

Part 1 - AELS Background Check

All candidates seeking admission to an initial licensure program must complete all parts of the background check process as a condition of admission. This process can take 3-4 weeks to complete. **Begin this process early to avoid delaying acceptance into the teacher education program.**

Click [Admission and Licensure Background Checks](#) to download a PDF copy of *detailed* background check instructions.

Step 1 - [Arkansas Child Maltreatment Central Registry Check](#)

1. Generate your Central Registry Check form.
2. Sign your form.
3. Upload your signed form [HERE](#), or use the link provided in your email.
4. Pay the processing fee.

Step 2 - [Online Background Check Consent Form](#)

1. Reason for Background Check - **Teacher (Pre-Service)**
2. Employer - **IHE with EPP: Arkansas State University**
3. Complete personal information
4. Sign and print copy to bring to your fingerprinting appointment

Step 3 - [Background Check Payment](#)

1. Complete personal information
2. Requesting School - **ARKANSAS STATE UNIVERSITY**
3. Verification Code - **8800002**
4. Reason Fingerprinted - **EDP Teacher (Pre-Service)**
5. Complete payment and print the receipt to bring to your fingerprinting appointment

Step 4 - [List of Approved Live Scan Locations](#)

The list provided is of approved fingerprinting locations by the Arkansas Department of Education. It is highly recommended you use one on the list to ensure efficient processing.

You must call the location in advance to make an appointment, and you will bring the following items with you: **Online Background Check Consent Form, Background Check Payment Receipt, Government-issued ID (ex. Driver's License)**

Step 5 - [Verify Your Background Check is Approved](#)

1. Login to your account on the [AELS](#) system.
2. Select **View current license information**
3. Check for cleared dates under the Non-Criminal Background Information (NCBC) section

Please allow **four weeks** for the background clearance status to be determined before contacting the Arkansas Department of Education.

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