



Administrative Leadership Development Program (ALD)

Cohort 17 (August 2025 – June 2026)

****Must complete and email to leadershipdevelopment@ces.org prior to submitting application online during the May 1st-31st enrollment period.**

Applicant & Mentor Agreement:

This form must be completed and signed first by both the applicant and their designated Lead Mentor (Supervisor or Charter Leader) to confirm their mutual understanding of the expectations and responsibilities of the ALD program, BEFORE completing the ALD application. Please email this form to leadershipdevelopment@ces.org.

The absence of this form will render the application incomplete.

Applicant Acknowledgment & Commitment

By signing below, I confirm that:

- I understand that the ALD program is a **one-year commitment (August 2025 – June 2026)**, requiring coursework, leadership development, and a site-based internship.
- I must hold an NMPED teacher, counselor, or ancillary license to apply. You can reach out if you have any questions.
- I must have a master's degree with a minimum 3.0 GPA.
- I will remain employed in my district or charter school for a **minimum of three years** after completing the program or **repay** the prorated cost of the program to my district if I leave early.
- I will actively participate in all required sessions, including:
 - **Friday in-person sessions (1PM-5PM)** and Full day Saturday 8-4:30PM sessions. 1 weekend a month for 6 months. 3 in the Fall and 3 in the Spring.

- Attend three additional online sessions per semester reviewing Leadership practices and Special Education Law.
- Internship responsibilities under my Lead Mentor's guidance
- I understand the tuition requirement of \$2000 (\$1000 per semester), due upon acceptance, if I am self-pay.
- I commit to professional conduct and ethical leadership throughout the program.
- I acknowledge that my application **will not be considered complete** without a **Superintendent or Charter Leader Recommendation Form**, which must:
 - Be completed and signed by the Superintendent or Charter Leader (not a campus principal). ***The form is only available during open enrollment.**
 - Be emailed directly from the Superintendent or Charter Leader to **leadershipdevelopment@ces.org**.
 - Not be accepted **if signed by a principal or received from me**, the applicant.
- If my Lead Mentor is no longer able to support me during my ALD journey, I will notify my facilitator and the Leadership Director immediately to discuss changes and next steps.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Lead Mentor Acknowledgment & Commitment

By signing below, I confirm that:

- I am aware that _____ is applying for the ALD program and will require my support as their Lead Mentor.
- I understand the applicant's internship requirements and will provide guidance to ensure their success.
- I acknowledge that the applicant will need:
 - Time off for Friday in-person sessions (1PM-5PM)
 - Participation in three online sessions per semester
 - Support and mentorship for their internship responsibilities
- I recognize that my support will contribute to their growth as a future educational leader. I will be required to attend one (1) ALD virtual mentor training.
- If I am unable to continue as the applicant's Lead Mentor, I will inform the applicant immediately and ensure they notify their facilitator and the Leadership Director for next steps.

Lead Mentor Name: _____

Title/Position: _____

School/District: _____

Email: _____

Phone: _____

Lead Mentor Signature: _____

Date: _____

This signed **Applicant & Mentor Agreement Form** must be emailed to leadershipdevelopment@ces.org prior to submitting the ALD application online. For questions, contact **leadershipdevelopment@ces.org** or tara@ces.org