

Dear Prospective Graduate,

This information is pertinent to you if you are seeking licensure/certification in your state after completion of a degree or a program of study (not seeking a degree but seeking licensure) with the Arkansas State University (ASU) online program. If you are outside the state of Arkansas, **please contact your state department to ascertain if there is a reciprocal agreement for your licensure area with the state of Arkansas**, as well as if an Arkansas out-of-state license is accepted. Please follow the steps below if your state **DOES** have a reciprocal agreement with the state of Arkansas and/or if an Arkansas out-of-state license is accepted. This process can take 2-8 weeks for completion through all offices and the state department of education at each respective state. Adding an area to your **license is your responsibility**, but the licensure officer will assist you with the paperwork once all supporting documents are **enclosed in one mailed packet**. If you have any questions about the documents please contact the Professional Education Office by calling 870-972-2099.

**Note:** A Master of Science degree in Education Theory and Practice (METP) does not fulfill requirements for additional licensure. METP helps prepare you for the process required for National Board certification. You must complete the process indicated on the following website: <http://www.nbpts.org/>.

## **Administrator**

Please provide the following for an **Out-of-State application for Administrator:**

**Place all documents in one packet and mail to Dr. Bradley at the address below.**

- Out-of-State Application Form (Institution Verification/Recommendation Form) for the state from which you are seeking licensure
- Official ASU transcript providing confirmation of graduate degree or Program of Study
  - Must have graduation date listed on transcript (You may provide your ASU ID number in lieu of an official transcript). You may go online and request an official transcript be sent to you and you will enclose it in your packet of information that you will mail to the licensure officer.
- Letter from administrator verifying you have at least 4 years as a licensed classroom teacher, school counselor, or library media specialist. Note: We have had a program licensure change beginning in Fall 2015. Prior to Fall 2015 there were two level of licensure: P-8 or 5-12. However, beginning in the Fall 2015 any student completing the internship in Fall 2015 or Spring 2016 semester will be issued a license in grade levels P-12. Any student completing the internship prior to Fall 2015 must provide documentation of the licensure level artifacts to be recommended for a P-8 or 5-12 or P-12 level. For those of you who completed the internship prior to Fall 2015 who have artifacts in your portfolio from both levels, the licensure officer will be able to recommend you for P-12 level. If you have no artifacts in your portfolio from a specific level, the licensure officer will not be able to recommend you for that level. It is your responsibility to provide documentation. Regardless of what state you are seeking license, the licensure officer must verify what level you completed for ASTATE's state approved program. That is the level that can be reciprocated to the other state.
- A copy of your Praxis II School Leaders Licensure Assessment (SLLA) score report. For district level administrator (superintendent), a copy of your Praxis II School Superintendent Assessment (SSA) score report.

Please provide the following for an **In-State application for Administrator:**

- Appropriate Arkansas Application Form for licensure, such as Initial Licensure Application for Building Level Administrator, District Level Administrator, or Curriculum/Program Administrator.
  - Obtain application from Arkansas Department of Education's website, <http://www.arkansased.org/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/administrator-licensure>

- Official ASU transcript with graduation date listed. You may go online and request an official transcript be sent to you and then you enclose it in your packet of information that you will mail first to the Educational Leadership, Curriculum, and Special Education department at ASU.
- A copy of your Praxis II School Leaders Licensure Assessment (SLLA) score report for building level or curriculum/program administrator. For district level administrator (superintendent), a copy of your Praxis II School Superintendent (SSA) score report.
- For building level or curriculum/program administrator, a letter from your administrator verifying you have at least 4 years as a licensed classroom teacher, school counselor, or library media specialist. Note: We have had a program licensure change beginning in Fall 2015. Prior to Fall 2015 there were two levels of licensure: P-8 or 5-12. However, beginning in the Fall 2015 any student completing the internship in Fall 2015 or Spring 2016 will be issued a license in grade levels P-12. Any student completing the internship prior to Fall 2015 must provide documentation of the licensure level artifacts to be recommended for a P-8 or 5-12 or P-12 level. For those of you who completed the internship prior to Fall 2015 who have artifacts in your portfolio from both levels, the licensure officer will be able to recommend you for P-12 level. If you have no artifacts in your portfolio from a specific level, the licensure officer will not be able to recommend you for that level. It is your responsibility to provide documentation.
- If you are adding district level administrator (superintendent), a letter verifying a minimum of one year of building level or curriculum/program administrator experience.
- A copy of your current teaching license.

## Teaching Area Add-On

Please provide the following for an **In-State or Out-of-State application for Gifted and Talented P-8 & 7-12 and Special Education P-4, Special Education 4-12, or Special Education P-12:**

**Place all documents in one packet and mail to Dr. Bradley at the address below.**

- Application Form – Out of State (Institutional Verification/Recommendation Form) or in-state (Application for Educator's License in Arkansas) licensure form the state from which you are seeking licensure.
- Official ASU transcript providing confirmation of graduate degree or Program of Study
  - Must have graduation date listed on transcript (You may provide your ASU ID number in lieu of an official transcript). You may go online and request an official transcript be sent to you, enclose it in your packet of information you will mail to the licensure officer.
- A copy of your Praxis II score report.
- A copy of your current teaching license.

Upon receipt of a completed application packet, the Professional Licensure Officer at Arkansas State University, Office of Professional Education Programs, will review for confirmation of recommendation. The licensure information will have to be completed by the institution from which you graduate. This review process could take from 2-8 weeks. If you have any questions or concerns regarding licensure paperwork completion, please call toll free 866-881-3168 and ask for Professional Education Programs, or they can be contacted directly at 870-972-2099. The contact persons for the Office of Professional Education Programs are Mrs. Ashley Thomas, [athomas@astate.edu](mailto:athomas@astate.edu) and Dr. Mary Jane Bradley, [mbradley@astate.edu](mailto:mbradley@astate.edu). If you have any other questions or concerns, please feel free to contact the Distance Learning Office at the toll free number provided.

Send all **Out-of-State** licensure application (Leadership/Administrator and Teaching) packets to:

Office of Professional Education Programs  
P.O. Box 720  
State University, AR 72467

Send **In-State Administrator** licensure application  
packets to:  
Educational Leadership, Curriculum, Special  
Education Department  
P.O. Box 1450  
State University, AR 72467

Send **In-State** Teaching Area Add On licensure application  
packets to:  
Office of Professional Education Programs  
P.O. Box 720  
State University, AR 72467