

ARKANSAS STATE UNIVERSITY
APPLICATION CHECKLIST FOR ARKANSAS TEACHER'S LICENSE IN
Guidance and Counseling (School Counseling) K-12

Degree or Certificate Conferral Dates MUST be posted before submitting application.

☐ **ONLINE APPLICATION FORM**

- Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
- **If licensed teacher:**
 - Select **Add an Area to My License**
 - Select **By Program of Study** Select **Arkansas State University** under Educator Preparation Program
 - Select **288 – Guidance & Counseling: K-12** next to Area to Add and click Add Area
 - Double check that the appropriate area is selected
- **If not licensed teacher:**
 - Select **Apply for a Standard License**
 - Select **First-Time Licensure (recent graduate from an Arkansas institution)**
 - Select **Arkansas State University**
- Click Continue

Complete the information requested on the pages that follow.

☐ **TRANSCRIPTS**

All official A-State transcripts must be requested and sent electronically from the Registrar's Office to the Arkansas Department of Education's Division of Elementary and Secondary Education (ADESE) 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. Please select the ***Request Official Transcript through A-State – Standard Mail/FedEx/EDI*** option. 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. **Note* It is the applicant's responsibility to have transcripts sent to ADE; not A-State's.** Be sure to order transcripts **AFTER** your degree has been posted. Not doing so will delay your license. Graduation/Certificate date **MUST** be printed on the transcript. If there is no date printed on your transcript after the degree conferral date, please contact your advisor to complete a Program of Study form if you were not seeking a degree. In some cases, you will also need to provide ADESE with an official transcript of your Bachelor's degree.

☐ **Praxis II SCORE REPORT**

If licensed as a teacher, **ALL** pages of Praxis II **Professional School Counselor, test code 5421** with a qualifying score of 156 or higher) must be furnished to the PEP Office before your application can be processed. If not licensed as a teacher, you must have additional information: passing score for Principles of Learning and Teaching (PLT).

For information about Praxis exams, view online at <http://www.ets.org/praxis/ar>.

☐ **PROFESSIONAL DEVELOPMENT (For those without a current teaching license. Should be completed prior to application submission)**

- Child Maltreatment Training (min. of 2 hours)
- Family and Community Engagement (min. of 2 hours)
- Teen Suicide Awareness and Prevention (min. of 2 hours)
- Dyslexia (1 hour)
- Human Trafficking Awareness #ERB18063 (1 hour)

Include a copy of the **Record of Learning: Courses** summary as documentation of completion of the required professional development. This may be emailed to tnmosley@astate.edu. The date on the Child Maltreatment module cannot be older than one year at the time of licensing.

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.

☐ **CENTRAL REGISTRY AND CRIMINAL BACKGROUND CHECK**

If first-time licensing, applicant must complete a central registry and criminal background check. Dates must not be older than one year at the time of licensing. Please check clearance of central registry and criminal background checks from <https://aels.ade.arkansas.gov/AELS>.

PROCESS:

Once your application has been submitted, Ms. Tiffany N. Mosley, Educator Licensure Specialist at Arkansas State University, will review for confirmation of recommendation from Dr. Audrey Bowser, the Professional Licensure Officer. This review process could take from 1-5 days, depending on the licensure workload. If you have any questions or concerns regarding licensure, 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 Ms. Tiffany N. Mosley, tnmosley@astate.edu and Dr. Audrey Bowser, abowser@astate.edu

To check the status of your license, you may visit the Arkansas Department of Education's Licensure website (<https://aels.ade.arkansas.gov/AELS>). If the licensure area you are requesting to have added is not listed, contact Ms. Tiffany Mosley at tnmosley@astate.edu or 870-972-2099.