PRASS Checklist for Approval of the Candidate’s Administrator Action Plan (AAP)

Name of Candidate__________________________________________Current School System_____________________________________

Year of CertificationExpiration________________________Certification_________________________________________

Support Mentor (Please print)_________________________________________________________________________________

Items that must be reviewed with mentor prior to approval of the AAP:

NOTE: Mentor must certify that they have reviewed the candidate’s documents within the portfolio.

Portfolio contents viewed by mentor prior to AAP approval:

□ Current resume (Including education and work history)
□ Transcripts of graduate coursework or most recent degree completed
□ Three professional references – Provide contact information only
  Summary of professional activities including:
  □ Current job description
□ Listing of professional assignments over the last five years
□ List of professional development activities over the last five years
□ Portfolio analysis of the 6 ISLLC standards as outlined by law

Mentor’s signature certifying review of documents listed above_____________________________________

Date reviewed_________________________________________________________________________________________

AAP Packet attached to this form includes:

□ Application for Certificate Renewal
□ Administrator Action Plan Cover Sheet
□ Letter from your supervisor approving your goals
□ Administrator Action Plan Sheets

Candidate’s signature____________________________________________________________________________________

Date submitted_________________________________________________________________________________________