## 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.

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<th>License</th>
<th>Requirements</th>
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| **Non-practicing Administrator License**<br>Class AA, AAA, or AAAA | 1. Hold a five-year educator license  
2. Verification of three years experience  
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  
4. Successful completion of School Leaders Licensure Assessment (SLLA)-Educational Testing Service  
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. | 5 years  | Three (3) semester hours in content or job/skill related area  
**OR**  
Based upon validity period of standard license currently held  
**OR**  
Five (5) continuing education units (CEUs) in content or job/skill related area |
| **Entry Level Administrator License**<br>Class AA, AAA, or AAAA | 1. Hold a five-year educator license  
2. Verification of three years experience  
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  
4. Successful completion of School Leaders Licensure Assessment (SLLA)-Educational Testing Service  
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.  
6. Application for Entry Level license upon obtaining first job as administrator.  
7. Letter from District stating the administrative position and date of administrative employment | 5 years  | NON-RENEWABLE  
Five (5) years to complete requirements to convert to Career Level Standard License which include the following:  
1. Completion of School Executive Management Institute (SEMI) entry level requirements |
| **Standard Career Level Administrator License**<br>Class AA, AAA, or AAAA | Completion of School Executive Management Institute (SEMI) entry level requirements (Orientation to School Leadership- OSL) | 5 years  | Seventy (70) School Executive Management Institute (SEMI) credits  
**OR**  
Six (6) hours of coursework  
**OR**  
35 SEMI credits plus 3 hrs coursework  
**OR**  
Completion of a specialist or doctoral degree in educational administration/leadership  
*(Completion of these renewal requirements will also renew all existing standard educator licenses for the applicant)* |