



UNDERGRADUATE TEACHER EDUCATION PROGRAM ADMISSION CHECKLIST

This checklist is to help undergraduate A-State Teacher Education students navigate the admissions process to the Teacher Education Program through the Professional Education Programs (PEP) Office.

Detailed information can be found on the [PEP Knowledge Base](#).

This is an important step as it is required that you be admitted before you can take certain courses.

This checklist has hyperlinks for your convenience.

- ☐ Arkansas [AELS](#) Background Check
 - This can take up to 4 weeks to approve, so it is recommended to start this first.
 - There are 2 parts: Central Registry (Child Maltreatment) and fingerprints (ASP and FBI)
- ☐ Educator Dispositions Self-Assessment (EDA)
 - This should be completed in your Intro to Education class, but if it is not, a blank EDA is on Knowledge Base for you to complete and submit.
- ☐ [ArkansasIDEAS](#) Ethics Certificate
 - You must have already started the Background Check Process in order to make an ArkansasIDEAS account **(these accounts are linked)**
 - The course you need to complete for admissions is:
 - Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018)
Course # ERC19048
- ☐ Read the [Arkansas Code of Ethics](#)
- ☐ [Technology Survey](#)
- ☐ [Online Application for Admission](#)
 - You will upload your completed EDA and Ethics Certificate to this application
- ☐ Course/GPA Requirements
 - Students must have a minimum 2.70 GPA to be admitted
 - The following courses are required with a grade C or better:
 - **ENG 1003** Composition I
 - **ENG 1013** Composition II
 - **SCOM 1203** Oral Communication (or student must provide a Speech Proficiency if this course is not required in your degree)
 - **MATH 1023** College Algebra/**MATH 1043** Quantitative Reasoning/**STAT 2003** Introduction to Statistics
 - **Introduction to Education** (specific to degree/department)
- ☐ Department Screening Interview
 - Students must schedule a personal interview with their Department Screening Committee.
 - Please reach out to your respective Program Coordinator for this.
 - The Signature Verification Page must be filled out by the student before the interview and signed by the Department Chair after the interview.
 - The Signature Verification Page needs to be **delivered to the PEP Office** by the program coordinator or by the student themselves.
 - **This is very important because it initiates the admission process in the PEP Office.**

PROCESS

1. The student will complete all the requirements listed on the previous page.
2. The Signature Verification Page from the interview needs to be delivered to the PEP Office.
3. All requirements will be verified as complete by the PEP Office and printed.
 - a. This process can take some time as we have many students to admit.
 - b. If a requirement is missing/not found, the student will receive an email from the PEP Office listing the missing requirement. Admission applications will not be processed until ALL requirements are met.**
4. Once all requirements are verified as complete, each packet will be sent to the Director of Professional Education Programs, Dr. Mary Elizabeth Spence, for review and approval.
5. After Dr. Spence approves, an official Admission Letter will be emailed to the student.

****It is imperative that students check their emails for correspondence from the PEP Office.**

Professional Education Programs Office Contact Information

College of Education & Behavioral Science, Room 213

870-972-2099

pep@astate.edu

PEP Knowledge Base

Dr. Mary Elizabeth Spence
Director
mspence@astate.edu

Mrs. Bria Echols
Associate Director
bechols@astate.edu

Mrs. Sara Woolard
Licensure Specialist
swoolard@astate.edu