

ARKANSAS DEPARTMENT OF EDUCATION

ADMINISTRATOR LICENSURE COMPLETION PLAN
(ALCP)

BUILDING LEVEL ADMINISTRATOR

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.

Annual yearly progress must be completed each year under an ALCP.

Eligibility Guidelines: The applicant must meet the following conditions:

- Possess a Current Arkansas Standard Teaching License with four years teaching experience
- Enroll, and participate, in a University's graduate degree or program of study that is reflective of the *Arkansas 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 Teaching License in the specialty area for which applying**
- At least Four Years Teaching Experience**
- At least Three Years of Experience at the Grade Level and/or Area of Licensure Sought.**

I further verify the applicant is enrolled, and participating, in a **program of study** based on his/her individual needs inclusive of an internship and portfolio development in this Administrator area and based on the *Arkansas Standards of Licensure of Beginning Administrators*.

Level of licensure preparation based on candidate's teaching experience (check all that apply):

- P-8**
- 7-12**

(Educational Leadership Program Chairperson Signature)

(Institution)

(Licensure Officer Signature)

(Date)

* **Documentation of Experience** may be a letter 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 (or Designee's) signature.

Applicant's Initials _____

Employing School District guidelines

The employing district must:

- File a complete ALCP application form with the ADE Office of Professional Licensure within thirty (30) days of hiring an administrator via ALCP
- Verify the candidate holds an Arkansas Standard teaching license and at least 4 years of experience with a minimum of three years at the level and/or in the area for which applying.

I verify the applicant is employed in this school district as a Building Level 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 or Designee’s Signature)

(Date Submitted)

Completion Requirements:

- * ● Successfully complete a graduate degree or program of study reflective of the *Arkansas Standards for School Leaders*, including recommendation for licensure, within three (3) years of the hire date
- * ● Pass the School Leadership Series Assessment: **School Leaders Licensure Assessment (SLLA)** within three years of beginning the ALCP. **Arkansas cut-score = 158**
 - Note: Test at a Glance (TAAG) study guide booklets are available online via www.teachingandlearning.org
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 each year the ALCP is active (1-3 years.)

I understand that I must complete all of the requirements above within three years.

(Applicant Signature)

(Date)

RETURN COMPLETED ORIGINAL
FORM TO:
**Arkansas Department of Education
Office of Professional Licensure
#4 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 THREE YEARS OF HIRE, THE APPLICANT WILL BE UNABLE TO CONTINUE HOLDING THE POSITION OF AN ADMINISTRATOR.