

**ARKANSAS DEPARTMENT OF EDUCATION
PROPOSED RULES GOVERNING INITIAL AND
STANDARD/PROFESSIONAL ADMINISTRATOR AND ADMINISTRATOR -
ARKANSAS CORRECTIONAL SCHOOL LICENSURE
~~August 2003~~**

1.0 REGULATORY AUTHORITY

1.01 These shall be known as the Arkansas Department of Education Rules Governing Initial and Standard/Professional 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., and Act 733 of 2009.

2.0 PURPOSE

2.01 The purpose of these rules is to establish the requirements and procedures for obtaining an Initial or Standard/Professional 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 ~~7-12~~ 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 (~~grade levels P-4, and/or 4-12, or P-12~~)
- 3.01.3.2 Gifted and Talented Education (~~grade levels P-8, and/or 7-12, or 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 ~~P-8 and/or 7-12~~)
 - 3.01.3.4.1 The areas of licensure for Content Area Specialist are listed in ~~Appendix A~~. in the areas and levels of Licensure as approved by the State Board of Education.
- 3.01.3.5 Curriculum Specialist (grade levels ~~P-8, 4-8 and/or 7-12~~ P-12)
- 3.01.4 **District Level Administrator** –a superintendent, assistant/associate superintendent, or deputy superintendent. (grade level P-12)

3.02 **Administrator Licensure Completion Program 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 ~~Licensure areas~~.

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

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 current leadership standards *Standards for Licensure of Beginning Administrators* 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.

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

- 3.05 **Level of Licensure-** The grade level parameters of an administrator licensure area such as P-8, 7-12, P-12, P-8, P-12, 4-8, 5-12, or 7-12.
- 3.06 **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 ~~or~~ an ALCP, and is pursuing a Standard Administrator License.
- 3.07 **Classroom Teaching Experience-** Employment as the licensed classroom teacher of record
- 3.07.1 Credit for one (1) year of classroom teaching requires a minimum of fifty percent of each day to be spent as a classroom teacher.
 - 3.07.2 One (1) year of classroom teaching experience shall equal a minimum of 120 days within a school year.
 - 3.07.3 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.
 - 3.07.4 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 ~~only~~ and Curriculum / Program Administrator for Curriculum (only).
- 3.08 **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.
- 3.09 **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.

3.09.1 Induction consists of:

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

3.09.1.2 Successful completion of the state-mandated assessment for Administrators

3.10 **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, an Arkansas Correctional School 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. ~~,during which time the administrator participates in Administrator Induction.~~

3.10.1 **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.

3.11 **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.

3.12 **Mentor** - a licensed administrator ~~trained~~ 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.

3.13 **Mentoring State Mentoring Program for Administrators**- support and focused feedback (~~for professional growth and development~~) provided to a

beginning administrator by an experienced licensed administrator that has been trained in the Arkansas mentoring model for administrators. ~~mentor.~~

3.14 **Portfolio** - an accumulation of materials and documented experiences reflecting the ~~knowledge, disposition and performance~~ 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.

3.15 **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 current leadership standards *Standards for Licensure of Beginning Administrators* 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.

3.16 **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. ~~This license is valid for five (5) years. , at which time it must be renewed, or it will expire.~~

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

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

3.18 Professional 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.

3.19 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.

4.0 REQUIREMENTS FOR OBTAINING AN INITIAL ADMINISTRATOR LICENSE

4.01 There are two types of 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 Curriculum Specialist

4.01.2.5 Content Area Specialist

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

4.02 To qualify for an Initial Administrator License a candidate ~~must~~ shall:

4.02.1 Hold a current Arkansas 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 of classroom teaching experience,

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

4.02.2.2 For Curriculum/Program Administrator, ~~at least three of the four years of teaching experience must shall be as follows: at the level and/or in the area in which the~~

~~candidate is seeking licensure.~~

4.02.2.2.1 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.

