

APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE ARKANSAS STATE UNIVERSITY

Your completed application packet must include each of the following items:

REQUEST FOR ARKANSAS TEACHER LICENSURE FORM

The Professional Licensure Officer will walk you through filling out the "Request for Teacher Licensure" form. If this form is misplaced, you must contact Mrs. Ashley Thomas at athomas@astate.edu to request a new one.

APPLICATION FORM

The Professional Licensure Officer will walk you through filling out the application form, and you will retain it until you obtain all supporting documents. If misplaced, the application form can be retrieved from <http://www.arkansased.org>. Click on "Educator Licensure" on the left side, then "Educator Licensure Application" on the right side.

TRANSCRIPTS

All official ASU 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 ASU 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 selection the option "**Hold for grades**". If every course is not listed on your official ASU transcript, official transcripts (no photocopies or unofficial transcripts) from **ALL** institutions attended must be provided.

PRAXIS I & II SCORE REPORT

ALL pages of Praxis I & II must be furnished to the PEP Office before your application can be processed. We no longer receive hard copies of your score reports.

PROFESSIONAL DEVELOPMENT

- ☛ **CHILD MALTREATMENT PROFESSIONAL DEVELOPMENT**
- ☛ **YOUTH SUICIDE PREVENTION AWARENESS**
- ☛ **PARENTAL INVOLVEMENT (5 certificates or 2 hours)**
- ☛ **Dyslexia**

Registration Process

1. Go to <http://ideas.aetn.org/>
To register, find the sign at the top left of the home page that says, "Log In." Clicking on "Non-Licensed Educator" will take you to the sign in page.
2. Below the Username and Password blanks, there is a link to the Non-Licensed User Guide. The Non-Licensed User Guide contains "Quick Start" instructions that will explain the registration form and how the courses are organized. You can open that guide in a separate window or tab, if needed, and refer to it while you register.

3. To register, find the sign on the right hand side of the home page that says, "Create New Account." You will be taken to the registration form.
4. Follow the quick start instructions from there, and you should be able to register and take courses.
5. After you complete your registration, it will take about 15 minutes for the system to process your information and create your course list. So you may need to log out after registration and then log back in 15 minutes later to see the course listings.

Feel free to call us at 1-800-488-6689 or email ideas@aetn.org, if you have any questions, concerns or need more information on receiving professional development.

David Bennett, ArkansasIDEAS Help Desk

Printing a Certificate of Completion

In order to verify that you have completed the course, you can print a certificate of completion. There are 2 ways to access your certificate. While looking at the list of courses, you can do one of the following.

- Click on the magnifying glass icon on the left of the course title.
- Click on the word "Complete" to the right of the course title.

Both of these actions will bring up a pop-up window, which includes the course description and table of contents. There is a button in the bottom of this window that says "Print Certificate of Completion". (If this button is not visible, you have not completed each lesson in the course.) The date on the "Child Maltreatment Certificate of Completion" cannot be older than one year at the time of licensing.

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>. Print a copy to enclose with your licensure packet.

HOW TO PROCESS COMPLETED APPLICATION PACKET:

1. Must have **ALL** items listed above in your packet arranged in the order given. If all items are not included, the packet will be sent back to you.
2. You may submit the licensure packet the PEP Office in 2 ways:
 - a. Bring the packet to the PEP Office, located in the College of Education, ED213, between the hours of 8-11:30 am or 1:30-5 pm. The packet will be stamped with date submitted. The application packet will be processed and mailed to the Arkansas Department of Education within 2-4 weeks of submission.
 - b. Mail the packet to the following address:
PEP Office
Dr. Mary Jane Bradley
P.O. Box 720
State University, AR 72467

If you have not received your license within 8 weeks, check the Arkansas Department of Education's Licensure website (<http://adeaels.arkansas.gov>) to check the status of your license. If your Licensure Status has not changed from pending to approved, contact Mrs. Ashley Thomas at athomas@astate.edu or 870-972-2099.

When this process has been totally completed, you will receive your license in the mail from the Arkansas Department of Education and may begin your career as a teacher.

Note* At ASU, 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 secondary physical education, elementary physical education, and possibly coaching and driver's education. 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 another application, transcript, etc. Apply for and secure your license as soon as possible. Licensure requirements change from time to time, and if you wait, you will be required to complete additional work.**

If you want to be licensed in other states, you must write or check the state's web site for an application. Follow the instructions, which will include a recommendation from ASU. Send these completed out-of-state applications to Dr. Mary Jane Bradley, Office of Professional Education.

There is a \$75 fee for obtaining a standard license in Arkansas. Other states have fees ranging from \$5.00 to \$175.00.