

# Kennebec Consortium for School Administrators

# Mid-Term Check & Completed Action Plans

## WHAT ARE THE PARTS OF A MID-TERM ADMINISTRATOR ACTION PLAN?

### Section 1: Introduction

- Name
- Address
- Social Security Number
- Educational Background
- Degrees Held
- Professional Background
- Current Certifications
- Certifications to be renewed and dates of expiration
- Mentor's Name & Address
- Date of Submittal

### Section 2: Copy of Current Certificate

### Section 3: Professional Standards Form

Candidate must indicate the number of contact hours earned so far in the new certification period. These must be organized by the ten Professional Standards for Educational Leaders.

### Section 4: Mentor Checklist

The mentor must have signed both the Standards Chart and the Mentor Checklist.

## WHAT ARE THE PARTS OF A COMPLETED ADMINISTRATOR ACTION PLAN?

### Section 1: Original Plan

On the Standards Chart, the candidate has filled out the second column with the number of contact hours earned during the total recertification period. This number must equal 90 or more hours.

### Section 2: Documentation

The candidate has included certificates and other documentation of the 90+ contact hours. These should be organized by standard.

### Section 3: Mentor Checklist

The mentor must have signed both the Standards Chart and the Mentor Checklist.



## CAN I SUBMIT A PROPOSED AND COMPLETED PLAN TOGETHER?

A candidate can submit both a mid-term check and a completed action plan at the same time if he/she has already earned 90 or more contact hours. The mentor will sign the Standards Chart to indicate that the plan is completed and will sign the Mentor Checklist for a completed plan.

## WHAT SHOULD BE INCLUDED IN THE DOCUMENTATION?

\*The candidate does not need to have contact hours in each of the ten standards. The hours could all be in just one or two standards.

\*All contact hours must have verifying evidence. Documentation can include a mix of coursework and field-based activities such as workshops or conferences, webinars, and in-house professional development activities.

\*Book studies or independent research can count as activities, but no more than three book studies/research projects may be used in one certification period and may not exceed 20 contact hours.

\*Check the math to be sure that the documentation adds up to at least 90 contact hours.

\*Be sure the mentor has signed both the Standards Chart and the Mentor Checklist(s).

## HOW DOES THE BOARD MAKE A DECISION ON AN ACTION PLAN?

The team reviewing a candidate's plan has three options:

1. Approve the Plan
2. Conditionally Approve the Plan
3. Defer the Plan

If the plan is conditionally approved, the candidate must make the necessary revisions and resubmit the plan to the Director, who has the authority to approve.

If the plan is deferred, the candidate must make the necessary revisions and resubmit the plan to the Director. The Director will bring the plan back to the Governance Board or to the Certification Committee for their approval.

Plans that are deferred will go to the Certification Committee for a second reading before the Director informs the candidate about the status of the plan. The Certification Committee can overrule the decision of the group which did the initial review.

Once a proposed plan is approved, the candidate will continue to earn contact hours toward the goal of ninety. Once that number is achieved, the candidate can submit the completed plan.

Once a completed plan is approved, the candidate is all set until it is time for him/her to complete the online recertification process with the Maine Department of Education. The Director will go online and approve the candidate's application for recertification, which will then be approved by the state.

