



APPLICATION CHECKLIST FOR OUT-OF-STATE TEACHER'S LICENSE IN Building Level (Principal)/Curriculum/District Level (Superintendent)

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 will have to first reciprocate your current license to Arkansas.** Please reach out to the Arkansas Department of Education for help with this process:
<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
- ☐ Verification of Teaching/Administrator Experience
 - **Building Level (Principal) and Curriculum Director** – 3 years in any P-12 subject, school counselor, or library media specialist
 - **Gifted & Talented Director** – 3 years in gifted & talented
 - **Special Education Director** – 3 years in special education, speech language pathology, occupational therapy, or school psychology
 - **District Level Administrator (Superintendent)** – 1 year as a Curriculum, GT, or SPED Director, or as a Principal (can have served as an assistant).
- ☐ 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.
 - 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.



Verification of Teaching Experience

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

To be recommended for licensure in an administrative area
applicants must provide a signed verification they have the required experience.

I: APPLICANT INFORMATION

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

Applicant Signature

Date

II: EMPLOYMENT INFORMATION

Subject/Area Taught	Grade Level(s)	Start Date	End Date	Total Years
Date of Summative Evaluation:				
Effective Teacher Status (circle one)		Effective	Highly Effective	

III: EMPLOYER INFORMATION

School District			
School Name			
School Address			

Street

City, State

Zip

Name of Administrator

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

Administrator Signature

Date



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