

**UNIVERSITY OF ARKANSAS
COLLEGE OF EDUCATION AND HEALTH PROFESSIONS
OFFICE OF TEACHER EDUCATION LICENSURE PROCEDURES CHECKLIST**

Please note admission to teacher education is required in order to student teach. For admission requirements and application go to <http://teacher-education.uark.edu>

This list outlines specific items required for the university to recommend a student for initial licensure in the state of Arkansas.* Keep this procedures list until you have received your AR teaching license. Links and information listed is subject to change. The licensure office must have all items below or application materials will not be forwarded to the Arkansas Department of Education.

- **A completed application for a teaching license in Arkansas that includes your signature.** (Note: All forms must include your SS# or the ADE will not act on your paperwork.) You can download the application from the ADE website or get one from the teacher licensing officer in room 338 Grad Ed. This form is required for licensing. Use black ink and print clearly. Include your cell phone number and an email that is not your “uark.edu” email.

For your 5-year standard license, you may go to the AR Dept. of Ed’s web site to pay your \$75.00 fee upon graduation:

https://www.ark.org/ina_renewalservices/teachers/licensure.aspx

- **Complete Background Checks.** Arkansas State Police, FBI and Child Maltreatment Central Registry background checks which includes the Child Maltreatment Central Registry Background Check Form are required for first time licensure and all renewals.

New background checks must be completed before being issued an initial license if your existing background checks are over one year old. **Begin this process three months prior to graduation.**

- **Official Transcript.** An official transcript must be submitted with the licensure application and should reflect the following:
 - **All completed and posted degrees.**
 - Your internship/student teaching.
 - Students in CHED, ELED, SEED-Social Studies students, or students adding any Middle School endorsements, must have a course in Arkansas History posted.
 - An official transcript from any other institution where you received a degree(s)



IMPORTANT: The posting of the degrees is usually 4 weeks after graduation. The official transcript will be requested by the Office of Teacher Education - Director of Teacher Licensure on your behalf once it is determined that degrees have been conferred.

- **Praxis Scores.** Passing Praxis I/CORE, Praxis II scores, and either the Pedagogy or Principles of Learning and Teaching (PLT) scores must be available to the teacher licensing officer in room 338 GRAD ED. Some program areas require more than one Praxis II content area test(s). Check the ETS web site under "Arkansas" for the required tests for this state. See below for their web site.



- **Professional Development Requirements.** Documentation of the completion of professional development requirements which may be obtained through the Arkansas IDEAS Portal (**See Appendix**).

Remember! Your licensure documents/application will only be forwarded to the Arkansas Department of Education by the Office of Teacher Education - Director of Teacher Licensure on your behalf when all requirements have been met. Incomplete applications will not be processed. ADE will return documents to you that have not been verified and signed by the Office of Teacher Education Director of Teacher Licensure.

Upon receipt of the recommended licensing packets, the Arkansas Department of Education will issue a 5-year standard license within 3-4 weeks. The license will be sent to the address appearing on the ADE application form.

Also of note: If you are seeking licensure in another state, you can download that application and submit it to be included in your licensing file. When your AR teacher application is signed, the out of state application can also be completed.

IMPORTANT CONTACT INFORMATION:

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University of Arkansas
338 Graduate Education
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Phone: (479) 575-6740

Arkansas Department of
Education
4 Capitol Mall
Little Rock, AR 72201
501-682-4342
<http://www.arkansased.org>

ETS-Praxis Information
609-771-7395
www.ets.org/praxis
*Look for the menu "state
requirements" and then
"Arkansas" to see a
listing of the required
tests.*

Appendix
Professional Development Requirements for Licensure using the IDEAS Portal



Documentation of the completion of the following professional development, which may be obtained through the Arkansas IDEAS Portal are:

- Two (2) hours of parental involvement* (choose two courses as there are several listed for various grade levels and groups)
- Two (2) hours of child maltreatment training* and
- Two (2) hours of teen suicide awareness and prevention*
- One (1) hour of dyslexia awareness*

The Arkansas IDEAS portal is designed for educators who are in the process of obtaining an Arkansas teaching license.

Go to <http://ideas.aetn.org/audience/non-licensed-educators> and click “Log In” to create an account.

**Review the QUICK START GUIDE TO GET STARTED:
<http://ideaslms.aetn.org/guides/>**

Please note that you are responsible for providing documentation of completion (*click on “pdf landscape” in the IDEAS record of learning tab*) to the licensure office. ADE will not issue the license until completion is verified through the licensure office.

If you have any questions, please call the IDEAS portal helpdesk at 1-800-488-6689
Email: pre-licensed@aetn.org

*Course numbers:

HWG14003: Dyslexia: A Three-Part Professional Awareness

PIB14002 or PIB14003 or PIB14001 or PIB14004 or PIB14005: Parental Involvement: (Choose two of the offered courses)

HWB14002: Act 1236 of 2011: Child Maltreatment (January 2014)

HWB15058: Gatekeepers: Youth Suicide Prevention Awareness (Update 2015) Note: there are additional suicide prevention modules that you can choose but HWB15058 is the suggested module.