

**ARKANSAS DEPARTMENT OF EDUCATION**  
**RULES GOVERNING INITIAL AND STANDARD ADMINISTRATOR LICENSURE**  
August 2003

**1.0 REGULATORY AUTHORITY**

- 1.01** These shall be known as the Arkansas Department of Education Rules Governing Initial and Standard 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 and 6-17-402 ( Repl. 1999) and § 25-15-204 Supp.

**2.0 PURPOSE**

- 2.01** The purpose of these rules is to establish the requirements and procedures for obtaining an Initial or Standard 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 administrator licenses available in Arkansas.
- 3.01.1 Building Level Administrator** –a principal, assistant principal, or vice principal. (grade levels P-8 and/or 7-12)
- 3.01.2 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:
- 3.01.2.1** Special Education (grade levels P-4 and/or 4-12, or P-12)
- 3.01.2.2** Gifted and Talented Education (grade levels P-8 and/or 7-12)
- 3.01.2.3** Career and Technical Education (grade levels 4-8, 7-12 and/or Post-Secondary)
- 3.01.2.4** Content Area Specialist (grade levels P-8 and/or 7-12)
- 3.01.2.4.1** The areas of licensure for Content Area Specialist are listed in Appendix A.
- 3.01.2.5** Curriculum Specialist (grade levels P-8, 4-8 and/or 7-12)
- 3.01.3 District Level Administrator** –a superintendent, assistant superintendent, or deputy superintendent. (grade level P-12)
- 3.02 Administrator Licensure Completion Program (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 Administrator Licensure areas.

- 3.03 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 *Standards for Licensure of Beginning Administrators*. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions required of a District Level Administrator.
- 3.04 Area of Licensure** – a particular content field as identified in Appendix A, Areas and Levels of Licensure.
- 3.05 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 an ALCP, and is pursuing a Standard Administrator License.
- 3.06 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.
- 3.07 Induction** - 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.
- 3.08 Initial Administrator License** - a license, issued by the state, which allows one to serve as either a Beginning Building Level 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, during which time the administrator participates in Administrator Induction.
- 3.09 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 school setting.
- 3.10 Mentor** - a licensed administrator trained 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.
- 3.11 Mentoring** - support and focused feedback (for professional growth and development) provided to a beginning administrator by an experienced trained administrator mentor.

- 3.12 Portfolio** - an accumulation of materials and documented experiences reflecting the knowledge, disposition and performance of the candidate with regard to Arkansas Administrator Licensure Standards. (The portfolio will be assessed by the program of study faculty and at least one external evaluator to ensure program quality and integrity.)
- 3.13 Program of Study** - a state-approved administrator preparation curriculum (inclusive of a portfolio and internship) offered at an Arkansas college or university, and based on the *Standards for Licensure of Beginning Administrators*. 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.
- 3.14 Standard Administrator License** - a renewable license issued to candidates who have successfully completed all state-mandated licensure requirements for Building Level, Curriculum/Program or District Level Administrator. This license is valid for five (5) years, at which time it must be renewed, or it will expire.
- 3.15 State-Mandated Licensure Assessment** - test(s) used for the evaluation of administrators who are pursuing Standard administrator licensure.
  - 3.15.1** Successful completion of the state-mandated licensure assessment is defined as meeting the state-adopted cut score for the appropriate licensure assessment.

#### **4.0 REQUIREMENTS FOR OBTAINING AN INITIAL ADMINISTRATOR LICENSE**

- 4.01** There are two Initial Arkansas school administrator licenses.
  - 4.01.1** Building Level Administrator
  - 4.01.2** Curriculum/Program Administrator (issued in one of five (5) areas)
    - 4.01.2.1** Special Education
    - 4.01.2.2** Gifted and Talented Education
    - 4.01.2.3** Career and Technical Education
    - 4.01.2.4** Content Area Specialist
      - 4.01.2.4.1** The areas of licensure for Content Area Specialist are listed in Appendix A.
    - 4.01.2.5** Curriculum Specialist
- 4.02** To qualify for an Initial Administrator License a candidate must:
  - 4.02.1** hold a current Standard teaching license,
    - 4.02.1.1** For Curriculum/Program Administrator the license must be in the specialty area where applicable.
      - 4.02.1.1.1** For Special Education, this includes School Psychology Specialist and/or Speech Language Pathologist (P-12) licenses.

