

**ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING INITIAL AND STANDARD/ADVANCED LEVEL
ADMINISTRATOR AND ADMINISTRATOR -ARKANSAS
CORRECTIONAL SCHOOL LICENSURE
November 2010**

1.0 REGULATORY AUTHORITY

- 1.01 These shall be known as the Arkansas Department of Education Rules Governing Initial and Standard/Advanced Level School Administrator Licensure.
- 1.02 These rules are enacted pursuant to the authority of the State Board of Education under Ark. Code Ann. § 6-11-105, 6-17-402 § 25-15-204 Supp., and § 6-17-424.

2.0 PURPOSE

- 2.01 The purpose of these rules is to establish the requirements and procedures for obtaining an Initial or Standard/Advanced Level Arkansas School Administrator License.

3.0 DEFINITIONS

For the purpose of these Rules

- 3.01 **Administrator License** - a license, issued by the state, which allows one to serve as an administrator in an Arkansas school district or other agency or organization requiring an administrator license (grade levels indicated). There are three types of administrator licenses available in Arkansas.
- 3.01.1 **Building Level Administrator** –a principal, assistant principal, or vice principal. (grade levels P-8 and/or 5-12)
- 3.01.2 **Building Level Administrator/ Arkansas Correctional School** – a principal, assistant principal, or vice principal. (grade levels 5-12) employed in the Arkansas Correctional Schools
- 3.01.3 **Curriculum/Program Administrator** –a school leader who is responsible for program development and administration, and/or employment evaluation decisions. Each Curriculum/Program Administrator License is limited to one of the following areas:
- 3.01.3.1 Special Education (P-12)
- 3.01.3.2 Gifted and Talented Education (P-12)

- 3.01.3.3 Career and Technical Education (grade levels 4-8, 7-12 and/or Post-Secondary)
- 3.01.3.4 Content Area Specialist (grade levels P-12)
 - 3.01.3.4.1 The areas of licensure for Content Area Specialist are listed in the areas and levels of Licensure as approved by the State Board of Education.
- 3.01.3.5 Curriculum Specialist (grade levels P-12)
- 3.01.3.6 Adult Education - Post Secondary (PS)

3.01.4 **District Level Administrator** –a superintendent, assistant/associate superintendent, or deputy superintendent. (grade level P-12)

3.02 **Administrator Licensure Completion Plan (ALCP)** - a plan filed with the office of Professional Licensure, which is designed to assist an individual who has been offered employment in an administrative position prior to completion of state Administrator Licensure requirements. An ALCP may be requested for any one of the three types of Administrator Licenses.

3.02.1 Administrators on an ALCP must participate in Induction for each year they are employed under an ALCP.

3.03 **Advanced Level License**- A standard Arkansas Teaching License that is issued upon the request of a teacher who has documented the completion of a Master’s Degree and three years of teaching experience or who has documented current National Board Certification.

3.04 **Advanced Program of Study** - a state-approved administrator preparation curriculum (inclusive of a portfolio and internship) offered at an Arkansas college or university, which is based on the current leadership standards as adopted by the Arkansas State Board of Education. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions required of a District Level Administrator.

3.05 **Area of Licensure** – a particular content field as identified in, Areas and Levels of Licensure as approved by the State Board of Education.

- 3.06 Level of Licensure-** The grade level parameters of an administrator licensure area such as P-8, P-12, 4-8, 5-12, or 7-12.
- 3.07 Beginning Administrator** - an individual in his/her first one-to-three years as a school administrator who holds an Initial Building Level Administrator License, Initial Curriculum/Program Administrator License or is employed under an ALCP, and is pursuing a Standard Administrator License.
- 3.08 Classroom Teaching Experience-** Employment as the licensed classroom teacher of record
- 3.08.1 Credit for one (1) year of classroom teaching requires a minimum of fifty percent of each day to be spent as a classroom teacher.
 - 3.08.2 One (1) year of classroom teaching experience shall equal a minimum of 120 days within a school year.
 - 3.08.3 Experience as an Educational Examiner, Adult Education, Athletic Director/Coaching, School Administrator, Speech Pathology (with the exception of Curriculum Program Administrators for Special Education) & School Psychology Specialist is not recognized as classroom teaching experience.
 - 3.08.4 Four (4) years of experience as a school counselor, or school librarian may be counted toward the total of four (4) years of classroom teaching experience for Building Level Administrator and Curriculum / Program Administrator for Curriculum (only).
- 3.09 External Evaluator** –a member of the portfolio review committee within an Arkansas college or university program of study, who is a practicing school administrator or a former school administrator holding a current administrator license, and not employed within the college or university department offering the program of study.
- 3.10 Induction** – a period of no less than one year and no more than three years, when a candidate is employed while holding an Initial Administrator License or those candidates employed under an ALCP- the mentoring support and accelerated professional development associated with the Initial Administrator License. The time of induction (minimum of one year, maximum of three years) concludes with the successful completion of the state-mandated assessment.

