



## College of Education Stagell Application Instructions

Please gather the following documents (PDF, Word, or Image) BEFORE applying for Stage II:

- ☐ Verification (PDF, Word, or Image) ACT Scores for Reading (19), Math (19), Writing (No Cut Score yet!) *Instructions list below.*
- ☐ Screenshot of an approved AELS Background Check. *Instructions list below.*
- ☐ Certificate from Professional Code of Ethics Training Video (Arkansas IDEAS ERC 19048) *Instructions list below.*

You will also need to make sure you have the following criteria:

- ☐ 2.7 Cumulative GPA or higher
- ☐ A “C” or better in the following courses:
  - Composition I
  - Composition II
  - Three (3) hours of Mathematics (MATH 1113 College Algebra OR MATH 1003 College Mathematics) contingent upon program of study per major
  - Public Speaking 2003 or Business and Professional Speaking 2173
  - Intro to ELED/MLED/SEED
- ☐ Elementary & Middle Level students must have a ‘C’ or better in all courses for degree completion.
- ☐ Secondary students must have ‘C’ or better in all courses required for their designated major field.
- ☐ Education Advisor Approval (All Students)
- ☐ (Secondary ONLY) Content Area Advisor Approval

### *How do I get an AELS Background Check?*

Please email Ms. Teresa Auprey in ATU Licensure for process instructions: [tauprey@atu.edu](mailto:tauprey@atu.edu)  
Crabaugh 308- By Appointment Only; 479-964-0583 X2351  
<https://www.atu.edu/teacherlicensure/>

You will need a

1. Background check
2. Fingerprints filed
3. Child Maltreatment Form

### How do I get an Arkansas IDEAS account set up?

Students must first have an APPROVED AELS Background Check, before the state will issue an Arkansas IDEAS account.

To obtain an Arkansas IDEAS account, please email [ideas@myarkansaspbs.org](mailto:ideas@myarkansaspbs.org) that you have an approved AELS and need to set up an account for Arkansas IDEAS.

### How do I complete my Ethics Training to get my certificate?

Once you have completed the AELS Background Check and have your log in ready to go for your Arkansas IDEAS account, please complete the Code of Ethics Training Video (ERC 19048). Upon completion please save a copy of your certificate to upload with your Stage II application.

## How do I apply for Stage II, once I have all my documents and credentials ready?

To apply you will need a google account. If you do not already have a personal google account you can sign up for one at <https://accounts.google.com/SignUp>

Go to [www.atu.edu/teachereducation](http://www.atu.edu/teachereducation)

1. Please fill out Stage II Application Part 1

You will need your :

- ✓ ACT Scores,
- ✓ AELS Verification (Screenshot), &
- ✓ Ethics Training Certificate

2. Please fill out Stage II Application Part 2
3. Please email your Education Advisor asking them to complete the Advisor Approval
4. (Secondary Only) Please email your Content Area Advisor to complete the Advisor Approval
5. Fill out Stage II Application Part 2



### What to do to get my advisor's approval?

Please schedule a face-to face WebEx meeting with the advisor. You will need to email your professor an **unofficial transcript** prior to the meeting. You may find this by doing the following:

- Go to [onetech.atu.edu](http://onetech.atu.edu), and login
- Click on "Students"
- Under "Academic Profile", click on "Transcript"
- Click on "Submit"

**Fine Print That Will Make An Impact:** *Students who have not received approval for Stage II admittance will NOT be allowed to enroll in Stage II courses at any time. All operations for testing and fingerprinting are open and available. All students will be required to meet Stage II admission requirements before registering each semester.*

If you have any questions regarding the Stage II Application process, please contact Ms. Lisa Gibson at [lgibson7@atu.edu](mailto:lgibson7@atu.edu) or 479-968-0290.