

Licensure

The Office of Professional Education is here to help guide you through the licensure process.

- [About Licensure](#)
- [First-Time Arkansas Teaching Licensure Application Process](#)
- [Master of Arts in Teaching and Pre-K Academy Provisional License Process](#)
- [Program of Study](#)
- [School Counseling First Time Licensure](#)
- [Adding Additional Teaching Area to Current Arkansas Licensure](#)
- [Adding Additional Teaching Area to Current Out-of-State Licensure](#)
- [Applying for Arkansas Administrator Licensure](#)
- [Applying for Out-of-State Administrator Licensure](#)
- [State Departments of Education](#)
- [Job Search](#)
- [Certification Map](#)
- [Right to Read Act Statement by EPP](#)

About Licensure

First-Time Arkansas Teaching License

This applies to graduates of the following **BSE** and **MAT** Education programs: Elementary, Middle-Level, Business, Art, Music, Agriculture, English, Mathematics, Physical Education, Social Studies, World Languages, and Special Education.

After graduating and completing all other requirements, you may apply for first-time licensure.

[View the process for applying for first-time licensure >>](#)

Master of Arts in Teaching (MAT) Provisional License

Students enrolled in the Master of Arts in Teaching program may qualify for a provisional license provided that certain requirements are met.

[View the process for applying for a provisional MAT license >>](#)

School Counseling First-Time License

This applies to all School Counseling graduates who are seeking a first-time license in **ANY** state.

[School Counseling First Time Licensure >>](#)

Advanced Program Licensures

This applies to graduates who are adding to a current license from the Reading/Dyslexia, Gifted & Talented, Adult Education, School Counseling, Special Education, and Speech Language Pathology programs.

[Applying Additional Teaching Area to Current Licensure >>](#)

[Applying Additional Teaching Area to Current Out-of-State Licensure >>](#)

Administrator Licensure

This applies to graduates of Educational Leadership programs, including Building-Level Administrator (Principal), Curriculum and Instruction, Special Education Director, Gifted & Talented Director, and District-Level Administrator (Superintendent).

[Applying for Arkansas Administrator Licensure >>](#)

[Applying for Out-of-State Administrator Licensure >>](#)

First-Time Arkansas Teaching Licensure Application Process

Before you begin this process, please make sure you have completed all requirements and have graduated. Your degree date must be posted on your transcript in order to complete licensure.

There is a \$75 fee for obtaining a standard license in Arkansas.

Before beginning this application, you must be prepared to pay the \$75.00 license fee. You will not be able to submit your license application without entering payment information. Have your credit/debit card ready.

1) Central Registry And Criminal Background Check

A central registry and criminal background check must be completed. Dates must not be older than one year at the time of licensing.

Instructions for **Background Checks** are available. Please read the instructions carefully to ensure backgrounds are processed quickly and efficiently.

[Check the clearance of the central registry and criminal background checks >>](#)

You can log in to your AELS account to view your background. Click "view current license information" and look under Non-Criminal Background Information (NCBC). You should have 3 approvals: FBI, ASP, and Central Registry. All three need to be within 1 year. FBI and State are fingerprints, Central Registry is the Child Maltreatment check.

2) Completion of ArkansasIDEAS Professional Development

All of the following courses on ArkansasIDEAS must be completed and turned in to the Educator Licensure Specialist, Mrs. Woolard:

Course Topic	Hours	Course ID
--------------	-------	-----------

Child Maltreatment Training	2 hours	ERB25003
Mental Health Awareness	2 hours	TLC22002
Family and Community Engagement	2 hours	PIB22001
Teen Suicide Awareness and Prevention	2 hours	HWB23001
Bullying Prevention	2 hours	ERC20073
Dyslexia	1 hour	HWG14003
Human Trafficking Awareness	1 hour	ERB18062
Arkansas History *Not required if an Arkansas History course is part of your coursework	2 hours	AHB25002
Professional Licensure Standards Board (PLSB) - Arkansas Code of Ethics Training Video	1 hour	ERC19048
Professional Licensure Standards Board (PLSB) - Code of Ethics for Arkansas Educators: Ethical Scenarios in Education (2020)	1 hour	ERC20059
Professional Licensure Standards Board (PLSB) - Social Media Guidelines	3 hours	TCC14435

Instructions: Log in to [ArkansasIDEAS](#) and click Record of Learning at the top of the page. Scroll to the bottom of the page and change the dropdown option to **PDF Landscape**. You will then click Export, and a list of all your completed courses will be downloaded.

All Elementary Education (K-6), Middle School Social Studies (4-8), and Social Studies (7-12) applicants must have a 3-hour Arkansas History college course or complete the 45-hour [ArkansasIDEAS](#) program of study.

For more information or assistance, see the [LMS User Guide](#). Feel free to call the ArkansasIDEAS Help Desk at 1-800-488-6689 or email ideas@aetn.org if you have any questions, concerns, or need more information on receiving professional development.

