



APPLICATION CHECKLIST FOR OUT-OF-STATE TEACHER'S LICENSE IN Guidance and Counseling (School Counseling) 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:

***Applicants who have a current standard teaching license (any state)**

- ☐ 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, please follow the Arkansas School Counseling Licensure Checklist.**
- ☐ Contact Information
 - Please include a note with the following information:
 - Full name
 - Student ID
 - Address
 - Phone Number
 - Personal Email
- ☐ Praxis Score Report
 - Passed Praxis School Counselor exam score report
- ☐ Teaching License
 - A copy of your current, standard license must be included. This license cannot be provisional/temporary, and it cannot be expired.

***Applicants who are seeking first-time licensure (any state)**

- ☐ 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, please follow the Arkansas School Counseling Licensure Checklist.**
- ☐ Contact Information
 - Please include a note with the following information:
 - Full name
 - Student ID
 - Address
 - Phone Number
 - Personal Email
- ☐ Praxis Score Report
 - Passed Praxis School Counselor score report
 - Passed Praxis PLT score report
 - **First time licensure is required to take one Praxis PLT exam**
- ☐ Record of Learning from ArkansasIDEAS
 - 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 (2 hours) 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)
 - 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)

Note: The items listed above certify completion of an approved preparation program for licensure in a state other than Arkansas by reciprocity.

HOW TO PROCESS COMPLETED APPLICATION PACKET:

1. Must have **ALL** items listed above in your packet.
 - 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.