



ARKANSAS DEPARTMENT OF EDUCATION
ADMINISTRATOR LICENSURE COMPLETION PLAN
(ALCP)

BUILDING LEVEL ADMINISTRATOR K-12

Name: _____ S.S.# _____

Mailing Address: _____

City, State, Zip: _____ E-mail: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

The Administrator Licensure Completion Plan (ALCP) for Building Level Administrator is the appropriate avenue for an individual who has been offered employment as a Building Level Administrator prior to completion of Building Level Administrator licensure requirements. **Adequate yearly progress must be completed each school year under an ALCP.**

Eligibility Guidelines: The applicant must meet the following conditions:

- Possess a current Arkansas Standard Educator’s License with at least three (3) years of P-12 experience as a licensed classroom teacher, school counselor, or library media specialist.
- Enroll, and participate, in a University’s graduate degree or program of study that is reflective of the *Current Leadership Standards for School Leaders* for this area of administration.
- Be employed in a Building Administrator or Assistant Building Administrator position prior to completion of licensure requirements for Building Level Administrator.

Institution of Higher Education: I verify the applicant has *provided documentation* of the following:

- A Current Arkansas Standard Educator’s License.
- Documentation of at least three (3) years of P-12 experience as a licensed classroom teacher, school counselor, or library media specialist at any level.
- I further verify the applicant has enrolled, and will be participating,** in a program of study based on his/her individual needs inclusive of an internship in this Administrator area and based on the *Current Leadership Standards of Licensure of Beginning Administrators*.

(Educational Leadership Program Chairperson Signature) (Institution)

(Licensure Officer Signature) (Date)

* **Documentation of Experience** may be on letterhead or an official personnel record verifying employment and specific number of years taught. The document must exhibit the Superintendent’s signature.

Applicant’s Initials _____

Employing School District Guidelines:

The employing school district shall:

- File a complete ALCP application form with the ADE Office of Educator Licensure within **thirty (30) days** of hiring an administrator via ALCP.
 - Verify the candidate holds a current Arkansas Standard Educator's License with at least three (3) years of P-12 experience as a licensed classroom teacher, school counselor, or library media specialist.
 - Understand that an administrator working under this ALCP shall make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each year that the administrator is employed in the out-of-area assignment. The administrator will have no more than three calendar years from the first date he/she was employed in the out-of-area assignment by any district to meet full licensure requirements for the Building Administrator area being sought.
 - Assign a qualified mentor for the duration of the ALCP (1-3 years).
- * I verify the applicant is employed in this school district as a Building Level Administrator and the above statements are true and correct to the best of my knowledge.

(School District)

(Date of Hire/**ALCP Activation Date**)

(Superintendent's Signature)

(Date Submitted)

Completion Requirements:

- Successfully complete a graduate degree or program of study reflective of the *Current Leadership Standards for School Leaders*, including recommendation for licensure, within three (3) years of the first date of employment in the out-of-area assignment by any district.
 - Pass the School Leadership Series Assessment: **School Leaders Licensure Assessment #6990 (SLLA)** within three years of beginning the ALCP. **Arkansas cut-score = 151**
 - Note: Test at a Glance (TAAG) study guide booklets are available online via www.ets.org/praxis
Any teacher or administrator planning to take a School Leadership Series assessment is strongly encouraged to obtain these study materials.
 - Attend all Arkansas Beginning Administrator Induction Mentoring Meetings and Follow-up Sessions and participate in mentoring during year one (1) of the ALCP.
 - Continue to be mentored in the Arkansas Beginning Administrator Mentoring Program during year two (2) and year three (3).
- * I understand that I will make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each school year that I am employed in the out-of-area assignment. I will have no more than six semesters from the first date of employment by any district in the out-of-area assignment to meet full licensure requirements for the Building Administrator area being sought.

Applicant Signature)

(Date)

RETURN COMPLETED FORM TO:

Arkansas Department of Education
Office of Educator Licensure
Four Capitol Mall, Room 106-B
Little Rock, AR 72201-1071

**THE APPLICANT IS RESPONSIBLE
FOR COMPLETION AND
SUBMISSION OF THIS
APPLICATION. KEEP A COPY
FOR YOUR RECORDS.**

THE ALCP IS NON-RENEWABLE. IN THE EVENT THE APPLICANT FAILS TO COMPLETE ALL OBLIGATIONS OF THE ALCP WITHIN SIX CONSECUTIVE SEMESTERS OF HIRE, THE APPLICANT WILL BE UNABLE TO CONTINUE HOLDING THE POSITION OF AN ADMINISTRATOR.