



## Verification of Administrative Experience at a State Accredited P – 12 School ARM 10.57.413(4)


**Applicant Information, Print Clearly:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Former Name(s): \_\_\_\_\_

Last Four Digits of Your SSN: \_\_\_\_\_

 The following information is to be completed by the applicant's current and/or previous School District.

Please note:

- This document must be signed by a Human Resources official, the School Board Chair, or any other person in direct supervision of the applicant.
- The employment history must cover successful five-year work history
- Once completed and signed by appropriate official, return this form to the OPI Educator Licensure Unit via email to [cert@mt.gov](mailto:cert@mt.gov).

**School District Information, Print Clearly:**

School Official's Name	Title	School District
_____	_____	_____
_____	_____	_____

School District Address	City and State	Zip Code
_____	_____	_____

Was this school accredited by the state of occupancy during the time of applicant's tenure? Yes \_\_\_ No \_\_\_

Was the applicant employed as a licensed and appropriately assigned administrator in your school? Yes \_\_\_ No \_\_\_

Employed from: (month/year) \_\_\_\_\_ to \_\_\_\_\_

Please check the administrative level the applicant held at your district:

Elementary Principal \_\_\_ Secondary Principal \_\_\_ K – 12 Principal \_\_\_

K – 12 Superintendent \_\_\_ Supervisor \_\_\_

Full time? Yes \_\_\_ No \_\_\_

Part time? Yes \_\_\_ No \_\_\_ If Part time, FTE Equivalent? (i.e., .25 for ¼ time) \_\_\_\_\_

**I verify that the work experience and eligibility for licensure information provided on all pages of this document are correct to the best of my knowledge.**

Signature \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Evidence of Eligibility for Licensure and Endorsement

The applicant must demonstrate successful experience as outlined by the criteria listed on the following pages. Please describe the evidence of applicant's skills and qualifications in meeting the required criteria. The school official identified on page 1 should initial "Yes" if the evidence has been verified and found to be acceptable, or "No" with an explanation.

1. Ability to facilitate the development, articulation, implementation and stewardship of a school district vision of learning supported by the school community. Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

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No \_\_\_\_\_ Please explain: \_\_\_\_\_

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2. Promote the development of the full educational potential of each person through our public schools by advocating, nurturing and sustaining positive school culture and instructional program conducive to student learning; staff professional growth based upon current brain-based research for effective teaching and learning; and exhibiting genuine concern for students. Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

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No \_\_\_\_\_ Please explain: \_\_\_\_\_

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3. Ensure proper management of the organization, operations and resources for a safe, efficient and effective learning environment to develop the full educational potential of each person with the use of data and time management.

Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

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No \_\_\_\_\_ Please explain: \_\_\_\_\_

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4. Collaborate with families and other community members, respond to diverse community interests and needs, including American Indians and tribes in Montana and mobilize community resources in order to fully develop the educational potential of each person. Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

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No \_\_\_\_\_ Please explain: \_\_\_\_\_

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## Evidence of Eligibility for Licensure and Endorsement (continued)

5. Act with integrity, fairness and in an ethical manner in order to develop the full educational potential of each person through our public schools by exhibiting open-mindedness, integrity, consistency and ethics.

Yes \_\_\_\_\_ Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_

6. Understand, respond to and influence the larger political, social, economic, legal and cultural context in order to develop the full educational potential of each person through our public schools. Assess, analyze and anticipate emerging trends and initiatives in order to advocate for children, families and caregivers by acting to influence local, district, state and national decisions affecting student learning through the knowledge of community, understanding of political climate and community relations and resources. Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

No \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_

7. Completed an internship/field experience that provided at least 216 hours of significant opportunities to synthesize and apply the knowledge, and practice and develop the skills identified above through substantial, sustained, standards-based work in real settings, planned and guided cooperatively by the institution and properly administratively endorsed school district personnel for graduate credit. Yes \_\_\_\_\_ Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

No \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_