

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

Name of Candidate _____ Current School System _____

Year of Certification Expiration _____ 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 _____