3.10.1 Induction consists of:

3.10.1.1 Completion of the ADE Mentoring Program for Administrators, including attendance at training sessions and working with a mentor while employed as an Administrator

3.10.1.2 Successful completion of the state-mandated assessment for Administrators

3.11 Initial Administrator License - a license, issued by the state, which allows one to serve as either a beginning Building Level Administrator in a traditional P-12 setting, or Curriculum/Program Administrator in an Arkansas school district. This initial license is valid for no less than one, and no more than three years.

3.11.1 Initial Building Level Administrator/ Arkansas Correctional School – a licensed issued by the state which allows one to serve as a beginning building level administrator in an Arkansas Correctional School setting. This initial license is valid for no less than one, and no more than three years.

3.12 Internship - a practical administrative and/or curricular experience, within a program of study (based on NCATE standards), which provides the candidate with practice in a traditional P-12 school setting in the specific area of administration being sought. A separate internship is required for every area and level of administration sought.

3.13 Mentor - a licensed administrator certified in the state-adopted mentoring model. Mentors are assigned to assist a beginning administrator by providing support and focused feedback with regard to skills, management, and professional behaviors.

3.14 State Mentoring Program for Administrators- support and focused feedback provided to a beginning administrator by an experienced licensed administrator that has been trained in the Arkansas mentoring model for administrators.

3.15 Portfolio - an accumulation of materials and documented experiences reflecting the competencies of the candidate with regard to Arkansas Administrator Licensure Standards as required by program of study. A

separate portfolio is required for each area and level of administrator licensure sought. The portfolio will be assessed by the program of study faculty and at least one external evaluator to ensure program quality and integrity.

3.16 Program of Study - a state-approved administrator preparation curriculum (inclusive of a portfolio and internship) offered at an Arkansas college or university, based on the current leadership standards as adopted by the Arkansas State Board of Education. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions required of a Building Level, ~~or~~ Curriculum/Program Administrator, and/or District Administrator.

3.17 Standard Administrator License - a renewable license, valid for five years, issued to candidates who have successfully completed all state-mandated licensure requirements for Building Level, Curriculum/Program or District Level Administrator. The standard license shall become effective January 1 of the year it is issued, and shall expire December 31 of the fifth year. The effective dates of the candidate's standard teaching license and standard Administrator License shall coincide

3.18 State-Mandated Licensure Assessments –the required assessment(s) used for the evaluation of administrators who are pursuing Standard administrator licensure.

3.18.1 Successful passing of the state-mandated licensure assessments is defined as meeting the state-adopted cut score for the appropriate licensure assessment.

3.19 Traditional P-12 Setting- Employment in a public, including the Arkansas Correctional Schools, or private school between P-12 grade levels (or) a setting preapproved by the Arkansas Department of Education. An employee is an individual who serves a school district under terms of an approved teacher employment contract and not under a purchase-service contract agreement.

