

**FIVE YEAR ADMINISTRATOR LICENSE  
APPROVED PROGRAM ROUTE**

*The Non-Practicing Administrator License is issued to an educator NOT currently employed in an administrative position. The Entry Level Administrator License is issued upon request to an educator employed as a beginning administrator. The Standard Career Level Administrator License is issued to a practicing administrator who has completed all requirements for conversion to Career Level.*

License	Requirements	Validity	Renewal
<p><b>Non-practicing Administrator License</b></p> <p>Class AA, AAA, or AAAA</p>	<ol style="list-style-type: none"> <li>1. Hold a five-year educator license</li> <li>2. Verification of three years experience</li> <li>3. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state approved or regionally/nationally accredited institution of higher learning</li> <li>4. Successful completion of School Leaders Licensure Assessment (SLLA)-Educational Testing Service</li> <li>5. Institutional recommendation documenting completion of an approved planned program in educational leadership/supervision through a state-approved or regionally/nationally accredited institution of higher learning.</li> </ol>	<p>5 years</p> <p><b>OR</b></p> <p>Based upon validity period of standard license currently held</p>	<p>Three (3) semester hours in content or job/skill related area</p> <p><b>OR</b></p> <p>Five (5) continuing education units (CEUs) in content or job/skill related area</p>
<p><b>Entry Level Administrator License</b></p> <p>Class AA, AAA, or AAAA</p>	<ol style="list-style-type: none"> <li>1. Hold a five-year educator license</li> <li>2. Verification of three years experience</li> <li>3. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state approved or regionally/nationally accredited institution of higher learning</li> <li>4. Successful completion of School Leaders Licensure Assessment (SLLA)-Educational Testing Service</li> <li>5. Institutional recommendation documenting completion of an approved planned program in educational leadership/supervision through a state-approved or regionally/nationally accredited institution of higher learning.</li> <li>6. Application for Entry Level license upon obtaining first job as administrator.</li> <li>7. Letter from District stating the administrative position and date of administrative employment</li> </ol>	<p>5 years</p>	<p><b>NON-RENEWABLE</b></p> <p><i>Five (5) years to complete requirements to convert to Career Level Standard License which include the following:</i></p> <ol style="list-style-type: none"> <li>1. Completion of School Executive Management Institute (SEMI) entry level requirements</li> </ol>
<p><b>Standard Career Level Administrator License</b></p> <p>Class AA, AAA, or AAAA</p>	<p><b>Completion of School Executive Management Institute (SEMI) entry level requirements (Orientation to School Leadership- OSL)</b></p>	<p>5 years</p> <p><b>OR</b></p> <p>Based upon validity period of standard license currently held</p>	<p>Seventy (70) School Executive Management Institute (SEMI) credits</p> <p>Or</p> <p>Six (6) hours of coursework</p> <p>or</p> <p>35 SEMI credits plus 3 hrs coursework</p> <p>Or</p> <p>Completion of a specialist or doctoral degree in educational administration/leadership</p> <p><i>(Completion of these renewal requirements will also renew all existing standard educator licenses for the applicant)</i></p>