Please note admission to teacher education is required in order to student teach. For admission requirements and application go to http://teacher-ed.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. For your 5-year standard license, please go to the AR Dept. of Ed’s web site to pay your $75.00 fee:
  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.

- Transcript Request. A transcript request must be completed after graduation 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) OR took a course in Arkansas History OR a course necessary for any endorsement must be sent to the teacher licensing officer.

**IMPORTANT:** The posting of the degrees is usually 4 weeks after graduation. An official transcript should be sent to the Teacher Licensure Office. The Office of Field Placement and Licensure does not automatically receive transcripts from the registrar upon completion of a degree. If you do not have a transcript sent to the Office of Field Placement and Licensure, your recommendation for licensure will not be processed. Requests can be
made to the Registrar’s office to have transcripts sent electronically to Haulmark@uark.edu upon posting of the degree.

- **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!** The teacher-licensing packet will only be forwarded to the Arkansas Department of Education in Little Rock for recommendation of a license when all requirements have been met and verified by the teacher licensing officer. Incomplete applications will not be processed. This verification starts when official transcript(s) with degrees are sent to the Office of Field Placement and Licensure by the student.

Upon receipt of the recommended licensing packets, the Arkansas Department of Education will issue a 5-year standard license within 7-10 days. 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:**

<table>
<thead>
<tr>
<th>Dr. Myra Haulmark</th>
<th>Arkansas Department of Education</th>
<th>ETS-Praxis Information</th>
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<tbody>
<tr>
<td><a href="mailto:haulmark@uark.edu">haulmark@uark.edu</a></td>
<td>Education</td>
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<td>4 Capitol Mall</td>
<td><a href="http://www.ets.org/praxis">www.ets.org/praxis</a></td>
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<td>Fayetteville, AR 72701</td>
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<td>Phone: (479) 575-6740</td>
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<td>Fax: (479) 575-8797</td>
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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](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/](http://ideaslms.aetn.org/guides/)

Please note that you are responsible for providing documentation of the completion certificates to the licensure office. ADE will not issue the license until verification is submitted to the licensure office.

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