4.0 REQUIREMENTS FOR OBTAINING AN INITIAL ADMINISTRATOR LICENSE

4.18 There are two types of Initial Arkansas school administrator licenses.

4.18.1 Building Level Administrator**4.18.2 Curriculum/Program Administrator (issued in one of six (6) areas)**

- 4.18.2.1** Special Education
- 4.18.2.2** Gifted and Talented Education
- 4.18.2.3** Career and Technical Education
- 4.18.2.4** Curriculum Specialist
- 4.18.2.5** Content Area Specialist

The areas of licensure for Content Area Specialist are listed in the Areas and Levels of Licensure as approved by the State Board of Education

4.01.2.6 Adult Education - PS

4.19 To qualify for an Initial Administrator License a candidate shall:

4.19.1 Hold a current Arkansas Standard Teaching License,

4.19.1.1 For Curriculum/Program Administrator the license must be in the specialty area where applicable. For Special Education, this includes Speech Language Pathologist (P-12) licenses.

4.19.2 Have a minimum of four years of classroom teaching experience,

4.19.2.1 For Building Level, three of the four years of teaching experience shall be classroom teaching experience, or experience as a school counselor or school librarian at the level at which the candidate is seeking licensure.

4.19.2.2 For Curriculum/Program Administrator, the four years of teaching experience shall be as follows:

4.19.2.2.1 Special Education- In the area of Special Education. Individuals holding a license in Speech Language Pathology through the ADE shall document a minimum of four (4) years of experience in a traditional P-12 setting. These four (4) years of experience shall be under the terms of an approved teacher employment contract and not under a purchase-service contract agreement.

4.19.2.2.2 Gifted and Talented- In the area of Gifted and Talented.

4.19.2.2.3 Career and Technical- In the area of Career and Technical.

4.19.2.2.4 Content Area Specialist- In the specific

content area.

4.19.2.2.5 Curriculum Specialist- At any level or area as a classroom teacher, school librarian or school counselor.

4.19.2.2.6 Adult Education - **In the area of adult education**

4.19.3 Have completed a graduate degree in Educational Leadership from an Arkansas college or university that is regionally accredited and whose approved administrator education programs are NCATE accredited.

4.19.3.1 The appropriate program of study shall include an internship and portfolio. Each area and level of administration granted requires a separate internship and portfolio as well as completion of the state mentoring program.

4.19.3.1.1 Internships shall be within the grade level of licensure sought and shall be above and/or below the grade levels of teaching experience for the grade level sought.

4.19.3.1.2 Candidates with teaching experience and internship in a public or private school setting shall receive the Initial Building Level Administrator license and shall be employable in a public or private school setting.

4.19.3.1.3 Candidates whose teaching experience and/or internship was earned within an Arkansas Correctional School (ACS) setting shall receive the Initial Building Level Administrator/ACS license and shall be employable as a Building Level Administrator only in an Arkansas Correctional School setting. Candidates shall be eligible for the Initial Building Level Administrator license that allows employment in a public or private school setting upon completion of the required teaching experience and/or internship within a public or private school setting.

4.19.3.2 For candidates holding a graduate degree in an area other than Educational Leadership, the institution of higher education will review their credentials to determine their individual needs. The candidates will complete a graduate level program of study based on their individual needs inclusive of an internship and portfolio based on the current leadership standards as adopted by the Arkansas State Board of Education to obtain an initial license.

4.02.3.2.1 A Master's Degree in an area other than Educational Leadership shall be a Master's Degree in Education or a Master's Degree in a content/added endorsement/area as identified in the Areas and Levels of Licensure as approved by the State Board of Education.

4.20 The Educational Leadership Chairperson and licensure officer at the college or university where the candidate was enrolled shall provide written evidence of degree or program of study completion.

4.21 The Initial Administrator License shall be issued when a completed, appropriately signed, Initial License Application has been submitted to the offices of Professional Licensure at the Arkansas Department of Education. The application provides ADE with verification of:

- 4.21.1** current Arkansas Standard teaching license,
- 4.21.2** required teaching experience,
- 4.21.3** graduate degree,
- 4.21.4** level of preparation, and
- 4.21.5** completion of the program of study (inclusive of an internship and portfolio), verified by the Educational Leadership chairperson and licensure officer at the university attended.