3) Praxis Exams

Be sure to have scores submitted for all Praxis exams to Arkansas State University (Code 6011) and to the Arkansas Department of Education (Code 7031). You won't need to submit a paper copy of your score report unless requested by Mrs. Woolard.

If you are unsure what Praxis exams are required for your licensure area, please visit the [Arkansas Department of Education](#) website.

*In accordance with Act 416 of 2017, a candidate for Elementary Education (K-6) or Special Education (K-12) licensure must pass a stand-alone assessment of the essential components of beginning reading instruction based on the science of reading. Candidates leading to all other initial licensure areas meet the Science of Reading Prescribed Pathway for Awareness requirement to receive a standard license.

4) Apply Online

- Log in to the [AELS website](#).
 - Select **Apply for a Standard License** (Even if you are applying for a Provisional License*)
 - Select **First-time Licensure (recent graduate from an Arkansas institution)**
 - Select **Arkansas State University**
- Complete the information requested on the pages that follow.

Once your application has been submitted, Mrs. Woolard will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1 to 14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

*Only Elementary Education (K-6) and Special Education (K-12) are eligible for a Provisional License without the Foundations of Reading exam.

5) Send Official Transcripts to the Arkansas Department of Education

Transcripts can be requested through the National Student Clearinghouse via Banner9 Self-Service or [A-State's website](#).

It is the student's responsibility to request official transcripts.

Sending transcripts before your degree has been conferred will cause a delay in licensure, and you will have to resend a copy.

AELS Licensure Information

To check the status of your license, go to the [Arkansas Department of Education's Licensure website](#). If your licensure status has not changed from pending to approved after 4 weeks, please reach out to Mrs. Woolard at swoolard@astate.edu.

When this process is complete, you will be able to print your license from your Arkansas Department of Education AELS account and begin your career as a teacher.

At A-State, your graduation checklist identifies the areas in which you are qualified to seek licensure. Please reach out to your advisor, department chair, or the licensure specialist if you have questions. Areas for licensure can be added later, but it requires completing another online application, etc. **Please apply for and secure your license as soon as possible because licensure requirements change from time to time, and if you wait, you may be required to complete additional work.**

Out-of-State Licensure

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. It is in your best interest to get licensed in the state of Arkansas before you seek licensure out of state.

Arkansas State University provides state-by-state educational determinations on the [State Authorization & Licensure Disclosures](#) page.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available: [Arkansas Initial Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist
swoolard@AState.edu
[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer
mspence@AState.edu
[870-972-2099](tel:870-972-2099)

Master of Arts in Teaching and Pre-K Academy Provisional License Process

Students enrolled in the **Master of Arts in Teaching** program and the **Pre-K Academy Certificate** program may qualify for a provisional license, provided that certain requirements are met.

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 program
- Maintain employment at the school for which the provisional license was issued
- Meet the requirements established by the Arkansas Department of Education

1) Program Requirements

All majors must be currently enrolled in a course or enrolled in a future course. Enrollment checks are completed every semester.

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.

2) Praxis Exams

If you are unsure which Praxis exam is required for your licensure area, please visit the [Arkansas Department of Education](#) website. You can find the exam(s) you need to take by the area you are getting licensed in.

The Foundations of Reading exam for Elementary and Special Education is not required for a **provisional** license. It is required to get a standard license after completion of the MAT program.

3) Offer of Employment

Ask the superintendent or designee to complete the **Provisional License Recommendation** form that states your employment as teacher of record, in the area(s) in which you are getting your license. **You will submit this to the PEP Office email to Mrs. Woolard at swoolard@astate.edu.**

- [Provisional License Recommendation form for Master of Arts in Teaching Program](#)
- [Provisional License Recommendation form for Pre-K Academy Certificate Program](#)

4) Central Registry and Criminal Background Check

A central registry and criminal background check must be completed. Dates must not be older than one year at the time of licensing.

Instructions for [Background Checks](#) are available. Please read the instructions carefully to ensure backgrounds are processed quickly and efficiently.

[Check the clearance of the central registry and criminal background checks >>](#)

You can log in to your AELS account to view your background. Click "view current license information" and look under Non-Criminal Background Information (NCBC). You should have 3 approvals: FBI, ASP, and Central Registry. All 3 need to be within 1 year. FBI and State are fingerprints, Central Registry is the Child Maltreatment check.

5) Completion of ArkansasIDEAS Professional Development

Registration Process for ArkansasIDEAS

1. Go to <http://ideaslms.aetn.org/login/index.php>
2. To register, click, "**Create New Account.**" You will be taken to the registration form.
3. Follow the quick start instructions from there, and you should be able to register and take courses.

4. After you complete your registration, it will take about 15 minutes for the system to process your information and create your course list. You may need to log out after registration and then log back in 15 minutes later to see the course listings.

