



# Checklist for Director Mentor Application

## MINIMUM QUALIFICATIONS NECESSARY TO APPLY

- No fewer than three years of experience in an ECE supervisory role (does not need to be current);
- Completion of at least three semester units in ECE administration and/or supervision;
- Certificate of completion of a Director Mentor Information Session (This certificate is not necessary if Director Mentor Institute was completed before 6/30/2009);
- Certificate of completion of a Director Mentor Institute;
- Completion of a Program Administration Scale (PAS) or Business Administration Scale (BAS) self-study and selection of seven items to discuss with a site visit team of two Selection Committee members.

## PACKET CHECKLIST

The Director Mentor application requires submitting the following information to the Mentor Selection Committee. Only completed application packets will be reviewed by the Selection Committee.

Note: Selection Committees reserve the right to require additional documentation.

### Please submit:

Director Mentor Application.

Your current job description (if one already exists).

An official transcript verifying at least three semester units in ECE administration and/or supervision.

Verification of completion of a Director Mentor Institute.

Results of your program's most recent quality assessment (if one has been done in the last three years).

### HAVE YOU:

Received your supervisor's signature on Page 2?

Indicated your program type on Page 2?

Indicated on Page 4 which areas of the Program Administration Scale (PAS) or Business Administration Scale (BAS) you choose to be interviewed about by the Selection Committee?

Included names and contact information for five references?

### Please send completed application packet to: