



ARKANSAS DEPARTMENT OF EDUCATION
ADMINISTRATOR LICENSURE COMPLETION PLAN
(ALCP)

CURRICULUM PROGRAM ADMINISTRATOR K-12

- Curriculum
Special Education
Gifted & Talented
Career & Tech
Adult Ed.
Content Area Specialist (Specify content area:\_\_\_\_\_)

Name: \_\_\_\_\_ S.S.# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

The Administrator Licensure Completion Plan (ALCP) for Curriculum Program Administrator is the appropriate avenue for an individual who has been offered employment as a Curriculum Program Administrator prior to completion of Curriculum Program 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 licensed experience in the relevant area as specified in the Rules Governing Educator Licensure.
Enroll, and will 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 Curriculum Program Administrator position prior to completion of licensure requirements for Curriculum Program Administrator.

Institution of Higher Education: I verify the applicant has provided documentation of the following: A current Arkansas Standard Educator's License in the specialty area for which applying. Documentation of at least three (3) years of licensed experience in the relevant area as specified in the Rules Governing Educator Licensure.

I further verify the applicant is enrolled, and 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 school letterhead or an official personnel record verifying employment and specific number of years taught at each grade level and /or in a specific content area. The document must exhibit the Superintendent's signature.

Applicant's Initials \_\_\_\_\_

**Employing School District Guidelines:**

The employing 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 and documentation of at least three (3) years of licensed experience in the relevant area as specified in the Rules Governing Educator Licensure.
- 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 six consecutive semesters from the first date he/she was employed in the out-of-area assignment by any district to meet full licensure requirements for the Curriculum Program 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 Curriculum Program Administrator and has been assigned a qualified mentor for the duration of the ALCP (1-3 years).

\_\_\_\_\_  
(School District)

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

\_\_\_\_\_  
(Superintendent 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 six consecutive semesters from 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**
  - o Note: Test at a Glance (TAAG) study guide booklets are available online via [www.ets.org/praxis](http://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 year that I am employed in the out-of-area assignment. I will have no more than six consecutive semesters from the first date of employment by any district in the out-of-area assignment to meet full licensure requirements for the Curriculum Program Administrator area being sought.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

RETURN COMPLETED ORIGINAL FORM TO:

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

Keep a copy for your records

**THE APPLICANT IS  
RESPONSIBLE  
FOR COMPLETION AND  
SUBMISSION OF THIS  
APPLICATION**

**THE ALCP IS NON-RENEWABLE. IN THE EVENT THE APPLICANT FAILS TO COMPLETE ALL OBLIGATIONS OF THE ALCP WITHIN THREE YEARS FROM THE FIRST DATE OF EMPLOYMENT BY ANY DISTRICT IN THE OUT-OF-AREA ASSIGNMENT, THE APPLICANT WILL BE UNABLE TO CONTINUE HOLDING THE POSITION OF AN ADMINISTRATOR.**