

## Alternative Administrative Specialist License Renewal Verification

*The Alternative license holder shall provide documentation of the following renewal requirements to the employing school or district and submit this completed form with the online renewal application.*

Alternative License Holder Name	Educator State ID	
<p>The Alternative Administrative Specialist license holder has successfully met all of the following requirements during the first two years of employment under the Alternative license:</p> <ul style="list-style-type: none"> <li>Assignment of a mentor who holds a standard administrator license and has served in the capacity of an administrator under the license</li> <li>Completion of the Interstate School Leaders Consortium (ISLLC) self-assessment</li> <li>Development of a personal learning plan based on the ISLLC self-assessment and approved by the mentor</li> <li>Participation in a structured mentoring program aligned to the personal learning plan and consisting of 70 clock hours</li> <li>Completion of two school years of employment in a central office or supervisory position appropriate to the Alternative license</li> </ul>		
<p>In addition to the requirements listed above, the Alternative license holder has also completed the following as appropriate (check the boxes that apply):</p> <p><b>CLASSROOM OBSERVATION PLAN - Candidates who do not have two years of teaching experience under a standard or alternative teaching license, permanent non-tax certificate or two years of experience under a professional pupil services license must also develop a plan that outlines observation of classroom instruction across grade levels and subject areas within the school district.</b></p> <p style="padding-left: 20px;">The Alternative license holder developed a classroom observation plan.</p> <p><b>COURSEWORK AND PROFESSIONAL DEVELOPMENT</b></p> <p><b>CANDIDATES WHO DO NOT HOLD A MASTER'S DEGREE</b></p> <p style="padding-left: 20px;"><i>The Alternative license was issued before Sept. 9, 2021</i>, and the Alternative license holder has completed 15 semester hours of coursework through an accredited university leading toward a master's degree in an area of study appropriate to the position held during the initial two-year Alternative license.</p> <p style="padding-left: 20px;"><i>The Alternative license was issued on or after Sept. 9, 2021</i>, and the Alternative license holder has completed a <b>three-semester hour course in school law and a three-semester hour course in school finance</b> through an accredited university and a minimum of nine additional semester hours from an accredited university leading toward a master's degree in education administration.</p> <p><b>CANDIDATES WHO HOLD A MASTER'S DEGREE</b></p> <p style="padding-left: 20px;"><i>The Alternative license was issued before Sept. 9, 2021</i>, and the Alternative license holder has completed nine semester hours of coursework from an accredited university OR 135 clock hours of professional development based on their personal learning plan.</p> <p style="padding-left: 20px;"><i>The Alternative license was issued on or after Sept. 9, 2021</i>, and the Alternative license holder has completed a <b>three-semester hour course in school law, a three-semester hour course in school finance</b> and three additional semester hours from an accredited university or forty-five clock hours of professional development based on their personal learning plan.</p>		
<p><b>By signing this form, I verify the Alternative license holder has met all renewal requirements.</b></p>		
Superintendent Signature and Date	Superintendent Name	Educator State ID
Assigned Mentor Signature and Date	Assigned Mentor Name	Educator State ID