

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

Students enrolled in the **Master of Arts in Teaching** program may qualify for a provisional license provided that certain requirements are met.

Note: Before you can initiate the process for a Provisional License, you must have a job offer in the state of Arkansas.

To remain eligible for a provisional license, you must:

- Be continually enrolled and in good standing in the MAT program
- Maintain employment at the school for which the provisional license was issued
- Meet the requirements established by the Arkansas Department of Education

For Special Education MAT candidates only.

- Complete six (6) credit hours — *ELSE 5003 SpEd Academy 101* and an approved 3-credit hour special education course. Complete the appropriate content area assessments for special education.

For Middle-Level Education MAT candidates only.

- Complete one (1) of the two (2) required content assessments in the content area for which the provisional license is requested.

Your MAT coordinator will verify your eligibility to apply for a provisional license and will forward notification to the Professional Education Programs Office.

For questions about program requirements, contact your MAT program coordinator

MAT – K-6 & Middle-Level

Dr. Joanna Grymes
Email: grymesj@astate.edu
Phone: (870) 972-3059

MAT – Special Education

Dr. Kimberley Davis
Email: kimberley.davis@astate.edu
Phone: (870) 972-3062

OFFER OF EMPLOYMENT

Provide a letter from the superintendent or designee that states your employment as teacher of record, in the area(s) in which you are getting your license. **You will submit this to the PEP Office via Blackboard or via email to Ms. Mosley at tnmosley@astate.edu.**

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>.

- Child Maltreatment Central Registry (\$10) must be notarized and can take at least 4 weeks or more to process
- ASP & FBI Background Check Consent Form/Fingerprinting Request (\$37.00) available using electronic fingerprinting at a Live Scan site

DO NOT BEGIN THIS PROCESS UNTIL 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.

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

- Select *Apply for a Provisional License*
- Select *Provisional Non-Traditional MAT*
- 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.
 - o 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. If you did not receive your Bachelor's degree from A-State, please send an official transcript with Bachelor's degree listed from the institution degree was received.
- 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 your 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

- The system will indicate that no fee is necessary for provisional license.

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 **provisional** 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* (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)**
- **Professional Licensure Standards Board (PLSB) – Arkansas Code of Ethics Training Video (Course ID #: ERC 18064) (0.5 hours)**

ProEthica Professional Ethics

You will be enrolled to complete Professional Ethics through ProEthica by Ms. Mosley. You must read and understand the [Rules Governing the Code of Ethics for Arkansas Educators](#). Then, complete all parts of *The ProEthica Program*. After you have completed all parts of the ethics training, download the [Ethics Training Verification Form](#).

Include a copy of the **Record of Learning** and the completed (including candidate signature), **Ethics Training Verification Form** from ADE as documentation of completion of the professional development required for initial licensure. **You will submit this to the PEP Office via Blackboard or via email to Ms. Mosley at tnmosley@astate.edu.**

*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.

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.

- The provisional license may be converted to a standard license upon completion of the remaining requirements for a standard license. Please return to AELS at the following link: adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx and select the option for Converting a Provisional to Standard license.

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

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

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