- 4.02.2 have a minimum of four years teaching experience,
  - 4.02.2.1 For Building Level, at least three of the four years teaching experience must be at the level at which the candidate is seeking licensure.
  - 4.02.2.2 For Curriculum/Program Administrator, at least three of the four years teaching experience must be at the level and/or in the area in which the candidate is seeking licensure.
- 4.02.3 hold a graduate degree from a regionally and/or NCATE accredited college or university.
  - 4.02.3.1 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 program of study based on their individual needs inclusive of an internship and portfolio based on the *Standards for Licensure of Beginning Administrators* to obtain an initial license.
- 4.02.4 complete the appropriate program of study (inclusive of an internship and portfolio),
- 4.03 The Administrator must be prepared through a regionally and/or NCATE accredited college or university.
- 4.04 The Educational Leadership Chairperson at the regionally and/or NCATE accredited college or university where the candidate was enrolled will provide written evidence of degree or program of study completion.
- 4.05 The Initial Administrator License shall be issued when a completed, appropriately signed, Initial License Application has been submitted to the offices of Professional Licensure and Professional Quality Enhancement at the Arkansas Department of Education. The application provides ADE with verification of:
  - 4.05.1 the current Standard teaching license,
  - 4.05.2 the teaching experience,
  - 4.05.3 the graduate degree,
  - 4.05.4 the level of preparation, and
  - 4.05.5 completion of the program of study (inclusive of an internship and portfolio).

## **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

- 5.01.3** expires three years from the effective date, unless requirements for a Standard license are met.
  - 5.01.3.1** If requirements for the Standard License are not met by the end of the third year, a candidate may re-apply for the Initial License.
- 5.02** Candidates who hold an Initial Administrator License, but are not employed as a Beginning Administrator for a period of three years, must meet current Initial Administrator Licensure requirements at the time of re-application.
- 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 who hold an Initial Administrator License shall participate in Administrator Induction, which concludes after a minimum of one year and successful completion of the state-mandated assessment.

## **6.0 RULES PERTAINING TO OBTAINING A STANDARD ADMINISTRATOR LICENSE**

- 6.01** There are three routes for obtaining a Standard 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 Standard 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** Content Area Specialist
      - 6.02.2.4.1** The areas of licensure for Content Area Specialist are listed in Appendix A
    - 6.02.2.5** Curriculum Specialist
  - 6.02.3** District Level Administrator
- 6.03** The requirements for each of the Standard Arkansas Administrator Licenses are as follows.
  - 6.03.1** To qualify for the Standard Building Level Administrator License the candidate must:
    - 6.03.1.1** be employed as a Building Level Administrator,

- 6.03.1.2 hold a current Arkansas Initial Building Level Administrator License or have completed all ALCP requirements,
  - 6.03.1.3 participate in Induction,
  - 6.03.1.4 successfully complete the state-mandated licensure assessment.
  
- 6.03.2 To qualify for the Curriculum/Program Administrator License the candidate must:
  - 6.03.2.1 be employed as a Curriculum/Program Administrator in the area of the initial license,
  - 6.03.2.2 hold a current Arkansas Initial Curriculum/Program Administrator License in the license-specific specialty area or have completed all ALCP requirements,
  - 6.03.2.3 participate in Induction,
  - 6.03.2.4 successfully complete the state-mandated licensure assessment.
  
- 6.03.3 To qualify for the District Level Administrator License the candidate must:
  - 6.03.3.1 hold a current Standard teaching license,
  - 6.03.3.2 have at least four (4) years teaching experience,
  - 6.03.3.3 hold a current Standard Building Level or Curriculum/Program Administrator License,
  - 6.03.3.4 have or complete an advanced 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 and/or NCATE accredited college or university,
  - 6.03.3.5 successfully complete the state-mandated licensure assessment.
  
- 6.04 The authorized school district representative will verify employment and completion of Induction for a Standard Building Level or Curriculum/Program Administrator License candidate.
  
- 6.05 The Standard Building Level or Curriculum/Program Administrator License will be issued when a completed, appropriately signed Standard License Application has been submitted to the offices of Professional Licensure and Professional Quality Enhancement at ADE. The application provides ADE with verification of:
  - 6.05.1 employment as a licensed school administrator,
  - 6.05.2 the appropriate initial administrator license (or ALCP),
  - 6.05.3 completion of the Arkansas Administrator Induction Program, and
  - 6.05.4 successful completion of the state-mandated licensure assessment (documented via a copy of the official score report).
  
- 6.06 The Educational Leadership Chairperson at the regionally and/or NCATE accredited college or university where the candidate was enrolled will verify

advanced degree or advanced program of study completion for Standard District Level Administrator License.