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

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

4.02.2.2.4 Content Area Specialist- In the specific content area and level sought.

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

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

4.02.3.1 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.

4.02.3.1.1 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.

4.02.3.1.2 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.

4.02.3.1.3 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.

4.02.3.2 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 *Standards for Licensure of Beginning Administrators* 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.

~~4.02.4 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 whose administrator prep program is NCATE accredited.~~

4.04 The Educational Leadership Chairperson and licensure officer at the

~~regionally and/or NCATE accredited~~ college or university where the candidate was enrolled ~~will~~ shall 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 Arkansas Standard teaching license,
- 4.05.2 ~~the~~ required 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), 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

~~5.01.3 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~~ shall meet current program of study and assessment requirements for re-issuance of an Initial Administrator License ~~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 employed under ~~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 REQUIREMENTS FOR OBTAINING A STANDARD/PROFESSIONAL ADMINISTRATOR LICENSE

- 6.01 There are three routes for obtaining a Standard/Professional 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/Professional 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 Appendix A—the Areas and Levels of Licensure approved by the State Board of Education.

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/Professional Building Level Administrator License the candidate shall ~~must~~:

6.03.1.1 ~~be employed as a Building Level Administrator, must~~ have been employed as a Building Level Administrator

Curriculum Program Administrator.

- 6.03.3.4 have or complete ~~an advanced~~ 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 ~~and/or NCATE~~-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 ~~will~~ shall verify employment ~~as an Administrator 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, 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. ~~and Professional Quality Enhancement at ADE. The application provides ADE with verification of:~~
- ~~6.05.1 employment experience 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 including mentoring and training sessions and successful completion of the State Mandated Assessment.~~
- ~~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 and the Licensure Officer at the ~~regionally and/or NCATE~~-accredited college or university where the candidate was enrolled ~~will~~ shall verify ~~advanced degree or the graduate degree and advanced program of study completion~~ for Standard District Level Administrator License.
- ~~6.06.1 The Standard District Level Administrator License will shall be issued when the completed, appropriately signed Standard License Application and official transcript are is submitted to the~~

~~Office of Professional Licensure, and Professional Quality Enhancement at ADE. The application provides ADE with verification of:~~

- ~~6.06.1 the Standard Arkansas teaching license,~~
- ~~6.06.2 the teaching experience,~~
- ~~6.06.3 the Standard Building Level or Curriculum/Program Administrator license, with a minimum of one year of experience as a Building Level or Curriculum Program Administrator~~
- ~~6.06.4 the advanced degree or completion of the advanced program of study (both inclusive of an internship and portfolio), and~~
- ~~6.06.5 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 GENERAL POLICIES AND PROCEDURES RELATING TO A STANDARD ADMINISTRATOR LICENSE~~

~~7.03 The Standard Arkansas Administrator license:~~

- ~~7.03.1 shall be issued only for those areas and levels of licensure that have been approved by the State Board of Education,~~
- ~~7.03.2 shall be a renewable license, valid for a period of five years,~~
- ~~7.03.3 shall become effective January 1 of the year it is issued, and shall expire December 31 of the fifth year.~~

~~7.04 The effective dates of the candidate's standard teaching license and standard Administrator License shall coincide.~~

~~7.0 RULES PERTAINING TO AN ADMINISTRATOR LICENSURE COMPLETION PROGRAM 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 ~~describes~~ 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 ~~must~~:

7.04.1 Hold a current AR Standard/Professional 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 ~~Licensure~~, at least three of the four years teaching experience shall ~~must~~ 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 ~~Licensure~~, at least three of the four years of classroom teaching experience ~~shall~~ ~~must~~ be at the level and/or in the area in which the candidate is seeking the ALCP 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.

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 and level sought.

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

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

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 or advanced~~ degree from a regionally ~~and/or NCATE~~ 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 ~~must~~ be a graduate degree.

