



APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE Special Education K-12

- ☐ Complete online application
 - Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
 - Select **Add an Area to My License**
 - Select **By Program of Study**
 - Select **Arkansas State University**
 - Select **258 Special Education K-12**
 - Double check the appropriate area is selected
 - Click Continue
 - Complete the information requested on the pages that follow.
- ☐ Praxis & Foundations of Reading Score Reports
 - 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 your online application or forward a copy to Mrs. Sara Woolard at swoolard@astate.edu
- ☐ 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/academics/classes-and-registration/transcripts.html>
 - **It is the responsibility of the student to request transcripts**
 - The Department of Education will also require official transcripts of your bachelor's degree(s)

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 1-5 days, depending on the licensure workload.

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
870-972-2099

Dr. Mary Elizabeth Spence
mspence@astate.edu
870-972-2099