



# ALD Frequently Asked Questions

**1. What is CES' Administrative Leadership Development (ALD) program?** ALD is a program for persons aspiring to the positions of Assistant Principal, Principal, Program Directors (Special ed, C & I, etc.) or other central office leaders and for new principals seeking additional professional development and support. The program is an accredited alternative pathway to a New Mexico Level 3B Administrative License. To date, the ALD program has a 100% pass rate among participants who have taken the assessment for the administrative license.

**2. What are the prerequisites for ALD?**

If a candidate is interested in progressing toward a Level 3B Administrative License through ALD they must have:

- a. Superintendent's or Charter leader's recommendation on the ALD form.
- b. A Master's degree.
- c. Three years of teaching or related service experience.
- d. A Level 2 or Level 3A Teaching License or a selected related service license.
- e. Completion of the ALD application and all other documents requested in the application.

**3. What is required of ALD participants?**

- a. 100% attendance at both virtual and face-to-face sessions
- b. Successful completion of the 180-hour internship
- c. Full participation in discussions and all ALD activities
- d. A commitment to remain in their district or charter for three years

**4. What is the duration of the ALD program?**

ALD is a year-long initiative. The coursework is completed between September and May or between January and November, depending on your initial start date (ALD does not meet during the summer months). However, because candidates must have administrative internship experiences for both opening and closing the school year, they may not complete requirements until June or December respectively. The **NM Principals Highly Objective Uniform State Standard of Evaluation (HOUSSE)** Domains 1 and 3 are presented in the Fall and HOUSSE Domains 2 and 4 in the Spring.

**5. When can participants begin ALD?**

Participants may begin the ALD program in September or January. ALD is approximately one year in duration so if a participant begins in September, they may complete ALD the following June. Students who begin in January will complete the program in December.

**6. How long are the sessions?**

Each semester contains three (3) weekend sessions for a total of six (6) sessions. The sessions are scheduled on Friday afternoon from 1:00p.m. to 5:00p.m. and Saturday from 8:00a.m. to 4:30p.m. Friday afternoons will be conducted virtually.

**7. How are the online sessions delivered?**

The online sessions will be delivered via Zoom. ALD also uses Moodle as our online learning management system.

**8. Does ALD require assignments outside of class?**

Yes. Assessments and written assignments are assigned to ensure mastery of administrative competencies. Assignments will be integrated with the internship activities to ensure all administrative competencies are being met.

**9. What about the administrative exam requirement for licensure?**

All applicants for administrative licensure must take and pass the administrative exam required by the PED. Please see the PED website for more details about the test.

**10. Has ALD been approved by the PED?**

CES has received Approval for ALD from the Professional Standards Commission.

**11. What happens if a candidate leaves their district or charter before the end of the three- year commitment?**

If a participant chooses to leave before three years, the participant and the District will determine the candidate's responsibility for the cost of the program.

Districts/Charters are making an investment in the participants by providing release time (substitutes) for classes, internship opportunities and mentoring, and in some instances, districts are paying the participant's tuition; thus the reason for requiring the three-year commitment in the application. The program should benefit both the participant and the district.

**12. Do I need to send an official transcript from my college or university?**

We must verify a Master's degree with a transcript. You can request one from your college or university. If your district or charter has one on file, a scanned copy can be emailed to us. The PED, however, will require an Official transcript when you apply for licensure.

### 13. What is the cost of ALD?

The CES Executive Committee has budgeted and funded the majority of the cost for ALD. Participants are responsible for a \$750.00 tuition fee per semester (\$1500 total) plus the cost of books, a leadership assessment and/or other materials.

**Payment for the ALD tuition** can be made using one of two methods:

1. If the individual is paying for the program, use a credit card through Pay Pal
2. If a District is assuming the cost of tuition for participants, a PO must be sent to CES

#### **Additional Costs:**

- **Book Study:** We are conducting Book Studies during each Session. Acceptance letters will contain information on titles, assignments, etc. of professional books. Cost of the book is assumed by the participant.
- **Leadership Assessment:** Acceptance letters will contain more detail regarding cost and timeline.