For more information regarding creating an account or registering, see the [LMS User Guide](#). Feel free to call the ArkansasIDEAS Help Desk at 1-800-488-6689 or email ideas@aetn.org if you have any questions, concerns, or need more information on receiving professional development.

All of the following courses on ArkansasIDEAS must be completed:

Course Topic	Hours	Course ID
Child Maltreatment Training	2 hours	ERB25003
Mental Health Awareness	2 hours	TLC22002
Family and Community Engagement	2 hours	PIB22001
Teen Suicide Awareness and Prevention	2 hours	HWB23001
Bullying Prevention	2 hours	ERC20073
Dyslexia	1 hour	HWG14003
Human Trafficking Awareness	1 hour	ERB18062
Arkansas History *Not required if an Arkansas History course is part of your coursework	2 hours	AHB25002
Professional Licensure Standards Board (PLSB) – Arkansas Code of Ethics Training Video	1 hour	ERC19048
Professional Licensure Standards Board (PLSB) - Code of Ethics for Arkansas Educators: Ethical Scenarios in Education (2020)	1 hour	ERC20059
Professional Licensure Standards Board (PLSB) - Social Media Guidelines	3 hours	TCC14435

After completion, you will send your entire Record of Learning as a PDF to the licensure specialist with the [Ethics Training Verification Form](#).

Instructions: Log in to [ArkansasIDEAS](#) and click **Record of Learning** at the top of the page. Scroll to the bottom of the page and change the dropdown option to **PDF Landscape**. You will then click **Export**, and a list of all your completed courses will be downloaded.

All Elementary Education (K-6), Middle School Social Studies (4-8), and Social Studies (7-12) applicants must have a 3-hour Arkansas History college course or complete the 45-hour [ArkansasIDEAS](#) program of study. This is **NOT** required for a provisional license, but it is required for a standard license.

6) Apply Online and Send all Required Documents to the Licensure Specialist

- 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**

All documents listed above must be emailed to Mrs. Woolard in order to proceed

- **Provisional License Recommendation**
- **Ethics Training Verification Form**
- **Record of Learning from ArkansasIDEAS**

7) Send Official Transcripts to the Arkansas Department of Education

The Department of Education will require your official bachelor's degree transcript, as well as your official transcript from A-State showing that you are enrolled.

Transcripts can be requested through the National Student Clearinghouse via Banner9 Self-Service or [A-State's website](#).

It is the student's responsibility to request official transcripts.

Process

All listed documents must be included in one email and sent to Mrs. Woolard. Incomplete information will delay licensure or potentially not get processed at all.

Once your application has been submitted, Mrs. Woolard will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1 to 14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

AELS Licensure Information

To check the status of your license, go to the [Arkansas Department of Education's Licensure website](#). If your licensure status has not changed from pending to approved after 4 weeks, please reach out to Mrs. Woolard at swoolard@astate.edu.

When this process is complete, you will be able to print your license from your Arkansas Department of Education AELS account with your new licensure area added on.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available:

- [MAT Provisional Licensure Checklist](#)
- [Pre-K Provisional Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist

swoolard@AState.edu

[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer

mspence@AState.edu

[870-972-2099](tel:870-972-2099)

Program of Study

Do you have a bachelor's degree but not in teaching and want a license to teach?

After completion of a bachelor's degree, a **Program of Study** is a plan to attain a license to teach. A program of study is comprised of undergraduate classes and required Praxis exams that prepare you to be a teacher. You may have a program of study designed for any of the following areas by the designated individuals.

Available Programs of Study

Elementary Education, Grades K-6

(870) 972-3059

Dr. Nicole Covey

ncovey@astate.edu

Special Education K-12

(870) 972-3062

Dr. Jessie King (BSE)

jking@astate.edu

Agriculture

(870) 972-2087

Dr. Nina Crutchfield

ncrutchfield@astate.edu

Art

(870) 972-3050

Dr. Susan Whiteland

swhiteland@astate.edu

English

(870) 972-3043
Dr. Rob Lamm
rlamm@astate.edu

History

(870) 972-3046
Dr. Wesley Jackson
wjackson@astate.edu

Languages

(870) 972-3887
Dr. Ruth Owens
rsupko@astate.edu

Mathematics

(870) 972-3090
Dr. Amanda Lambertus
alambertus@astate.edu

Music/Instrumental

(870) 972-2094
Dr. Andrew Bohn
abohn@astate.edu

Music/Vocal

(870) 972-2094
Dr. Marques Ruff
mruff@astate.edu

PE

(870) 972-3066
Dr. Valarie Hilson
vhilson@astate.edu

School Counseling First Time Licensure

This page is for **School Counseling** graduates who are seeking a first-time license in any state.

Before you begin this process, please make sure you have completed all requirements and have graduated. Your degree date must be posted on your transcript in order to complete licensure.

