

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

**Induction Project Director Documentation Checklist**

The items listed below are to be collected by the School District Induction Project Director and housed in a folder for each Administrator/Mentor Pair in the Beginning Administrator (BA) Induction Program. This checklist is to be attached to each pair's folder. These folders will be monitored annually.

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

**License currently held by the BA:**

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

**Check each required item as received or completed.**

- \_\_\_\_\_ The original signed Beginning Administrator/Mentor Contract
- \_\_\_\_\_ A copy of the Certificate of Attendance from one of the two Beginning Administrator Induction Trainings (July or September)  
Date Attended \_\_\_\_\_
- \_\_\_\_\_ The approved PLP  
If revisions are made to the original PLP they must be approved by the ADE Office of Teacher Quality (fax # 501-682-5118). Once approved, the PLP will be faxed to the Project Director to be placed in the folder. The ADE Office of Teacher Quality will keep the revised PLP on file.
- \_\_\_\_\_ A copy of the Certificate of Attendance from the Fall Follow-Up
- \_\_\_\_\_ A copy of the Certificate of Attendance from the Spring Follow-Up
- \_\_\_\_\_ The BA/Mentor Contact Log documenting 10 contact hours per semester
- \_\_\_\_\_ The BA Expenditure Log (by April 30)

The Induction Project Director will initial and date this checklist when all required documentation is collected or completed.

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