

## **ARKANSAS INITIAL TEACHER LICENSURE PROCEDURES**

Kathy Malstrom-Coordinator of Teacher Education

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Arkansas Department of Education in Little Rock 501-682-4342 [ArkansasEd.org](http://ArkansasEd.org)

ETS-Praxis Information 609-771-7395 [www.ets.org/praxis](http://www.ets.org/praxis)

Look for the menu "state requirements" and then "Arkansas" to see a listing of the required tests.

### **Procedures for applying for initial teacher license are as follows:**

- Complete an application for a teaching license in Arkansas that includes your signature. You can download the application from the ADE's website or get one from the Coordinator of Teacher Education in room G-22 STOS. I will need this form to mail to ADE as part of your licensing packet. Use black ink.
- Teacher Criminal Background Check forms must be completed and returned to the Arkansas State Police. It normally takes several weeks for the checks to be processed and sent to the Professional Licensure office in Little Rock. Follow the directions on the back of the form titled "Arkansas State Police Identification Bureau Individual Record Check Form". Complete your fingerprinting either Dec/January of your M.A.T. year **or** at the beginning of your student teaching experience, if you are not in the M.A.T. These background checks are only valid one year from when the ADE receives them. The University Police will accommodate your requests for being fingerprinted during limited hours, so call them first to get the schedule that they will be following. Of note, your signature must be **notarized**. Your criminal background check must be posted as "approved" for both the state and FBI background check for your application to be acted upon. **DO NOT LOSE THESE FORMS**. The authorization for release of confidential information can be mailed at the same time you mail your background check forms. This form requires a **notarized** signature.
- A transcript request form must be completed and returned along with \$5.00 to the Registrar's Office, 146 Hunt. Hall. This transcript must reflect all of your degrees received, your internship, and a course in Arkansas History if you are either a CHED or MLED. For SEED-Social Studies applicants, a course in Arkansas History and an Economics course must be posted. The posting of the degrees is usually 4 weeks after graduation. You can take the request over to the Registrar's office the **month that you are planning on graduating**. This **official** transcript needs to be sent to Room G-22 STOS, c/o Kathy Malstrom.
- An **official** transcript from any other institution where you either received either a degree(s) or took a course in Arkansas History must be sent to the Coordinator of Teacher Education at G-22 STOS.
- Passing Praxis I and Praxis II scores, including either the Pedagogy/or the scores on Praxis II Principles of Learning and Teaching, must be available to the Coordinator of Teacher Education in room G-22 STOS. Some program areas required more than one Praxis II content area test. Check at the ETS web site under "Arkansas" for the required test for this state. See above for their web site.
- 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 Coordinator of Teacher Education. Incomplete applications will not be processed. This verification starts late June/January. You should have your license by late July for the May graduates, or late February for the Fall graduates.
- Upon receipt of the recommended licensing packets, the Arkansas Department of Education will then issue an initial license to you. It will be sent to the address appearing on the application form. This normally takes 4-6 weeks after the applications are received at the ADE. You can check the status of your license at [aregs.state.ar.us](http://aregs.state.ar.us) Use the login and password of admin Search by ss# with no dashes.