Licensure Requirements

1) Praxis Exams

All applicants who are seeking a first-time teaching license in **ANY** state are required to complete the following Praxis exams. Be sure to have scores submitted for all Praxis exams to Arkansas State University (Code 6011) and to the Arkansas Department of Education (Code 7031).

- Praxis School Counselor exam
- **One** of the following Praxis Principles of Learning and Teaching (PLT) exams:
 - Praxis PLT: Early Childhood - 5621
 - Praxis PLT: Grades K-6 - 5622
 - Praxis PLT: Grades 5-9 - 5623
 - Praxis PLT: Grades 7-12 - 5624
 - Praxis PLT: Grades PreK-12 - 5625

The Praxis PLT is an Arkansas State University School Counseling program requirement for those seeking first-time licensure and is used to assess pedagogical competence.

2) Completion of ArkansasIDEAS Professional Development

All of the following courses on ArkansasIDEAS must be completed and turned in to the Educator Licensure Specialist, Mrs. Woolard:

<i>Course Topic</i>	<i>Hours</i>	<i>Course ID</i>
Child Maltreatment Training	2 hours	ERB25003

Mental Health Awareness	2 hours	TLC22002
Family and Community Engagement	2 hours	PIB22001
Teen Suicide Awareness and Prevention	2 hours	HWB23001
Bullying Prevention	2 hours	ERC20073
Dyslexia	1 hour	HWG14003
Human Trafficking Awareness	1 hour	ERB18062
Arkansas History (required for <u>Arkansas</u> licensure)	2 hours	AHB25002
Professional Licensure Standards Board (PLSB) - Arkansas Code of Ethics Training Video	1 hour	ERC19048
Professional Licensure Standards Board (PLSB) - Code of Ethics for Arkansas Educators: Ethical Scenarios in Education (2020)	1 hour	ERC20059
Professional Licensure Standards Board (PLSB) - Social Media Guidelines	3 hours	TCC14435

Instructions: Log in to [ArkansasIDEAS](#) and click Record of Learning at the top of the page. Scroll to the bottom of the page and change the dropdown option to **PDF Landscape**. You will then click Export, and a list of all your completed courses will be downloaded.

For more information or assistance, see the [LMS User Guide](#). Feel free to call the ArkansasIDEAS Help Desk at 1-800-488-6689 or email ideas@aetn.org if you have any questions, concerns, or need more information on receiving professional development.

First-Time Arkansas Licensure

1) Central Registry and Criminal Background Check

A central registry and criminal background check must be completed. Dates must not be older than one year at the time of licensing.

Instructions for **Background Checks** are available. Please read the instructions carefully to ensure backgrounds are processed quickly and efficiently.

[Check the clearance of the central registry and criminal background checks >>](#)

You can log in to your AELS account to view your background. Click "view current license information" and look under Non-Criminal Background Information (NCBC). You should have 3 approvals: FBI, ASP, and Central Registry. All three need to be within 1 year. FBI and State are fingerprints, Central Registry is the Child Maltreatment check.

2) Apply Online and Send Licensure Requirements to Mrs. Woolard

There is a \$75 fee for obtaining a standard license in Arkansas.

Before beginning this application, you must be prepared to pay the \$75.00 license fee. You will not be able to submit your license application without entering payment information. Have your credit/debit card ready.

All Licensure Requirements listed above (Praxis, PLT, and ArkansasIDEAS) must be completed and emailed to Mrs. Woolard when starting the online application. The requirements can also be uploaded to your online application.

- Log in to the [AELS website](#).
 - Select **Apply for a Standard License**
 - Select **First-time Licensure (recent graduate from an Arkansas institution)**
 - Select **Arkansas State University**
- Complete the information requested on the pages that follow.

Once your application has been submitted, Mrs. Woolard will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1 to 14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

3) Send Official Transcripts to the Arkansas Department of Education

Transcripts can be requested through the National Student Clearinghouse via Banner9 Self-Service or [A-State's website](#).

It is the student's responsibility to request official transcripts.

Sending transcripts before your degree has been conferred will cause a delay in licensure, and you will have to resend a copy.

AELS Licensure Information

To check the status of your license, go to the [Arkansas Department of Education's Licensure website](#). If your licensure status has not changed from pending to approved after 4 weeks, please reach out to Mrs. Woolard at swoolard@astate.edu.

When this process is complete, you will be able to print your license from your Arkansas Department of Education AELS account and begin your career as a teacher.

At A-State, your graduation checklist identifies the areas in which you are qualified to seek licensure. Please reach out to your advisor, department chair, or the licensure specialist if you have questions. Areas for licensure can be added later, but it requires completing another online application, etc. **Please apply for and secure your license as soon as possible because licensure requirements change from time to time, and if you wait, you may be required to complete additional work.**

First-Time Out-of-State Licensure

To verify that an applicant can be recommended for licensure in another state, they 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.