5.0 GENERAL POLICIES AND PROCEDURES RELATING TO AN INITIAL ADMINISTRATOR LICENSE

5.01 The Initial Arkansas Administrator License:

- 5.01.1** is valid for no less than one, and no more than three years,
- 5.01.2** becomes effective as of date of issue

- 5.02 Candidates who hold an Initial Administrator License, but are not employed as a Beginning Administrator for a period of three years, shall meet current program of study and assessment requirements for re-issuance of an Initial Administrator License
- 5.03 The Initial Administrator License shall become null and void and shall not be renewed at such time as the Administrator has been employed as an Administrator for three years and has not successfully completed Induction.
- 5.04 Administrators employed under an Initial Administrator License shall participate in Administrator Induction.

6.0 REQUIREMENTS FOR OBTAINING A STANDARD/ADVANCED LEVEL ADMINISTRATOR LICENSE

- 6.01 There are three routes for obtaining a Standard/Advanced Level Arkansas Administrator License.
 - 6.01.1** Conversion of an Initial license via Induction
 - 6.01.2** Completion of the requirements of an ALCP
 - 6.01.3** Conversion of an out-of-state Standard administrator license through reciprocity
- 6.02 There are three types of Standard/Advanced Level Arkansas Administrator Licenses:
 - 6.02.1** Building Level Administrator
 - 6.02.2** Curriculum/Program Administrator, issued in one of five areas
 - 6.02.2.1** Special Education
 - 6.02.2.2** Gifted and Talented Education
 - 6.02.2.3** Career and Technical Education
 - 6.02.2.4** Curriculum Specialist
 - 6.02.2.5** Content Area Specialist
 - 6.02.2.5.1** The areas of licensure for Content Area Specialist are listed in the Areas and Levels of Licensure approved by the State Board of Education.
 - 6.02.2.6 Adult Education - PS
 - 6.02.3** District Level Administrator

6.03 The requirements for each of the Standard/Advanced Level Arkansas Administrator Licenses are as follows:

6.03.1 To qualify for the Standard/Advanced Level Building Level Administrator License the candidate shall:

6.03.1.1 have been employed as a Building Level Administrator for a minimum of at least 50% of the day, in Arkansas for a minimum of one year

6.03.1.1 hold a current Arkansas Initial Building Level Administrator License or have completed all ALCP requirements,

6.03.1.2 have completed Induction.

6.03.1.2.1 For candidates that meet all licensure requirements for both levels of building level administrator, only one induction shall be required to license at both levels.

6.03.1.3 successfully pass the state-mandated licensure assessment.

6.03.2 To qualify for the Curriculum/Program Administrator License the candidate shall:

6.03.2.1 have been employed as a Curriculum/Program Administrator for a minimum of at least 50% of the day, in Arkansas for a minimum of one year in the area of the initial license,

6.03.2.1 hold a current Arkansas Initial Curriculum/Program Administrator License in the license-specific specialty area or have completed all ALCP requirements.

6.03.2.2 have completed Induction.

6.03.2.2.1 A separate induction shall be required for each area of Curriculum / Program Administrator license.

6.03.2.3 successfully complete the state-mandated licensure assessment.

6.03.3 To qualify for the District Level Administrator License the candidate shall:

6.03.3.1 hold a current Standard/Advanced Level Arkansas teaching license,

6.03.3.2 shall have met the classroom teaching experience requirement for Building Level Administrator and/or

Curriculum/Program Administrator

- 6.03.3.3 hold a current Standard Building Level or Curriculum/Program Administrator License, with a minimum of one year experience as a Building Level or Curriculum Program Administrator.
 - 6.03.3.4 have or complete a graduate degree (with a program of study reflective of the standards for District Level Administrator Licensure), or complete an advanced program of study reflective of the standards for District Level Administrator Licensure (both inclusive of an internship and portfolio), from a regionally accredited college or university whose program of study is NCATE accredited,
 - 6.03.3.5 successfully complete the state-mandated licensure assessment.
- 6.04 The authorized school district representative shall verify employment as an Administrator for a Standard Building Level or Curriculum/Program Administrator License candidate.
- 6.04.1 The Standard Building Level, Curriculum/Program Administrator, or District Level Administrator License will be issued when a completed, appropriately signed Standard License Application has been submitted to the office of Professional Licensure with verification that all requirements have been met.
- 6.05 The Educational Leadership Chairperson and the Licensure Officer at the college or university where the candidate was enrolled shall verify the graduate degree and advanced program of study completion for Standard District Level Administrator License.