**6.06.1** The Standard District Level Administrator License will be issued when the completed, appropriately signed Standard License Application is submitted to the offices of Professional Licensure and Professional Quality Enhancement at ADE. The application provides ADE with verification of:

**6.06.2** the Standard teaching license,

**6.06.3** the teaching experience,

**6.06.4** the Standard Building Level or Curriculum/Program Administrator license,

**6.06.5** the advanced degree or completion of the advanced program of study (both inclusive of an internship and portfolio), and

**6.06.6** successful completion of the state-mandated licensure assessment (documented via a copy of the official score report).

**6.07** The Standard Administrator License will be issued to applicants holding a Standard administrator license from another state who have met all requirements for a Standard Arkansas Administrator License through reciprocity.

**6.07.1** Building Level and/or Curriculum/Program Administrators, with less than one-year administrative experience, will be mentored for one year.

## **7.0 GENERAL POLICIES AND PROCEDURES RELATING TO A STANDARD ADMINISTRATOR LICENSE**

**7.01** The Standard Arkansas Administrator license:

**7.01.1** shall be issued only for those areas and levels of licensure that have been approved by the State Board of Education,

**7.01.2** shall be a renewable license, valid for a period of five years,

**7.01.3** shall become effective January 1 of the year it is issued, and shall expire December 31 of the fifth year.

**7.02** The effective dates of the candidate's teaching license and Administrator License shall coincide.

## **8.0 RULES PERTAINING TO AN ADMINISTRATOR LICENSURE COMPLETION PROGRAM (ALCP)**

**8.01** The ALCP is the licensure route for an individual who has been offered employment in an administrative position prior to completion of state Administrator Licensure requirements.

**8.02** The ALCP is a plan filed with the office of Professional Licensure, which describes the requirements to be completed for licensure.

**8.03** The ALCP is valid for a maximum of three years.

- 8.04** To qualify for an ALCP candidates must:
- 8.04.1** hold a current Standard teaching license,
    - 8.04.1.1** For Curriculum/Program Administrator the license must be in the specialty area where applicable.
  - 8.04.2** have a minimum of four years teaching experience,
    - 8.04.2.1** For Building Level Licensure, at least three of the four years teaching experience must be at the level at which the candidate is seeking the ALCP.
    - 8.04.2.2** For Curriculum/Program Administrator Licensure, at least three of the four years teaching experience must be at the level and/or in the area in which the candidate is seeking the ALCP.
  - 8.04.3** be enrolled in the appropriate program of study through a regionally and/or NCATE accredited college or university administrator program,
  - 8.04.4** be hired as a Beginning Administrator in an Arkansas school district. The position must be in the level/area of the license sought.
  - 8.04.5** have or complete a graduate or advanced degree from a regionally and/or NCATE accredited college or university,
    - 8.04.5.1** For Building Level and/or Curriculum/Program Administrator, that degree must be a graduate degree.
    - 8.04.5.2** For District Level, that degree must be an advanced degree.
  - 8.04.6** 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. These candidates will complete a program of study (inclusive of an internship and portfolio) which meets their individual needs and is based on the *Standards for Licensure of Beginning Administrators*.
  - 8.04.7** In addition, for District Level, the candidate must already hold a Standard Building Level or Curriculum/Program Administrator License.
- 8.05** Candidates for the ALCP must have enrollment in a Program of Study verified by the Educational Leadership Chairperson at the regionally and/or NCATE accredited college or university where the degree or program of study is offered.
- 8.06** The authorized school district representative where the candidate for the ALCP is employed must verify employment and assure the appointment of beginning administrator mentor.

## **9.0 GENERAL POLICIES AND PROCEDURES RELATING TO AN ALCP**

- 9.01** The employing school district must file a complete ALCP application with the offices of Professional Licensure and Professional Quality Enhancement within thirty days of hiring the beginning administrator under an ALCP.
- 9.02** While employed as a beginning administrator under an ALCP the candidate must

**9.02.1** be assigned an administrator mentor, and participate in Administrator Induction,

**9.02.2** complete the program of study (inclusive of portfolio and internship),

**9.02.3** successfully complete the state-mandated licensure assessment.

**9.03** Administrator Induction will continue until all requirements are met (no less than one and no more than three years),

## **10.0 RULES PERTAINING TO BEGINNING ADMINISTRATOR INDUCTION**

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

**10.01.1** All Building Level and/or Curriculum/Program Administrators, with less than one-year administrative experience, will be mentored for one year.

**10.02** Induction includes:

**10.02.1** participation in all Administrator Induction activities,

**10.02.2** registering for and successfully complete the state-mandated assessment.

**10.03** All Arkansas school districts shall complete and submit the ADE required District Mentoring Plan Signature and Assurances form to the office of Professional Quality Enhancement at the Arkansas Department of Education no later than September 15 of each year.