In one packet, you will send the following information:

1. Out-of-State Verification/Recommendation Form
 1. This form will come from your respective state. Please complete any required applicant information and sign, if applicable.
 2. If you cannot find this form online, please call your state's department of education.
 3. **Please note:** many states recommend/require that students get licensed in Arkansas first and then reciprocate to the state where they reside. If this is the case for you, please follow the **First-Time Arkansas Licensure** instructions.
2. Contact Information
 1. Please include a note with the following information:

- Full name
- Student ID
- Address
- Phone Number
- Personal Email

3. Praxis School Counselor **and** PLT Score Reports

1. To be recommended for licensure in **any** state, you must pass the exam required for Arkansas. If you are unsure which Praxis exam is required for your area, please click [here](#) to see the list on the Arkansas Department of Education website.

4. Record of Learning from ArkansasIDEAS

All listed documents must be included in a packet and sent to Mrs. Woolard. Incomplete packets will delay licensure or potentially not get processed at all. The applicant will receive an email from Mrs. Woolard requesting any missing information.

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

Items can be emailed to Mrs. Woolard, *as long as nothing contains your social security number*. All the items listed must be sent in a single email.

It is your responsibility to request that your official transcript be sent to your state's Department of Education. This process is completed through the National Student Clearinghouse, and can be accessed through your Banner9 Self-Service account or via [A-State's website](#). **Do not send your transcript before your degrees are posted.**

- **NOTE:** 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.

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 Professional Licensure Officer's licensure workload.**

Questions Regarding Licensure

A downloadable and printable version of these instructions is available for each area:

- [Arkansas School Counseling Licensure Checklist](#)

- [Out-of-State School Counseling Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist

swoolard@AState.edu

[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer

mspence@AState.edu

[870-972-2099](tel:870-972-2099)

Adding Additional Teaching Area to Current Arkansas Licensure

The instructions below are for those who have a current, standard teaching license in Arkansas and have completed a degree or certificate in one of the following areas:

- Reading Specialist K-12
- Dyslexia K-12
- Gifted and Talented K-12
- Guidance and Counseling K-12
- Special Education K-12
- Adult Education
- Speech Language Pathology K-12

Before you begin this process, please make sure you have completed all requirements and have graduated. Your degree date must be posted on your transcript in order to complete licensure.

1) Praxis Exams

Be sure to have scores submitted for all Praxis exams to Arkansas State University (Code 6011) and to the Arkansas Department of Education (Code 7031). You won't need to submit a paper copy of your score report unless requested by Mrs. Woolard.

If you are unsure what Praxis exams are required for your licensure area, please visit the [Arkansas Department of Education](#) website.

2) Apply Online

- Log on to the [AELS website](#).
 - Select **Add an Area to My License**
 - Select **By Program of Study**
 - Select **Arkansas State University** under Educator Preparation Program
 - Select the appropriate licensure area from the drop-down menu next to Area to Add and click Add Area
- Complete the information requested on the pages that follow.

Once your application has been submitted, Mrs. Woolard will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1 to 14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

3) Send Official Transcripts to the Arkansas Department of Education

Transcripts can be requested through the National Student Clearinghouse via Banner9 Self-Service or [A-State's website](#).

It is the student's responsibility to request official transcripts.

Sending transcripts before your degree has been conferred will cause a delay in licensure, and you will have to resend a copy.

AELS Licensure Information

To check the status of your license, go to the [Arkansas Department of Education's Licensure website](#). If your licensure status has not changed from pending to approved after 4 weeks, please reach out to Mrs. Woolard at swoolard@astate.edu.

When this process is complete, you will be able to print your license from your Arkansas Department of Education AELS account with your new licensure area added on.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available for each area:

- [Arkansas Adult Education Licensure Checklist](#)
- [Arkansas Gifted & Talented Licensure Checklist](#)
- [Arkansas Reading-Dyslexia Licensure Checklist](#)
- [Arkansas Special Education Licensure Checklist](#)
- [Arkansas School Counseling Licensure Checklist](#)
- [Arkansas Speech Language Pathology Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist

swoolard@AState.edu

[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer

mspence@AState.edu

[870-972-2099](tel:870-972-2099)

Adding Additional Teaching Area to Current Out-of-State Licensure

The instructions below are for those who have a current, standard teaching license in a state other than Arkansas and have completed a degree or certificate in one of the following areas:

- Reading Specialist K-12 (*if you are licensed in Georgia, please contact me directly)
- Dyslexia K-12
- Gifted and Talented K-12
- Guidance and Counseling K-12
- Special Education K-12

To verify that an applicant can be recommended for licensure in another state, they 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.

Before you begin this process, please make sure you have completed all requirements and have graduated. Your degree date must be posted on your transcript in order to complete licensure.

Required Documentation

1. Out-of-State Verification/Recommendation Form
 1. This form will come from your respective state. Please complete any required applicant information and sign, if applicable.
 2. If you cannot find this form online, please call your state's department of education.
 3. **Please note:** many states recommend/require that students get licensed in Arkansas first and then reciprocate to the state where they reside. If this is the case

for you, you need to first reciprocate your current license to Arkansas, and then you will be able to add the area you are seeking to it and reciprocate back to your state.