7.0 ADMINISTRATOR LICENSURE COMPLETION PLAN (ALCP)

- 7.01 The ALCP is the licensure route for an individual who has been offered employment in an administrative position in an Arkansas school district prior to completion of state Administrator Licensure requirements.
- 7.02 The ALCP is a plan filed with the office of Professional Licensure, which lists the requirements to be completed for licensure.
- 7.03 The ALCP is valid for a maximum of three years and is not renewable.

7.04 To qualify for an ALCP candidates shall:

7.04.1 Hold a current AR Standard/Advanced Level teaching license,

7.04.1.1 For Curriculum/Program Administrator the license must be in the specialty area where applicable.

7.04.2 have a minimum of four years of classroom teaching experience,

7.04.2.1 For Building Level at least three of the four years teaching experience shall be classroom teaching experience, or experience as a counselor or school librarian at the level at which the candidate is seeking the ALCP.

7.04.2.2 For Curriculum/Program Administrator the four years of classroom teaching experience shall be as follows:

7.04.2.2.1 Special Education- In the area of Special Education. Individuals holding a license in Speech Language Pathology through the ADE shall document a minimum of four (4) years of experience in a traditional P-12 setting. These four (4) years of experience shall have been under the terms of an approved teacher employment contract and not under a purchase-service agreement.

7.04.2.2.2 Gifted and Talented- In the area of Gifted and Talented.

7.04.2.1.3 Career and Technical- In the area of Career and Technical.

7.04.2.1.4 Content Area Specialist- In the specific content area.

7.04.2.2.5 Curriculum Specialist- At any level or area as a classroom teacher, school librarian or school counselor.

7.04.2.2.6 Adult Education– In the area of adult education

7.04.3 be enrolled and participating in the appropriate program of study through a regionally accredited Arkansas college or university whose Educational Leadership Program is NCATE accredited.

- 7.04.3.1 When it has been determined that a candidate is no longer attending class and working under an ALCP, the Educational Leadership chair is required to report it to the Office of Professional Licensure.
- 7.04.3.2 Candidates employed in an Arkansas public school under an ALCP shall file a waiver request to be employed out of their licensure area and shall make annual yearly progress as defined in section 4.04 through section 4.04.2.3 of the Rules Governing the Addition of Areas of Licensure or Endorsement each year they have been granted a waiver to be employed out of their licensure area.
 - 7.04.3.2.1 The ALCP shall be considered null and void and further waiver requests to work under an ALCP shall be denied at such time as the candidate fails to make annual yearly progress.
- 7.04.4 be hired as a Beginning Administrator, in a traditional P-12 school setting, in an Arkansas school district. The position must be in the level/area of the license sought.
- 7.04.5 have or complete a graduate degree from a regionally accredited college or university in Arkansas whose Educational Leadership Program is NCATE accredited.
 - 7.04.5.1 For Building Level and/or Curriculum/Program Administrator, that degree shall be a graduate degree.
 - 7.04.5.2 For District Level, that degree shall be a graduate degree with a program of study reflective of the standards for District Level Administrator.
 - 7.04.5.3 For candidates holding a graduate degree in an area other than Educational Leadership, the Institution of Higher Education shall review the candidate's credentials to determine individual needs. These candidates shall complete an individualized graduate level program of study (inclusive of an internship and

portfolio) based on the leadership standards as adopted by the Arkansas State Board of Education.

7.04.5.4 In addition, for District Level, the candidate shall already hold a Standard Building Level or Curriculum/Program Administrator License.

7.04.5.5 A Master's Degree in an area other than Educational Leadership, shall be a Master's Degree in Education or a Master's Degree in a content/added endorsement/area as identified in the Areas and Levels of Licensure as approved by the State Board of Education.

