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

Dr. Mary Elizabeth Spence
Professional Licensure Officer

mspence@AState.edu

870-972-2099

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