Reciprocity information can be found [here](#)

2. Contact Information

1. Please include a note with the following information:

- Full name
- Student ID
- Address
- Phone Number
- Personal Email

3. Praxis Score Report

1. To be recommended for licensure in **any** state, you must pass the exam required for Arkansas. If you are unsure which Praxis exam is required for your area, please click [here](#) to see the list on the Arkansas Department of Education website.
2. Applicants seeking Special Education K-12 licensure must also pass the Foundations of Reading exam.

4. Teaching License

1. A copy of your current, standard license must be included. This license cannot be provisional/temporary, and it cannot be expired.

Process

All listed documents must be included in a packet and sent to Mrs. Woolard. Incomplete packets will delay licensure or potentially not get processed at all. The applicant will receive an email from Mrs. Woolard requesting any missing information.

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

Items can be emailed to Mrs. Woolard, *as long as nothing contains your social security number*. All the items listed must be sent in a single email.

It is your responsibility to request that your official transcript be sent to your state's Department of Education. This process is completed through the National Student Clearinghouse, and can be accessed through your Banner9 Self-Service account or via [A-State's website](#). **Do not send your transcript before your degrees are posted.**

- **NOTE:** 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.

It is the student's responsibility to request official transcripts.

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 Professional Licensure Officer's licensure workload.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available for each area:

- [Reading-Dyslexia Out of State Licensure Checklist](#)
- [Gifted & Talented Out of State Licensure Checklist](#)
- [School Counseling Out of State Licensure Checklist](#)
- [Special Education Out of State Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist
swoolard@AState.edu

[870-972-2099](tel:870-972-2099)

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

[870-972-2099](tel:870-972-2099)

Applying for Arkansas Administrator Licensure

Please follow the instructions below to apply for adding an Arkansas administrator area to your current Arkansas Teaching License.

Degree or Certificate Conferral Dates MUST be posted before submitting the application.

1) Verification of Experience

Use the [Verification of Teaching Experience](#) form for any required classroom teaching experience, and use the [Verification of Administrator Experience](#) form for any required administrator experience.

- **Building-Level (Principal) and Curriculum & Instruction** – 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).

The verification must be signed by the applicant's Principal, Superintendent, or HR personnel. Upon completion, this can be emailed to Mrs. Woolard, or uploaded to the online licensure application.

2) Apply Online

- Log on to the [AELS website](#)
 - Select **Add an Area to My License**
 - Select **By Program of Study**
 - Select **Arkansas State University** under Educator Preparation Program
 - Select the number that corresponds to the license you wish to add
 - 276 – Build Level Admin: P-12
 - 277 – District Administrator P-12
 - 278 – Curr/Prog Admin (GT): P-12 for Gifted & Talented Director
 - 280 – Curriculum Prog Adm/Curriculum: P-12 for Curriculum and Instruction

- 282 – Curr/Prog Admin (Spec Ed): P-12 for Special Education Director
- Click Continue

Complete the information requested on the pages that follow.

Once your application has been submitted, Mrs. Woolard will review for confirmation of recommendation from Dr. Mary Elizabeth Spence, the Professional Licensure Officer. This review process could take from 1 to 14 days, depending on the licensure workload. You will receive an email from Mrs. Woolard if anything is missing to approve your recommendation.

3) Send Official Transcripts to the Arkansas Department of Education

Transcripts can be requested through the National Student Clearinghouse via Banner9 Self-Service or [A-State's website](#).

It is the student's responsibility to request official transcripts.

Sending transcripts before your degree has been conferred will cause a delay in licensure, and you will have to resend a copy.

AELS Licensure Information

To check the status of your license, go to the [Arkansas Department of Education's Licensure website](#). If your licensure status has not changed from pending to approved after 4 weeks, please reach out to Mrs. Woolard at swoolard@astate.edu.

When this process is complete, you will be able to print your license from your Arkansas Department of Education AELS account with your new licensure area added on.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available for each area:

- [Arkansas Building Level & Curriculum](#)
- [Arkansas District Level Administrator](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist

swoolard@AState.edu

[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer

mspence@AState.edu

[870-972-2099](tel:870-972-2099)

Applying for Out-of-State Administrator Licensure

The instructions below are for those who have a current, standard teaching license in a state other than Arkansas and have completed a degree or certificate in one of the following Educational Leadership areas:

- Building-Level Administrator (Principal)
- Curriculum and Instruction
- Special Education Director
- Gifted & Talented Director
- District-Level Administrator (Superintendent)

To verify that an applicant can be recommended for licensure in another state, they 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.

Before you begin this process, please make sure you have completed all requirements and have graduated. Your degree date must be posted on your transcript in order to complete licensure.