7.04.5.2 For District Level, that degree shall ~~must~~ be an ~~advanced degree~~ 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 ~~will~~ shall review ~~their~~ the candidate's credentials to determine ~~their~~ individual needs. These candidates ~~will~~ shall complete a an individualized graduate level program of study (inclusive of an internship and portfolio) which meets their individual needs and is based on the AR Standards for Licensure of Beginning Administrators leadership standards as adopted by the Arkansas State Board of Education.
- 7.04.5.4 In addition, for District Level, the candidate shall ~~must~~ 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 ~~Candidates for~~ The ALCP shall ~~must have be~~ enrolled ~~in a Program of Study~~ verified by the Educational Leadership Chairperson at the ~~regionally and/or NCATE accredited~~ 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 ~~must~~ verify employment and assure the appointment of the Beginning Administrator mentor.
- 7.07 The employing Arkansas school district ~~must~~ shall file a completed ALCP ~~application~~ with the offices of Professional Licensure ~~and Professional Quality Enhancement~~ within thirty days of hiring the beginning administrator under an ALCP.

7.08 While employed as a Beginning Building Level or Curriculum Program Administrator ~~beginning administrator~~ under an ALCP the candidate ~~must~~ shall:

7.08.1 be assigned an ADE-certified administrator mentor with experience in the area/grade level being sought.

7.08.2 ~~and participate in~~ 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~~ RULES PERTAINING TO 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, ~~who~~ 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 ~~Registering for and~~ Successfully completing the state-mandated assessment.

8.03 All Arkansas school districts shall complete and submit the ADE required School District Mentoring Plan Signature and Assurances Form

to the Office of ~~Professional Quality Enhancement~~ 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. ~~and the district's approved plan for mentoring.~~
- 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 ~~upon~~ 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 ~~informational~~ 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 ~~the list of new administrators and mentors~~ 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 ~~expenditure~~ 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 Professional Quality Enhancement Teacher Quality Enhancement, and/or
- 8.07.3 failure to comply with established guidelines for assignment, support and monitoring of Beginning Administrators and mentors.

~~9.0 RULES PERTAINING TO ADMINISTRATOR LICENSURE WAIVER~~

- ~~9.01 A waiver of administrator licensure may be requested by a school district when a district wishes to employ an individual as an Administrator with who has identified expertise but does not possess an administrator license nor a teaching license. This applies to building level and district level administrators only.~~
 - ~~9.01.1 NOTE: This is a district specific, non-transferable waiver request, and does not culminate in an administrator license.~~
- ~~9.02 A The waiver request shall must be made to the Director Commissioner of the Department of Education.~~
- ~~9.03 A The waiver request shall must outline the licensure area in which the waiver is being requested, and should include the following:~~
 - ~~9.03.1 the need for the waiver,~~
 - ~~9.03.2 special qualifications of the individual for whom the waiver is being requested,~~
 - ~~9.03.3 outcome expectations,~~
 - ~~9.03.4 an annual accountability plan, and~~
 - ~~9.03.5 a timeline not to exceed three years.~~
- ~~9.04 The Director Commissioner will rule on the request based on the recommendations of a review team.~~
 - ~~9.04.1 The review team will be comprised of representatives of public education, higher education, the private sector, and ADE.~~
- ~~9.05 The Director Commissioner will notify the requesting district within thirty days.~~
 - ~~9.05.1 If the request is denied, the school district may appeal to the State Board of Education.~~

~~9.05.2 If the request is approved, the school district shall must file a progress report to the Director Commissioner after six months, and annually thereafter.~~

~~9.06 The Director Commissioner has the authority, based on the progress and annual reports, to revoke the waiver for reasonable cause.~~

10.0 GENERAL POLICIES PERTAINING TO ALL LICENSES

10.01 Administrators who need a duplicate license shall ~~must~~ submit a completed application form (indicating “duplicate”) and pay applicable fee to the office of Professional Licensure.

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

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

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

10.03 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.