

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
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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

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