Required Documentation

1. Out-of-State Verification/Recommendation Form
 1. This form will come from your respective state. Please complete any required applicant information and sign, if applicable.
 2. If you cannot find this form online, please call your state's department of education.
 3. **Please note:** many states recommend/require that students get licensed in Arkansas first and then reciprocate to the state where they reside. If this is the case for you, you need to first reciprocate your current license to Arkansas, and then you will be able to add the area you are seeking to it and reciprocate back to your state. Reciprocity information can be found [here](#)

2. Contact Information

1. Please include a note with the following information:

- Full name
- Student ID
- Address
- Phone Number
- Personal Email

3. Verification of Experience

Use the **Verification of Teaching Experience** form for any required classroom teaching experience, and use the **Verification of Administrator Experience** form for any required administrator experience.

- **Building-Level (Principal) and Curriculum & Instruction** – 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).

4. Teaching License

1. A copy of your current, standard license must be included. This license cannot be provisional/temporary, and it cannot be expired.

Process

All listed documents must be included in a packet and sent to Mrs. Woolard. Incomplete packets will delay licensure or potentially not get processed at all. The applicant will receive an email from Mrs. Woolard requesting any missing information.

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

Items can be emailed to Mrs. Woolard, *as long as nothing contains your social security number*. All the items listed must be sent in a single email.

It is your responsibility to request that your official transcript be sent to your state's Department of Education. This process is completed through the National Student Clearinghouse, and can be

accessed through your Banner9 Self-Service account or via [A-State's website](#). **Do not send your transcript before your degrees are posted.**

- **NOTE:** 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.

It is the student's responsibility to request official transcripts.

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 Professional Licensure Officer's licensure workload.

Questions Regarding Licensure

A downloadable and printable version of these instructions is available: [Administrator Out-of-State Licensure Checklist](#)

Reach out to the Office of Professional Education for any questions regarding licensure!

Address:

Office of Professional Education
PO Box 720
State University, AR 72467

Sara Woolard
Educator Licensure Specialist
swoolard@AState.edu
[870-972-2099](tel:870-972-2099)

Dr. Mary Elizabeth Spence
Professional Licensure Officer
mspence@AState.edu
[870-972-2099](tel:870-972-2099)

State Departments of Education

[Alabama Department of Education](#)

Gordon Persons Office Building
50 North Ripley Street
P.O. Box 302101
Montgomery, AL 36104-3833

[Alaska Department of Education and Early Development](#)

Suite 200
801 West 10th Street
P.O. Box 110500
Juneau, AK 99811-0500

[Arizona Department of Education](#)

1535 West Jefferson Street
Phoenix, AZ 85007

[Arkansas Department of Education](#)

Room 304 A
Four State Capitol Mall
Little Rock, AR 72201-1071

[California Department of Education](#)

1430 N. Street
Sacramento, CA 95814-5901

[Colorado Department of Education](#)

201 East Colfax Avenue
Denver, CO 80203-1704

[Connecticut Department of Education](#)

State Office Building
165 Capitol Avenue
Hartford, CT 06106-1630

[Delaware Department of Education](#)

Suite 2
401 Federal Street
Dover, DE 19901-3639

[District of Columbia Public Schools](#)

Ninth Floor
825 North Capitol Street, NE
Washington, DC 20002

[Florida Department of Education](#)

Turlington Building
Suite 1514
325 West Gaines Street
Tallahassee, FL 32399-0400

[Georgia Department of Education](#)

2066 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, GA 30334-5001

[Hawaii Department of Education](#)

Systems Accountability Office
Room 411
1390 Miller Street
Honolulu, HI 96813

[Idaho Department of Education](#)

Len B. Jordan Office Building
650 West State Street
P.O. Box 83720
Boise, ID 83720-0027

[Illinois State Board of Education](#)

100 North First Street
Springfield, IL 62777

[Indiana Department of Education](#)

State House, Room 229
Indianapolis, IN 46204-2795

[Iowa Department of Education](#)

Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0146

[Kansas Department of Education](#)

120 South East 10th Avenue

Topeka, KS 66612-1182

[Kentucky Department of Education](#)

Capital Plaza Tower
First Floor
500 Mero Street
Frankfort, KY 40601

[Louisiana Department of Education](#)

1201 North Third
P.O. Box 94064
Baton Rouge, LA 70804-9064

[Maine Department of Education](#)

Burton M. Cross State Office Building
111 Sewall Street
23 State House Station
Augusta, ME 04333-0023

[Maryland Department of Education](#)

200 West Baltimore Street
Baltimore, MD 21201

[Massachusetts Department of Education](#)

350 Main Street
Malden, MA 02148

[Michigan Department of Education](#)

P.O. Box 30008
608 West Allegan Street
Lansing, MI 48909

[Minnesota Department of Education](#)

1500 Highway 36 West
Roseville, MN 55113-4266

[Mississippi Department of Education](#)

