



APPLICATION CHECKLIST FOR ARKANSAS PROVISIONAL LICENSE

Students enrolled in the Master of Arts in Teaching program are eligible for a provisional teaching license provided they meet the requirements set by the Arkansas Department of Education and Arkansas State University.

Note: Before you can initiate the process for a Provisional License, you must have a job offer in the state of Arkansas. Do NOT begin this process until you have met all the requirements listed below.

To remain eligible for a provisional license, you must:

- ☐ Be continually enrolled and in good standing in the MAT program
- ☐ Maintain employment at the school for which the provisional license was issued
- ☐ Meet the requirements established by the Arkansas Department of Education

Provisional Process

1. **Have a job offer and complete all the requirements listed on the next page.**
2. **Email Mrs. Woolard, swoolard@astate.edu, the following completed documents in one email:**
 - ☐ Provisional Licensure Recommendation Form
 - ☐ Ethics Training Verification Form
 - o You must read and understand the [Rules Governing the Code of Ethics for Arkansas Educators](#)
 - ☐ Record of Learning from ArkansasIDEAS
 - o Login to ArkansasIDEAS and click Record of Learning at the top of the page. Scroll to the bottom of the page and click PDF Landscape. This is a download of a list of all your completed courses.
 - ☐ Official Praxis exam score report(s)
 - *Only if you did not release your scores to A-State (code 6011)
3. **Apply online (only for those with jobs in Arkansas)**
 - ☐ Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
 - o Select **Apply for a Provisional License**
 - o Select **Provisional Non-Traditional MAT**
 - o Select **Arkansas State University**
 - ☐ Click Continue
 - ☐ Complete the information requested on the pages that follow

Once you have completed all the licensure requirements, applied online, AND sent all your documents to Mrs. Woolard, everything will be reviewed by Mrs. Woolard and Dr. Mary Elizabeth Spence, the Professional Licensure Officer. If anything is missing, Mrs. Woolard will email you and request the missing item(s). Incomplete forms will not be processed.

After your application has been approved, it will go to a licensure advisor at the Arkansas Department of Education for review. Your provisional license will be issued by ADE upon approval.

IMPORTANT: You must stay continually enrolled and in good standing in the program or you will forfeit your license.

Please use the contact information below if you have any questions regarding licensure:

Mrs. Sara Woolard
Educator Licensure Specialist
swoolard@astate.edu

Dr. Mary Elizabeth Spence
Professional Licensure Officer
mspence@astate.edu

Professional Education Programs – 870-972-2099

Provisional Requirements

The following requirements must be met to be eligible for a provisional license.

- **For Special Education MAT candidates ONLY**
 - ☐ Complete six (6) credit hours — ELSE 5003 SPED Academy 101 and an approved 3-credit hour special education course.
- **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
- **Praxis Score Report(s)**
 - ☐ 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>
- **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 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>
 - ☐ The state will require an official copy of your bachelor's degree as well. You may need to contact that school for assistance if you cannot find it through National Student Clearinghouse.
 - ☐ **It is the responsibility of the student to request transcripts**

Out-of-State Students

Out of state students are still required to meet the same provisional licensure requirements. The only difference is that you will **NOT** complete the online application (step 3 under Provisional Process). There may be other requirements you will need to meet for your state (i.e. Program Enrollment Form). You will need to contact your state's Department of Education to see what they require in addition to Arkansas State University's requirements.