



## APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE

Degree or Certificate Conferral Dates **MUST** be posted before submitting application. This can take 4-8 weeks after graduation. You will receive an email when this process is complete.

Please be prepared to pay the \$75 fee to apply for your standard license. You will have to pay before your application is submitted.

**Do not apply until ALL the requirements listed below are met!**

### 1. Approved Arkansas background check that is less than one year old

- ☐ Login <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
- ☐ Click **View current license information**
- ☐ All areas under Non-Criminal Background Information (NCBC) (ASP, FBI, Central Registry) must have a clear date under one year old
  - ASP and FBI are fingerprints
  - Central Registry is Child Maltreatment check

### 2. Complete online application

- ☐ Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
  - Select **Apply for a Standard License**
  - Select **First-Time Licensure (recent graduate from an Arkansas institution)**
  - Select **Arkansas State University**
- ☐ Click Continue
- ☐ Complete the information requested on the pages that follow.

### 3. Praxis Score Report(s)

- ☐ If you are unsure what Praxis exam is required for your licensure area, please use the following link. You can find the exam(s) you need to take by which area you are getting licensed in: <https://dese.ade.arkansas.gov/Offices/educator-effectiveness/licensure/licensure-assessments>
- ☐ When taking the Praxis exam, you should have released your scores to Arkansas State University (Code 6011) and to the Arkansas State Department of Education (Code 7031). If you did not do this, please upload a copy of your score report to Canvas or forward a copy to Mrs. Sara Woolard at [swoolard@astate.edu](mailto:swoolard@astate.edu). You can also upload a copy of your score report to your online licensure application.
- ☐ In accordance with Act 416 of 2017, a candidate for Elementary Education (K-6) or Special Education (K-12) licensure must pass a stand-alone assessment of the essential components of beginning reading instruction based on the science of reading (Foundations of Reading exam). Candidates leading to all other licensure areas meet the requirement for the Science of Reading Prescribed Pathway for Awareness to receive a standard license.

#### 4. Record of Learning from ArkansasIDEAS

- ☐ Upload to PEP Intern Information on Canvas or email to Mrs. Woolard
  - Child Maltreatment Training Course ID# **ERB25003** (2 hours)
  - Closing the Empathy Gap Course ID# **TLC22002** (2 hours)
  - Family and Community Engagement Course ID# **PIB22001** (2 hours)
  - Teen Suicide Awareness and Prevention Course ID# **HWB23001** (2 hours)
  - Bullying Prevention Course ID# **ERC20073** (2 hours)
  - Dyslexia Course ID# **HWG14003** (1 hour)
  - Human Trafficking Awareness Course ID# **ERB18062** (1 hour)
  - Arkansas History Course ID# **AHB25002** (2 hours)
  - Not required if an Arkansas History course is part of your coursework
  - Professional Licensure Standards Board (PLSB) – Arkansas Code of Ethics Training Video Course ID# **ERC19048** (1 hour)
  - Professional Licensure Standards Board (PLSB) - Code of Ethics for Arkansas Educators: Ethical Scenarios in Education (2020) Course ID# **ERC20059** (1 hour)
  - Professional Licensure Standards Board (PLSB) - Social Media Guidelines Course ID# **TCC14435** (3 hours)

#### 5. Send official transcripts to Arkansas Department of Education

- ☐ Please be sure you have no holds so that you can request a transcript.
- ☐ You can request your official transcript be sent electronically through National Student Clearinghouse by going to Banner9 Self Service or A-State's website:  
<https://www.astate.edu/a/registrar/students/transcripts/index.dot>
- ☐ **It is the responsibility of the student to request transcripts**

#### PROCESS:

Once your application has been submitted, Mrs. Sara Woolard, Educator Licensure Specialist at Arkansas State University, will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1-14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

If you have any questions or concerns regarding licensure, please call toll free 866-881-3168 and ask for Professional Education Programs, or directly at 870-972-2099. The contact persons for the Professional Education Programs office are Mrs. Sara Woolard, [swoolard@astate.edu](mailto:swoolard@astate.edu) and Dr. Mary Elizabeth Spence, [mspence@astate.edu](mailto:mspence@astate.edu).

To check the status of your license, you may visit the Arkansas Department of Education's Licensure website (<https://aels.ade.arkansas.gov/AELS>).

Please use the contact information below if you have any questions regarding licensure:

Mrs. Sara Woolard  
[swoolard@astate.edu](mailto:swoolard@astate.edu)  
870-972-2099

Dr. Mary Elizabeth Spence  
[mspence@astate.edu](mailto:mspence@astate.edu)  
870-972-2099

**Out-of-State Licensure:**

To verify that an applicant can be recommended for licensure in another state, he/she must be eligible for professional licensure in the state of Arkansas.

**It is in your best interest to get licensed in the state of Arkansas before seeking licensure out-of-state.**

If you want to be licensed in other states, you must contact that state or check the state's web site for an application. Follow the instructions, which will include a recommendation from A-State.

Send these completed out-of-state applications to Mrs. Sara Woolard at the address below:

Office of Professional Education  
PO Box 720  
State University, AR 72467