Your completed application packet (must include all of the documents below in one packet) must include each of the following items:

**Note:** 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 the responsibility of the student to confirm the requirements for licensure in his/her state as it applies to the participation in an out-of-state degree program.

- **VERIFICATION FORM or Out-of-State APPLICATION FORM**
  Complete the application and sign the form.

- **TRANSCRIPTS**
  You ordering and including your transcript in one packet will expedite the licensure process. Original ASU transcript (no photocopies or unofficial transcripts) must be provided. When using MyCampus to order ASU transcripts, please send to your address. When official transcripts are received, **DO NOT** break the seal on the envelope. If the seal is broken, the transcript is no longer official. Please select the option to “**Hold for degree**” if you will be graduating.

- **PRAXIS II SCORE REPORT**
  **ALL** pages of an official score report on Praxis II reflecting passing scores for certification must be furnished before your application can be processed. This does not have to be an original document, a copy will suffice. Paper copies are NO LONGER sent to the institution; they now go into a database for assessment purposes and cannot be accessed by the licensure officer. For information about Praxis exams, view online at [http://www.ets.org/praxis/ar](http://www.ets.org/praxis/ar) (Minimum score of 164)

- **CURRENT TEACHING LICENSE**
  A copy of current teaching license must be provided.

**Note:** The items listed above certifies completion of an approved preparation program for licensure in a state other than Arkansas by reciprocity.
Upon receipt of a completed application packet, Dr. Audrey Bowser, the Professional Licensure Officer at Arkansas State University, will review for confirmation of recommendation. The licensure information will have to be completed by the institution from which you graduate. 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 directly at 870-972-2099. The contact persons for the Professional Education Programs office are Mrs. Ashley Thomas, athomas@astate.edu and Dr. Audrey Bowser, abowser@astate.edu

- All incomplete packets (this includes BLANK application forms) will be returned to the applicant. It is required that you complete the demographic information before mailing your form(s).
- When mailing your complete packet, it is helpful to include a note with your A-State ID number, semester and year of graduation, email address and mailing address.

**HOW TO PROCESS COMPLETED APPLICATION PACKET:**

1. Must have **ALL** items listed above in your packet.

2. Submit the licensure packet by mailing it to the following address:
   Office of Professional Education Programs
   P.O. Box 720
   State University, AR 72467

Once the PEP Office receives the applicant’s licensure paperwork, it will be reviewed and processed. **This process takes 2-4 weeks** depending on the licensure workload of the Professional Licensure Officer.

If you have not received your license within 8 weeks, you may contact Mrs. Ashley Thomas at athomas@astate.edu or 870-972-2099.