**10.04** Arkansas public school districts shall implement, support, and monitor the quality of mentoring as outlined in ADE Induction Guidelines and the district's approved plan for mentoring.

**10.05** All Arkansas School Districts shall:

**10.05.1** assign an administrator mentor to the beginning administrator (within three weeks) upon employment of the beginning administrator,

**10.05.2** release beginning administrators and mentors from the district to attend statewide orientation and informational meetings held by ADE,

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

**10.05.4** file annual reports, including:

**10.05.4.1** the list of new administrators and mentors no later than September 15 of each year,

**10.05.4.2** Professional Learning Plan for each Beginning Administrator

**10.05.4.3** the end of year expenditure report no later than June 30 of each year.

- 10.06** Mentoring allocations for the beginning administrator shall follow the administrator to a new employment site if the administrator continues in an Arkansas public school.
- 10.06.1** 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.
- 10.07** 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:
- 10.07.1** failure to submit and implement an approved district mentoring plan,
- 10.07.2** failure to register all beginning administrators with the office of Professional Quality Enhancement, and/or
- 10.07.3** failure to comply with established guidelines for assignment, support and monitoring of beginning administrators and mentors.

## **11.0 RULES PERTAINING TO ADMINISTRATOR LICENSURE WAIVER**

- 11.01** A waiver of administrator licensure may be requested by a school district when a district wishes to employ an individual who has identified expertise but does not possess an administrator license. This applies to building level and district level administrators only.
- 11.01.1** NOTE: This is a district-specific, non-transferable waiver request, and does not culminate in an administrator license.
- 11.02** A waiver request must be made to the Director of the Department of Education.
- 11.03** A waiver request must outline the licensure area in which the waiver is being requested, and should include the following:
- 11.03.1** the need for the waiver,
- 11.03.2** special qualifications of the individual for whom the waiver is being requested,
- 11.03.3** outcome expectations,
- 11.03.4** an annual accountability plan, and
- 11.03.5** a timeline not to exceed three years.
- 11.04** The Director will rule on the request based on the recommendations of a review team.
- 11.04.1** The review team will be comprised of representatives of public education, higher education, the private sector, and ADE.
- 11.05** The Director will notify the requesting district within thirty days.
- 11.05.1** If the request is denied, the school district may appeal to the State Board of Education.

**11.05.2** If the request is approved the school district must file a progress report to the Director after six months, and annually thereafter.

**11.06** The Director has the authority, based on the progress and annual reports, to revoke the waiver for reasonable cause.

## **12.0 GENERAL POLICIES PERTAINING TO ALL LICENSES**

**12.01** Administrators who need a duplicate license must submit a completed application form (indicating “duplicate”) to the office of Professional Licensure.

**12.01.1** A duplicate license will be issued only for a license that is current.

**12.02** All information and documentation submitted for an Arkansas Administrator License must be accurate, authentic and unaltered.

**12.02.1** Any license issued as a result of a violation of the above-mentioned will be null and void.

**12.03** 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.

**Appendix A. Areas And Levels Of Curriculum/Program Administrator Licensure for Content Area Specialist**

Early Childhood – Preschool-4th grade Preschool/Early Adolescence – Grades Preschool-8th grade <i>Preschool/Young Adulthood – Grades Preschool–12<sup>th</sup> grade</i>		Middle Childhood/Early Adolescence – Grades 4-8 Adolescence/Young Adulthood – Grades 7-12 <i>Post-secondary – Above Grade 12</i>				
	EC P-4	PEA P-8	PYA P-12	MCEA 4-8	AYA 7-12	PS
<b>Early Childhood</b>	<b>X</b>					
<b>Integrated Curriculum Humanities, With emphases in:</b> English Language Arts/Social Studies Foreign Language (Specific Language English Language Arts Social Studies		<b>X</b>		<b>X</b>	<b>X X X</b>	
<b>Integrated Sciences Curriculum, With emphases in:</b> Science/Mathematics Physical/Earth Science Life/Earth Science Mathematics				<b>X</b>	<b>X X X</b>	
<b>Integrated Visual &amp; Performing Arts, With emphases in:</b> Art Vocal Music Instrumental Music Drama/Speech		<b>X X X X</b>			<b>X X X X</b>	
<b>Integrated Physical Education &amp; Health</b> Physical Education, Wellness, Leisure		<b>X</b>			<b>X</b>	
<b>Adult Education</b>						<b>X</b>
<b>Added Endorsements, Teaching License Required</b> Library Media Science Reading Guidance and Counseling English as a second Language Journalism		<b>X X X X</b>			<b>X X X X X</b>	

