



APPLICATION CHECKLIST FOR ARKANSAS PROVISIONAL LICENSE

PreK Teacher Academy

Students enrolled in the **Pre-K Teacher Academy** program may qualify for a provisional license provided that certain requirements are met.

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 PreK Academy 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
 - You must read and understand the [Rules Governing the Code of Ethics for Arkansas Educators](#)
 - ☐ Record of Learning from ArkansasIDEAS
 - 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>
 - Select **Apply for a Provisional License**
 - Select **Provisional Non-Traditional MAT**
 - 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.

- **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**

**Arkansas State University
Pre-K Teacher Academy
Provisional License Recommendation for Employment**

Name: _____ A-State ID#: _____

The person identified above has been admitted to the Pre-K Teacher Academy at Arkansas State University. Because this person is admitted to Pre-K Teacher Academy and has met requirements established by the Arkansas Department of Education – Division of Elementary and Secondary Education, he/she may be recommended for a provisional Arkansas teaching license.

Prior to recommendation for the license and its issuance, the candidate must have the signature of the employing Arkansas superintendent (or designee). Please be advised that candidates in the A-State Pre-K Teacher Academy will require on-site mentoring by a licensed teacher during the internship semesters. The candidate will also be supervised by A-State faculty during both semesters of enrollment in the Pre-K Academy program internship.

NOTE: The candidate must be continually enrolled and in good standing in the program to retain the provisional license.

The candidate must have completed the following requirements for provisional license:

To be completed by the Teacher Candidate:

- ☐ Submission of Release of Confidential Information from Arkansas Child Maltreatment Registry
- ☐ Submission of Arkansas State Police and FBI background checks

NOTE: MAT students are responsible for submitting and paying for all background checks as well as following up with the appropriate agencies to ensure timely processing. ADE will not issue your license until these are cleared.

To be verified by the PEP Office upon receipt of completed form:

- ☐ Admitted to, and currently enrolled in, the Pre-K Academy program
- ☐ Official transcript indicating completion of bachelor's degree if NOT completed at A-State
- ☐ Successful completion of required Praxis Subject Area Assessment(s)
- ☐ Completion of professional development requirements
- ☐ Completed Ethics Training Verification Form

The completed section below verifies employment of the above-named Pre-K Academy candidate.

Superintendent (or designee) Printed Name

MAT Candidate Employment Start Date

Name of School District and School

School Address

School Phone Number

Subject(s) the MAT Candidate will teach

Grade level(s) the MAT Candidate will teach

Name of assigned Experienced Mentor Teacher (EMT)

Subject(s) and grade level(s) EMT teaches

Superintendent (or designee) Signature

Date

Please return this form to the Teacher Candidate
to submit with other documentation for issuance of license



Division of Elementary and Secondary Education (DESE)
ETHICS TRAINING VERIFICATION FORM
FOR ALTERNATIVE EDUCATION PREPARATION CANDIDATES

This form is to be used by candidates enrolled in an alternative educator preparation program when applying for a provisional license.

Candidate Name: _____

Candidate AELS Case ID or last 4 of SSN: _____

Candidate Address: _____

Candidate Non-School phone number: _____

Educator Preparation Program: _____

BY MY SIGNATURE BELOW, I verify that I have completed the Ethics Training through the following approved program:

Place a check in the box beside the approved training you completed:

☐ DESE approved training from your preparation program

Or

Completion of the following three courses on [Arkansas IDEAS](#)

☐ Professional Licensure Standards Board (PLSB) Code of Ethics for Arkansas Educators: Ethical Scenarios in Education (2020) **Course # ERC20059**

☐ Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018) **Course #ERC19048**

☐ Professional Licensure Standards Board (PLSB) Social Media Guidelines **Course #TCC14435**

And check the following:

☐ I have read the [Rules Governing the Code of Ethics \(2020\)](#) for Arkansas Educators.

After completing the training, download, complete, and submit the Training Verification Form to your educator preparation program licensure officer for submission to the ADE. Provisional Professional Teaching License (PPTL) and American Board (ABCTE) candidates will submit the Training Verification Form directly to the ADE by email at: ade.educatorlicensure@ade.arkansas.gov

Additional ethics trainings may be required before converting to the standards license.

Candidate Signature: _____ Date: _____

Licensure Officer Signature: _____ Date: _____