

**ARKANSAS DEPARTMENT OF EDUCATION**  
**BEGINNING ADMINISTRATOR INDUCTION PROGRAM**

**Induction Project Director Documentation Checklist**

Each District's Induction Project Director is required to maintain a folder for each Beginning Administrator. This folder is to contain copies of **the following required documents** necessary to ensure that Beginning Administrator Induction requirements are being met. It is the responsibility of the Beginning Administrator Mentor to provide copies of the items listed below to the School Induction Project Director. This checklist, for the Project Director's convenience, is to be attached to each BA Induction folder. This document and the contents of the folder will be reviewed annually by a trained Pathwise or Induction Monitor. Monitor visits may begin as early as November or as late as February. The Monitor's report will be submitted to the ADE Beginning Administrator Induction Program Advisor for review.

**BA Name** \_\_\_\_\_ **Mentor Name** \_\_\_\_\_  
**School** \_\_\_\_\_

**License currently held by the BA for which he/she is being mentored:**

*(A copy of the license should be included in the folder.)*

- \_\_\_\_\_ Initial Building Level Administrator License
- \_\_\_\_\_ Initial Curriculum/Program Administrator License
- \_\_\_\_\_ Building Level Administrator approved ALCP
- \_\_\_\_\_ Curriculum/Program Administrator approved ALCP
- \_\_\_\_\_ Other \_\_\_\_\_

**Initial each required document as received.**

- \_\_\_\_\_ Beginning Administrator/Mentor Contract
- \_\_\_\_\_ Mentor Code of Ethics
- \_\_\_\_\_ Arkansas Mentor Training Certificate of Completion (from Mentor)
- \_\_\_\_\_ Beginning Administrator Induction (July or September) Certificate of Attendance (BA)
- \_\_\_\_\_ Approved copy of the BA Professional Learning Plan (PLP)
  
- \_\_\_\_\_ Fall Follow - Up Certificate of Attendance (BA)
- \_\_\_\_\_ Spring Follow -Up Certificate of Attendance (BA)
- \_\_\_\_\_ Contact Log documenting 10 contact hours per semester (BA/Mentor)  
(Due Nov. 30 and April 30)
- \_\_\_\_\_ BA Expenditure Log with postings of expenditures per semester (due Nov.30 and April 30)

*(In the event the BA and the Mentor agree that resources or materials listed on the original PLP need to be changed, a revised PLP must be submitted to the Beginning Administrator Induction Program Advisor for approval. Once approved, the PLP will be returned to the BA. The BA must provide a copy to the District's Induction Project Director to be placed in the BA's folder.)*

**The District's Induction Project Director will initial and date this checklist after all required documentation is entered in the folder. A copy of this Checklist, the Expenditure Log, the Contact Log, and the PLP must be retained for monitoring purposes. Certificates may be returned to the Mentor and the BA at the conclusion of the Induction period.**

**Induction Project Director Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_