Complete the following BEFORE applying to Stage II	**Make sure you meet the following criteria:**

☐ **Complete AELS Background Check**
- o Go to: https://www.atu.edu/teacherlicensure/BackgroundCheck.php
- o Follow the Step-by-step instructions listed on this page. Email ktate4@atu.edu if you have any questions about this process.
- o Once your AELS Background Check is approved save a legible screenshot of it.

☐ **Complete Ethics Training**
- o You cannot do your ethics training until you have **paid** for a background check, but you do not have to wait until it's approved.
- o Go to: https://ideaslms.aetn.org/
- o Click "Create New Account" and enter in all requested information to create account.
- o Log Into your IDEAS account.
- o Click "Find Learning" at the top of the page, then "Courses"
- o Search for the following course: **ERC19048** – Professional Licensure Standards Board (PLSB) The Code of Ethics Training Video.
- o Complete the course and save your certificate of achievement as a PDF.
- o If you have ANY issues with your IDEAS account please email ideas@myarkansaspbs.org

Questions?

Contact Mrs. Ilona ___Davidson at___ idavidson2@atu.edu or call 479-968-0290.

☐ 2.7 Cumulative GPA or higher
☐ A "C" or better in the following courses:
- o Composition I
- o Composition II
- o 3 hours of Mathematics (Math 1113 College Algebra OR Math 1003 College Mathematics) contingent upon program of study per major.
- o Public Speaking 2003 OR Business and Professional Speaking 2173
- o 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 a 'C' or better in all courses required for their designated major field.

☐ Education Advisor approval (all students)

☐ (Secondary Only) Content Area Advisor Approval.

Note: Please schedule a face-to face or WebEx meeting with advisors. 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, and login
- • Find the "Advising - Students" Card
- • Under "Planning Next semester" click "Transcript
- • Select "Advising Transcript" and click "Submit." Ctrl+P and save as PDF

Apply for Stage II

(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 https://www.atu.edu/teachereducation/
1. Please fill out Stage II Application Part 1 (You will need your AELS Verification screenshot AND your Ethics Training Certificate.
2. Please fill out Stage II Application Part 2 (This only requires awareness of your content area Praxis, not actually taking the test.
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.

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.