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.

☐ APPLICATION FORM
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. Complete application and sign the bottom of page 1. Please DO NOT write anything in the area that says “to be completed by applicant only when adding additional licensure area by testing.” This does not apply to applicants adding Reading Specialist licensure.

☐ 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. You may also send your official transcript electronically from the Registrar’s Office to the Arkansas Department of Education (ADE). Please use the first option, External College Code and then 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.

☐ 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 (Minimum score of 164)

☐ CURRENT TEACHING LICENSE
A copy of current teaching license must be provided.
HOW TO PROCESS COMPLETED APPLICATION PACKET:

1. Must have ALL items listed above in your packet. If all items are not included, the packet will be sent back to you.

2. You may submit the licensure packet to the PEP Office in 2 ways:
   a. Bring the packet to the PEP Office, located in the College of Education, room 213, between the hours of 8-11:30 am or 1-5 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:
       Office of Professional Education Programs
       P.O. Box 720
       State University, AR  72467

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. This review process could take from 2-4 weeks depending on the licensure workload. 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

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 the licensure area you are requesting to have added is not listed, 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.