

4 AAC 12 is amended by adding a new section to read:

**4 AAC 12.346. Administrative certificate (Type B limited).** (a) The department will issue a limited administrative certificate (Type B limited) with a superintendent endorsement, valid for one year if

(1) the applicant has demonstrated administrative expertise and has the educational background, as described in (b) of this section;

(2) the school board for the district in which the applicant will be employed, through its school board president, has requested issuance of a limited administrative certificate for the applicant under this section;

(3) the school board for the district in which the applicant will be employed has provided an experienced mentor for at least the first two years of the applicant's employment with the school district as the superintendent; the mentor must hold or have held the position of superintendent in a school district in this state under a valid certificate;

(4) the applicant has successfully passed the criminal history background check in the same manner as a teacher certified under AS 14.20.020 and 4 AAC 12.300; and

(5) the applicant submits to the department

(A) one completed fingerprint card, with fingerprinting performed by a law enforcement agency or a person who has been trained in recording fingerprints, for separate submittal to the Department of Public Safety and the Federal Bureau of Investigation; the department will accept a name-based criminal history background check on an applicant from the agency performing the background check if the requirements of AS 14.20.020(j) are met; and

(B) the fee for the criminal history background check in the amount charged by the Department of Public Safety as set out in 13 AAC 68.900; and

(C) the fee for the issuance of a teacher certificate as established in 4 AAC 12.300(g).

(b) To demonstrate the competency required under (a) of this section, the applicant must

(1) submit two letters of recommendation verifying the applicant's length of experience and expertise in

(A) organizational leadership;

(B) creation of effective work environments;

- (C) oversight of program or project implementation;
- (D) communication with diverse stakeholder groups;
- (E) compliance with established laws, policies, procedures and good business practices; and
- (F) the selection, appointment, oversight, review, and evaluation of employees;

(2) possess a master's degree or higher; and

(3) have completed five or more years of full-time work experience in an administrative position.

(c) The department may extend the initial one-year limited administrative certificate issued under (a) of this section for an additional year, if the applicant demonstrates that the applicant has

(1) enrolled in or completed an education administrator preparation program with a specialization for superintendent approved or accepted under 4 AAC 12.307 – 4 AAC 12.308 and

(2) completed three semester hours of educator evaluation coursework approved by the department.

(d) The department may approve an additional one-year extension of the extended certificate issued under (c) of this section, if the applicant has completed three semester hours of Alaska studies and three semester hours in multicultural education or cross-cultural communications as described in AS 14.20.020(h) and shows substantial progress toward completion of the education administrator preparation program described in (c) of this section.

(e) The department may approve an additional two-year extension of the extended certificate issued under (d) of this section if, not later than three years after the initial application under (a) of this section, the applicant has completed the education administrator preparation program described in (c) of this section.

(f) A limited administrative certificate issued under (e) of this section may be renewed any number of times for five years upon submission to the department of

(1) evidence of satisfactory completion of credit requirements as described in 4 AAC 12.405; and

(2) evidence of satisfactory administrative performance under the limited certificate; and

(3) a request for renewal from the school board of the district in which the certificate holder is employed.

(g) A limited administrative certificate is valid only in the school district or regional educational attendance area whose school board requested the certificate.

(h) Before conducting certificated employee evaluations under AS 14.20.149, the individual holding a limited administrative certificate authorized under this section must satisfactorily complete the educator evaluation coursework requirement described in (c)(2) of this section and the school district's certificated employee evaluation system training.

(i) Except for a certificate issued under (f) of this section, the department will not issue to an applicant more than once a certificate or extension of a certificate available under this section.

(Eff. 7/1/2015, Register 215)

**Authority:** AS 14.07.020 AS 14.07.060 AS 14.20.020