

**ONLINE EDUCATOR LICENSE APPLICATION CHECKLIST
FOR ARKANSAS TEACHER'S LICENSE
ARKANSAS STATE UNIVERSITY**

- **DO NOT BEGIN THIS PROCESS UNTIL YOU HAVE GRADUATED AND ALL REQUIREMENTS ARE COMPLETE!**
- There is a \$75 fee for obtaining a **STANDARD LICENSE** in Arkansas. If you are applying for a **PROVISIONAL LICENSE** in Arkansas, there is no fee. When you convert your Provisional license to a Standard license, you will pay the \$75 fee then.
- **Before beginning this application, you must be prepared to pay the \$75.00 license fee (if applicable). You will not be able to submit your license application without entering payment information. Have your credit/debit card ready.**

Log-on at adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx

- 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.

Part 1 – Background Check Information

- **The system may skip this section if your background checks are current and approved.**
- If the system does not indicate your background checks are completed, mark **Yes** to indicate each is completed.
- Tick the box to indicate that you acknowledge that all coursework must be documented by providing original college transcripts.
 - All official A-State transcripts must be requested and sent electronically from the Registrar's Office to the Arkansas Department of Education (ADE) NOT Arkansas Department of Higher Education. If you have no holds and are able to request a transcript, please use the first option, External College Code. You will enter the code for Arkansas Department of Education (**912216**) to send it from A-State to ADE. This will populate a screen revealing the institution's information to whom the transcript will be sent. Please select the option to "Hold for degree" if you will be graduating. Program of Study students should select the option "Hold for grades". If every course is not listed on your official A-State transcript, you must provide official transcripts (no photocopies or unofficial transcripts) from ALL attended institutions.
- Click ***Continue***

Part 2 – Profile Information

- Review your profile information. Use the ***Update*** button if you need to make changes. Be sure to click ***Save*** if you make changes.

- In the **Contact** section, you must have a current mailing address and at least one primary email and one primary phone number. Please do not provide an email that you check often; not you're A-State email account.
- Update your employment information if necessary.
- Tick the box to indicate all information is correct.
- Click **Continue**.
- **Part 3 – Application Information**
- Complete the application information by accurately responding to the questions.
- Type your first and last name to serve as your electronic signature.
- Click **Submit**.

Part 4 – Fee Payment

- **If your fee is already paid, the system will indicate that no fee is necessary.**
- If prompted, click **Make Payment** and enter your payment information.
- Click **Confirm**, review your information, and click **SUBMIT**.
- Print receipt.
- Click **Continue License Application**.

NOTE: Your license application has been submitted when you see the message ***“Your license application has been successfully submitted.”***

After your application has been successfully submitted, your application will be reviewed and either approved or denied by Dr. Bowser. If approved, your application will move on to a licensure counselor at the Arkansas Department of Education (ADE). If denied, you will receive an email stating why. You may be required to submit additional documentation. If denied, you will be required to start the online educator licensure application process again.

In addition to the process above, the following items **are required** to apply for a standard teaching license:

Praxis SCORE REPORT

- Be sure to when taking all Praxis exams to have scores submitted to Arkansas State University (Code 6011) and to the Arkansas Department of Education. You will not submit a paper copy of your score report unless requested to do so.

PROFESSIONAL DEVELOPMENT

- ☐ **CHILD MALTREATMENT PROFESSIONAL DEVELOPMENT (min. of 2 hours)**
- ☐ **YOUTH SUICIDE PREVENTION AWARENESS (min. of 2 hours)**
- ▲ **PARENTAL INVOLVEMENT (min. of 2 hours) – Must begin with the words, Parental Involvement**
- ☐ **DYSLEXIA (1 hour)**

Include a copy of the **Record of Learning: Courses** as documentation of completion of the professional development required for initial licensure. **You will submit this to the PEP Office via Blackboard.** The Child Maltreatment professional development cannot be older than one year at the time applying for licensure.

Registration Process for ArkansasIDEAS

1. Go to <http://ideaslms.aetn.org/login/index.php>
2. To register, click, "**Create New Account**." You will be taken to the registration form.
3. Follow the quick start instructions from there, and you should be able to register and take courses.
4. After you complete your registration, it will take about 15 minutes for the system to process your information and create your course list. You may need to log out after registration and then log back in 15 minutes later to see the course listings.

For more information regarding creating an account or registering, see the LMS User Guide (<http://ideaslms.aetn.org/guides/>). Feel free to call 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.

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. Please check clearance of central registry and criminal background checks from <http://adeaels.arkansas.gov>.

To check the status of your license, go to the Arkansas Department of Education's Licensure website (<http://adeaels.arkansas.gov>). If your Licensure Status has not changed from pending to approved, contact Ms. Tiffany Mosley at tnmosley@astate.edu or 870-972-2099.

When this process has been totally completed, you will be able to print your license from your Arkansas Department of Education AELS account and you may begin your career as a teacher.

Note* At A-State, your graduation checklist identifies the areas in which you are qualified to seek licensure. For example, many physical education majors have completed a program that will qualify them for licensure in physical education and coaching. Obtain initial licensure in all areas in which you are qualified. Talk with your advisor or department chair if you have questions. **Areas for licensure can be added later, but it requires completing another online application, etc. Apply for and secure your license as soon as possible. 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 seeking licensure out-of-state.

If you want to be licensed in other states, you must contact the state, or check the state's web site for an application. Follow the instructions, which will include a recommendation from A-State. Send these completed out-of-state applications to Dr. Audrey Bowser at the address below:

Office of Professional Education
PO Box 720
State University, AR 72467

Please use the contact information below if you have any questions regarding licensure:

Tiffany N. Mosley
tnmosley@astate.edu
870-972-2099

Dr. Audrey Bowser
abowser@astate.edu
870-972-2099