

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

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

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