



APPLICATION CHECKLIST FOR OUT-OF-STATE TEACHER'S LICENSE IN Special Education K-12

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. Arkansas State University provides state-by-state educational determinations on the [State Authorization & Licensure Disclosures](#) page. Because licensure requirements vary and may include additional conditions, students should review that page and confirm requirements with their state's licensing board before enrolling in an out-of-state program.

Please send all documents together at one time to the Educator Licensure Specialist:

- ☐ Out-of-State Verification/Recommendation Form
 - This form will come from your respective state. Please fill out any applicant information and sign if applicable.
 - If you cannot find this form online, please call your state's department of education.
 - **Please note:** many states recommend/require that students get licensed in Arkansas first and then reciprocate to your state you reside. If this is the case for you, you need to first reciprocate your current license to Arkansas, and then you will be able to add Gifted & Talented to it and reciprocate back to your state. Reciprocity information can be found here:
<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/licensure/licensure-by-reciprocity>
- ☐ Contact Information
 - Please include a note with the following information:
 - Full name
 - Student ID
 - Address
 - Phone Number
 - Personal Email
- ☐ Praxis & Foundations of Reading Score Reports
 - Passed Praxis Special Education & Praxis Fundamental Subjects score reports
 - Foundations of Reading score report
 - **Please note that you must pass the required exams in Arkansas to be fully recommended for licensure in another state.** 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>
- ☐ Teaching License
 - A copy of your current, standard license must be included. This license cannot be provisional/temporary, and it cannot be expired.

HOW TO PROCESS COMPLETED APPLICATION PACKET:

1. Must have **ALL** items listed above in your packet.
 - a. Incomplete packets will take longer to process or potentially will not get processed at all. If something is not included, you will receive an email to the email address provided in the packet asking for the missing documentation.

Please keep an eye out for correspondence regarding your licensure packet.

2. Submit the licensure packet by mailing it to the following address:

Office of Professional Education Programs

Attn: Sara Woolard

P.O. Box 720

State University, AR 72467

3. Items can be emailed to Mrs. Woolard, *as long as nothing contains your social security number*. All the items listed will need to be sent in one email.
4. It is your responsibility to request your official transcript be sent to your state's Department of Education. This process is completed through National Student Clearinghouse, and can be accessed through your Banner9 Self-Service account or via A-State's website:

<https://www.astate.edu/academics/classes-and-registration/transcripts.html>

- Some states have their own route to sending official transcripts. You may need to contact your state's department of education to find out this information.

You will be notified when your degree is posted on your transcript (approximately 4-8 weeks after graduation). **DO NOT SEND YOUR TRANSCRIPT BEFORE DEGREES ARE POSTED**

Upon receipt of a completed application packet, Mrs. Sara Woolard, Educator Licensure Specialist, will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer at Arkansas State University. **This process takes 3-6 weeks** depending on the licensure workload of the Professional Licensure Officer.

If you have any questions or concerns regarding licensure paperwork completion, please call toll free 866-881-3168 and ask for Professional Education Programs, or directly at 870-972-2099.

Professional Education Programs Office contacts:

Educator Licensure Specialist
Mrs. Sara Woolard
swoolard@astate.edu

Professional Licensure Officer
Dr. Mary Elizabeth Spence
mspence@astate.edu

If you have not received your form back or any correspondence within 8 weeks after mailing, you may contact Mrs. Sara Woolard.