- 7.05 The ALCP shall be verified by the Educational Leadership Chairperson at the Arkansas college or university where the degree or program of study is offered.
- 7.06 The authorized school district representative where the candidate for the ALCP is employed shall verify employment and assure the appointment of the Beginning Administrator mentor.
- 7.07 The employing Arkansas school district shall file a completed ALCP with the offices of Professional Licensure within thirty days of hiring the beginning administrator under an ALCP.
- 7.08 While employed as a Beginning Building Level or Curriculum Program Administrator under an ALCP the candidate shall:
- 7.08.1 be assigned an ADE-certified administrator mentor with experience in the area/grade level being sought.
 - 7.08.2 complete the Administrator Induction Program including attendance at all ADE training sessions for each year employed under the ALCP,
 - 7.08.3 complete the program of study (inclusive of portfolio and internship),
 - 7.08.4 successfully complete the state-mandated licensure assessment.
- 7.09 Administrator Induction will continue until all requirements are met (no less than one and no more than three years)

8.0 BEGINNING ADMINISTRATOR INDUCTION

8.01 All administrators holding an Initial Building Level Administrator License, an Initial Building Level Administrator/Arkansas Correctional School License, Curriculum/Program Administrator License or an ALCP, and are employed as beginning administrators, shall participate in Induction for no less than one year and no more than three years.

8.01.1 All Building Level and/or Curriculum/Program Administrators, with less than one-year administrative experience, will be mentored for a minimum of one year.

8.02 Induction includes:

8.02.1 participation in all Administrator Induction activities

8.02.1.1 Having an assigned mentor for a minimum of one year

8.02.1.2 Attending all ADE-sponsored training sessions for Administrators

8.02.2 Successfully completing the state-mandated assessment.

8.03 All Arkansas school districts shall complete and submit the ADE required School District Assurances Form to the Office of Teacher Quality at the Arkansas Department of Education no later than September 15 of each year.

8.04 Arkansas public school districts shall implement, support, and monitor the quality of mentoring as outlined in ADE Beginning Administrator Induction Guidelines.

8.05 All Arkansas School Districts shall:

8.05.1 assign an ADE-certified administrator mentor with relevant experience to the Beginning Administrator within three weeks of employment of the Beginning Administrator,

8.05.2 release Beginning Administrators and Mentors from the district to attend the mandatory statewide induction orientation and follow-up meetings held by ADE,

8.05.3 adhere to mentoring guidelines developed by ADE, including distribution of professional development support funding within the parameters established by ADE,

8.05.4 file annual reports, including:

- 8.05.4.1 Beginning Administrator Mentor Pair Reporting Form submitted to the Office of Teacher Quality no later than September 15 of each year,
 - 8.05.4.2 Professional Learning Plan for each Beginning Administrator
 - 8.05.4.3 the end of year budget report to be submitted to the Office of Teacher Quality no later than June 30 of each year.
- 8.06 Mentoring allocations for the Beginning Administrator shall follow the administrator to a new employment site if the administrator continues in an Arkansas public school.
- 8.06.1 If the administrator moves to a non-public school, leaves the profession, or leaves Arkansas, materials bought with state mentoring allocations shall remain in the public school district where the administrator was last employed.
- 8.07 School districts that do not comply with these rules shall be placed in accredited-cited status for licensure deficiencies. Licensure deficiencies for these purposes are defined as:
- 8.07.1 failure to submit and implement an approved district mentoring plan,
 - 8.07.2 failure to register all Beginning Administrators with the Office of Teacher Quality and/or
 - 8.07.3 failure to comply with established guidelines for assignment, support and monitoring of Beginning Administrators and mentors.

9.0 GENERAL POLICIES PERTAINING TO ALL LICENSES

- 9.01 Administrators who need a duplicate license shall submit a completed application form (indicating “duplicate”) and pay applicable fee to the office of Professional Licensure.
- 9.01.1 A duplicate license will be issued only for a license that is current.
- 9.02 All information and documentation submitted for an Arkansas Administrator License must be accurate, authentic and unaltered.
- 9.02.1 Any license issued as a result of a violation of the above-mentioned will be null and void.

9.03 The Office of Professional Licensure, as authorized by the State Board of Education, reserves the right to amend and/or rescind any Arkansas Administrator License that has been issued in error.