

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)

Revision #5

Created 2026-01-08 23:52:21 UTC by Blake Simmons

Updated 2026-03-25 19:00:50 UTC by Sara Woolard