## Appendix B – Verification/Endorsement Form for Administrator Licensure

*To be used by candidates completing the Administrative Apprenticeship/Internship*

**Part I.** *To be completed by the applicant (print)*

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| Name:       | MEPID:       |
| Street Address:       |
| City/Town:       | State:       | Zip:       |
| License Field and Level Sought:       |
| Field Experience Site Location:       |
| Site Location District:       | Grade Levels of Site:       |
| Beginning Date of Field Experience:       | End Date of Field Experience:       |
| **Part II.** *To be completed by the trained Mentor (print)* |  |
| Mentor Name:       |
| Mentor Title:       | Mentor License #:       |
| **Part III.** *Completion of Field Experiences (signatures of candidate and trained mentor required)* |
| Verification of candidate completion of required minimum field experience working with the trained mentor and engaged in professional activities that address the Professional Standards for Administrative Leadership. |
| Please select one administrator role:  |
| [ ]  Superintendent/Assistant Superintendent (500 hours) | [ ]  Special Education Administrator (500 hours) |
| [ ]  Principal/Assistant Principal (500 hours) | [ ]  School Business Administrator (300 hours) |
| [ ]  Supervisor/Director (300 hours) |  |
| Candidate Signature: | Date: |
| Mentor Signature: | Date:  |
| **Part IV.** *Licensure Endorsement Statement (signature of superintendent required on this document for candidates completing an Administrative Apprenticeship or Internship)* |
| I verify to the Massachusetts Department of Elementary and Secondary Education that the above named candidate for the above named administrator license has successfully demonstrated application of the Professional Standards for Administrative Leadership detailed in 603 CMR 7.10 through an administrative apprenticeship/internship with the trained mentor listed above, in accordance with Department Guidelines. |
| Superintendent Signature: | Date:  |
| Superintendent Name (print): | License #:       |
|  |
| **Part V.** *Performance Assessment (Please see Appendix E of these Guidelines)*Please Note: Principal/Assistant Principal candidates seeking licensure through any licensure path will be required to participate in the Field Trial of the PAL beginning in September 2014.Additional guidance re: the Field Trial will be posted to the following on the Department website**:**  <http://www.doe.mass.edu/pal/>. **\*Beginning in fall 2015, the Performance Assessment for Leaders (PAL)** **will be required for earning a Principal/Assistant Principal license.** |
| The candidate must also complete a performance assessment that demonstrates successful application of the Professional Standards for Administrative Leadership to be eligible for licensure as an administrator. Please complete the ***Performance Assessment for Licensure Verification Form.*** Supporting documents must be maintained by the candidate and the district for a period of five years. |

### Performance Assessment for Initial Licensure Verification Form

**Part I. To be completed by candidate**

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| **Professional Standards for Administrative Leadership (603 CMR 7.10)** | **Evidence** |
| **Standard I. Instructional Leadership:** Promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes effective teaching and learning the central focus of schooling. |       |
| **Standard 2. Management and Operations:** Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing and scheduling |       |
| **Standard 3. Family and Community Engagement:** Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district. |       |
| **Standard 4. Professional Culture:** Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff. |       |

**Part II. To be completed by the trained mentor**

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| **Standard** | **Rating** |
| **Standard 1 – Instructional Leadership** |  |
| **Standard 2 – Management and Operations**  |  |
| **Standard 3 – Family and Community Engagement**  |  |
| **Standard 4 – Professional Culture** |  |

Rating Scale: 1=Does Not Meet the Standard; 2=Meets the Standard, 3=Exceeds the Standard; NA=Not Applicable.

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| **Summary Assessment of Performance:**      |

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| **Administrator candidate’s *Performance As*s*essment for Initial Licensure* in the administrative apprenticeship/internship meets the Professional Standards for Administrative Leadership:** **[ ]  Yes** **[ ] No** |
| Trained Mentor (sign): | Date:       |
| Superintendent (sign): | Date:       |