**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.

<table>
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<tr>
<th>License</th>
<th>Requirements</th>
<th>Validity</th>
<th>Renewal</th>
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| Non-practicing Administrator License 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  
Five (5) continuing education units (CEUs) in content or job/skill related area |
| Entry Level Administrator License 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. | 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 Class AA, AAA, or AAAA | Completion of School Executive Management Institute (SEMI) entry level requirements | 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)* |