information sharing, and through participation in two national conferences during the Fellowship year that bring together Fellows from all program sites. The **Leadership Forum** heightens Fellows' understanding of leadership challenges and of themselves as leaders. The **Washington Policy Seminar** increases Fellows' knowledge of national policy issues and processes and gives them a chance to explore the impact of national policy on their work.

Participation in EPFP yields important results. The program's complementary dimensions of work/learning, state/national, and actual/virtual activities provide Fellows with a unique personal development laboratory for applying new insights and for practicing new skills. Fellows are given many opportunities to:

- (1) develop a broadened understanding of the policy process;
- (2) hone their communications and decision-making skills;
- (3) refine their potential for leadership; and
- (4) expand their network of professional colleagues.

As a result, employing agencies are rewarded with better informed and more skillful employees.

#### PROGRAM FEES AND EMPLOYER SPONSORSHIP

Each person's employing agency—the sponsor—pays the base program fee of \$2,200, travel costs to the two national meetings, and any special site-specific programming fees. In addition, the employer provides release time for on-site and national activities.

#### ELIGIBILITY AND SELECTION PROCESS

EPFP invites your application if you have:

- a commitment to personal and professional development on behalf of children and youth
- a track record for making things happen—inside and across agencies/organizations
- substantive work experiences
- a bachelor's degree or its equivalent
- a full-time professional position
- the endorsement and financial support of your employing organization

EPFP requires participation in on-site training activities which are generally, but not always, held at the conclusion of the normal work day. In addition, Fellows are expected to attend the two national conferences. Please consider these extra demands on your time in light of your current professional and personal schedule. If you cannot participate fully in EPFP, please do not complete the application.

#### APPLICATION AND SELECTION SCHEDULE

APRIL – JUNE            EPFP application material distributed.

MAY – AUG.            Applications returned to EPFP Coordinators.

JUNE – SEPT.           Fellows notified of acceptance.

SEPT. – OCT.           Fellowship program begins.

(Note that individual sites may have more specific dates within the time periods shown for each of the steps above.)

EPFP schedules vary from site to site. Please contact the EPFP Coordinator in your state to obtain site-specific programming and scheduling information.

Final selection of Fellows is made by EPFP Coordinators in consultation with the applicant's sponsor.

#### INSTRUCTIONS

Please complete the entire application and return it to the EPFP Coordinator in your state. ***The endorsement section must be completed for your application to be considered.***

**THE INSTITUTE FOR EDUCATIONAL LEADERSHIP, INC.**  
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**EDUCATION POLICY FELLOWSHIP PROGRAM**  
***APPLICATION***

**BIOGRAPHICAL DATA**

NAME	_____	_____	_____	_____
	last	first	middle	nickname
PROFESSIONAL TITLE	_____			
DIVISION/DEPARTMENT	_____			
ORGANIZATION/INSTITUTION	_____			
ADDRESS	_____			
	_____			
OFFICE PHONE (area code + number)	_____			
OFFICE FAX (area code + number)	_____			
E-MAIL ADDRESS	_____			
HOME ADDRESS	_____			
	street	city	state	zip
HOME PHONE (area code + number)	_____			

**EDUCATION (Please cite most recent institution first)**

UNIVERSITY/COLLEGE	CITY, STATE	MAJOR FIELD	DEGREE	DATE



TITLE _____
DATES OF EMPLOYMENT _____
NAME & ADDRESS OF EMPLOYER _____ _____
DESCRIPTIONS OF DUTIES & ACCOMPLISHMENTS _____ _____ _____ _____ _____ _____

**EPFP OUTCOMES**

Please provide narrative responses of one page or less to each of the following questions focused on the personal and professional outcomes of EPFP.

1. What does your organization do? Whom do you serve?
2. To enhance your capacity as a leader, what are your three learning priorities?
3. How would your participation in EPFP benefit your organization?

**ENDORSEMENT: TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE**

Fellows generally participate in weekly, semi-monthly, or monthly meetings conducted on-site, and IEL usually sponsors two national meetings for fellows across all sites. The **Leadership Forum** heightens Fellows' understanding of leadership challenges and of themselves as leaders. The **Washington Policy Seminar** increases Fellows' knowledge of national policy issues and processes and gives them a chance to explore the impact of national policy on their work. The EPFP program tuition, plus travel-related costs to the national meeting are paid by the employing agency and/or the Fellow. (The total of base tuition plus site-specific programs varies by site.) Your signature ensures (1) your employee's release time for full participation in the program and (2) payment of program related costs. If you have any questions, please contact the EPFP Coordinator in your state or call the EPFP national office at the Institute for Educational Leadership in Washington, DC at (202) 822-8405 x155 or x155.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Supervisor's/Sponsor's Name

\_\_\_\_\_  
Supervisor's/Sponsor's Signature

Supervisor's Title \_\_\_\_\_

Supervisor's Division/Department \_\_\_\_\_

Supervisor's Organization/Institution \_\_\_\_\_

Supervisor's Office Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Office Phone \_\_\_\_\_

Supervisor's Office Fax \_\_\_\_\_

Supervisor's E-mail Address \_\_\_\_\_

## EPFP is a program of

### THE INSTITUTE FOR EDUCATIONAL LEADERSHIP

*The Institute for Educational Leadership (IEL) is a non-partisan, not-for-profit organization established in 1964.*

#### OUR VISION:

IEL envisions a society  
that uses its resources effectively  
to achieve better futures for *all* children and youth.

#### OUR BELIEFS:

- All children and youth have as a birthright the opportunity and support needed to grow, learn and become contributing members of our democratic society.
- Quality education is a responsibility shared by school systems, families, communities, businesses and governments.
- Strategic alliances and partnerships are essential to achieve measurable and sustainable results for all children and youth.
- Culturally competent leaders are vital to empowering organizations to address the needs of a diverse society.
- Leadership and leadership development are critical tools to ensure that all children and youth can take advantage of their birthright.

#### OUR CHALLENGE:

Our national task is obvious.  
We must increase student achievement  
and prepare young people to meet the challenges of the 21st century.  
The future quality of American life is at stake.

#### OUR MISSION:

IEL's mission is to build the capacity  
of individuals and organizations in education  
and related fields to work together—  
across policies, programs and sectors.

Through EPFP, IEL seeks to develop, support and  
sustain broad-based, multi-cultural leadership  
to achieve better results for children and youth.

*To obtain a list of publications or more information on IEL's programs  
and other areas of work, please contact IEL.*

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