



APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE IN District Level Administrator P-12

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.

- ☐ Provide a **Verification of Administrator Experience**
 - To add District Level Administrator (Superintendent) to your Arkansas teaching license, it is required by the Arkansas Department of Education that the applicant provides a signed verification of **at least one year of administrator experience**. This can be as a Curriculum, GT, or SPED Director, or as a Principal (can have served as an assistant).
 - Please upload your verification to your online licensure application, or you may email your verification of experience to Mrs. Sara Woolard, 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**
- ☐ Complete online application
 - Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
 - Select **Add an Area to My License**
 - Select **Adding administrative area to license that already has at least one administrative area**
 - Select **Arkansas State University** under "Select Your Educator Preparation Program"
 - Select **277 – District Administrator P-12**
 - Click Continue
 - Complete the information requested on the pages that follow

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.

You will receive an email from Mrs. Woolard regarding any missing information.

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



Verification of Administrator Experience

This form is for licensure purposes for Arkansas State University students only.

To be recommended for licensure in District Level (Superintendent)
applicants must provide a signed verification they have the required administrator experience.

I: APPLICANT INFORMATION

Name				A-State Student ID#	
Mailing Address					
Phone Number		Email Address			

Applicant Signature

Date

II: EMPLOYMENT INFORMATION

Position/Job Title	Grade Level(s)	Start Date	End Date	Total Years

III: EMPLOYER INFORMATION

School District			
School Name			
School Address			

StreetCity, StateZip

Name of Administrator

Administrator's Position
(Superintendent/Principal/HR Officer)

Administrator Signature

Date