



APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE IN Adult Education

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.

***Applicants who have a current standard teaching license in Arkansas**

- ☐ 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 **518 – Adult Education P-S**
 - Double check that the appropriate area is selected
 - Click Continue
 - Complete the information requested on the pages that follow.
- ☐ Praxis 5511 Score Report
 - 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)
- ☐ Program of Study Form
 - A copy of your Program of Study (POS) showing all requirements completed must be provided to the PEP Office. You can email this to Mrs. Woolard at swoolard@astate.edu. If you do not have a copy, you can obtain one from your academic advisor.

***Applicants who are seeking first-time licensure in Arkansas**

- ☐ 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
- ☐ 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.
- ☐ Praxis Score Reports
 - Praxis 5511 score report
 - Praxis PLT score report
 - **First time licensure is required to take one Praxis PLT exam**
 - 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
- ☐ Record of Learning from ArkansasIDEAS
 - Email to Mrs. Woolard after applying online or upload to your online application
 - 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)
- ☐ 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)
- ☐ Program of Study Form (if non-degree seeking student only)
 - A copy of your Program of Study (POS) showing all requirements completed must be provided to the PEP Office. You can email this to Mrs. Woolard at swoolard@astate.edu. If you do not have a copy, you can obtain one from your academic advisor.

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.

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