

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

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 if applicable.

Note* Mississippi and Tennessee applicants, please email tnmosley@astate.edu for additional information.

☐ **TRANSCRIPTS - Degree or Certificate Conferral Dates MUST be posted before submitting application.**

- Official A-State transcript providing confirmation of graduate degree or Professional Certificate
 - Must have graduation date listed on 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. **(You may provide your A-State ID number in lieu of an official transcript to expedite the process.)**

☐ **Praxis II SCORE REPORT**

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 a current licensed teacher, a current Praxis PLT is also required.

☐ **CURRENT TEACHING LICENSE**

If licensed teacher, please enclose a copy of current teaching license.

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, Ms. Tiffany N. Mosley, Educator Licensure Support Specialist, will review for confirmation of recommendation from Dr. Audrey Bowser, the Professional Licensure Officer at Arkansas State University. 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 Ms. Tiffany N. Mosley, tnmosley@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.**
- Due to the sensitive nature of the information on documents in the packet, we **CANNOT** accept the licensure packet electronically.
- Please do not staple any documents

Note: 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.

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 Ms. Tiffany N. Mosley at tnmosley@astate.edu or 870-972-2099.