Central High School
359 North West Street
P.O. Box 771
Jackson, MS 39205

[Missouri Department of Elementary and Secondary Education](#)

205 Jefferson Street
P.O. Box 480
Jefferson City, MO 65102-0480

[Montana Office of Public Instruction](#)

P.O. Box 202501
Helena, MT 59620-2501

[Nebraska Department of Education](#)

301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

[Nevada Department of Education](#)

700 East Fifth Street
Carson City, NV 89701

[New Hampshire Department of Education](#)

Hugh J. Gallan State Office Park
101 Pleasant Street
Concord, NH 03301

[New Jersey Department of Education](#)

P.O. Box 500
100 Riverview Plaza
Trenton, NJ 08625-0500

[New Mexico Public Education Department](#)

300 Don Gaspar
Santa Fe, NM 87501-2786

[New York State Education Department](#)

Education Building
Room 111
89 Washington Avenue
Albany, NY 12234

[North Carolina Department of Public Instruction](#)

301 North Wilmington Street
Raleigh, NC 27601

[North Dakota Department of Public Instruction](#)

Department 201
600 East Boulevard Avenue
Bismarck, ND 58505-0440

[Ohio Department of Education](#)

25 South Front Street
Columbus, OH 43215-4183

[Oklahoma State Department of Education](#)

2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

[Oregon Department of Education](#)

255 Capitol Street, NE
Salem, OR 97310-0203

[Pennsylvania Department of Education](#)

333 Market Street
Harrisburg, PA 17126-0333

[Rhode Island Department of Elementary and Secondary Education](#)

255 Westminster Street
Providence, RI 02903-3400

[South Carolina Department of Education](#)

1006 Rutledge Building
1429 Senate Street
Columbia, SC 29201

[South Dakota Department of Education](#)

700 Governors Drive
Pierre, SD 57501-2291

[Tennessee State Department of Education](#)

Andrew Johnson Tower, Sixth Floor
710 James Robertson Parkway
Nashville, TN 37243-0375

[Texas Education Agency](#)

William B. Travis Building
1701 North Congress Avenue

Austin, TX 78701-1439

[Utah State Office of Education](#)

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

[Vermont Department of Education](#)

120 State Street
Montpelier, VT 05620-2501

[Virginia Department of Education](#)

P.O. Box 2120
James Monroe Building
101 North 14th Street
Richmond, VA 23218-2120

[Washington Office of Superintendent of Public Instruction](#)

Old Capitol Building
600 South Washington
P.O. Box 47200
Olympia, WA 98504-7200

[West Virginia Department of Education](#)

Building 6, Room 358
1900 Kanawha Boulevard East
Charleston, WV 25305-0330

[Wisconsin Department of Public Instruction](#)

125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841

[Wyoming Department of Education](#)

Hathaway Building
Second Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050

[Guam Public School System](#)

P.O. Box DE
Hagatna, GU 96932

[Puerto Rico Department of Education](#)

P.O. Box 190759

San Juan, PR 00919-0759

[Virgin Islands Department of Education](#)

44-46 Kongens Gade

Charlotte Amalie, VI 00802

Job Search

The Office of Career Development & Engagement connects students, alumni, and employers. Whether you're exploring majors, looking for a job, or recruiting top talent, they're available to help.

It is suggested that you include recommendations from a major instructor and your Experienced Mentor Teacher(s). Requesting recommendations should be done before you graduate, as people sometimes relocate or retire, making it difficult to obtain them later. It is also suggested that you keep your file up to date by periodically adding recommendations from your employer.

[Check out the Office of Career Development & Engagement's webpage for more details >>](#)

Certification Map

Certification Map is a comprehensive resource for teacher certification information. It provides state specific information on how to become a teacher, teacher salaries, teaching credentials, teacher certification tests, alternative teacher certification, and teaching certificate reciprocity. Their aim is to provide all the information necessary to become a teacher no matter where you live.

[Visit the Certification Map website >>](#)

Right to Read Act Statement by EPP

Act 1063 of 2017, the Right to Read Act, states: “Beginning no later than the 2022-2023 school year, each state-approved educator preparation program shall post on its website information describing its program to prepare teachers to teach reading using scientific reading instruction aligned with but not limited to the content measured by the stand-alone reading assessment adopted by the State Board of Education under § 6-17-402.”

Candidates enrolled in Elementary Education K-6 and Special Education K-12 programs must complete coursework and pass the Foundations of Reading test to be considered proficient in scientific reading instruction to obtain a license.

Candidates enrolled in all other licensure area programs must complete the coursework to be considered awareness level in scientific reading instruction to obtain a license.

In 2019, the Division of Elementary and Secondary Education approved Arkansas State University pathways to meet this requirement. The pathways are aligned to the appropriate [Foundations of Reading Competencies – Proficiency Level](#) or Foundations of Reading Competencies – Awareness Level.

[DESE – Approved Course/Modules](#) lists approved courses/modules for all approved licensure programs in Arkansas.