



First time Educator Licensure Application

Do not submit this application until you have all coursework completed, have completed the IDEAS professional development modules, have a satisfactory exit portfolio, completed electronic surveys, and all required testing. *Note: **Before** beginning this application, you must be prepared to pay the \$75.00 initial license fee. You will not be able to submit your license application without entering your payment information. Have your credit/debit card ready.*

Step 1

Log-on at <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>

- **Select AELS Educator Login Site**
- **Select Apply for a Standard License**
- **Select First-time Licensure (recent graduate from an Arkansas institution)**
 - Do **not** select any of the other options – even if they seem to apply to your situation.
 - Even if you are an MAT candidate converting a provisional license to a standard, you must still **Select First-time Licensure (recent graduate from an Arkansas institution)**.
- **Select Arkansas Tech university**

Step 2

Complete the information requested on the pages that follow.

Part 1 – Background Check Information - The system may skip this section if your background checks are current and approved.

- If the system does not indicate your background checks are completed, mark **YES** to indicate each is completed.
- Tick the box to indicate that you acknowledge that all coursework must be documented by providing original college transcripts.
- We will transmit your final transcript as soon as they are available. You do NOT need to request a transcript for your teaching license.
- Click **CONTINUE**.

Part 2 – Profile Information

- Review your profile information. Use the **UPDATE** button if you need to make changes. Be sure to click **SAVE** if you make changes.
- In the **CONTACT** section, you must have a current mailing address and at least one primary email and one primary phone number.
- Update your employment information if necessary.
- Tick the box to indicate all information is correct.
- Click **CONTINUE**.

Part 3 – Application Information

- Complete the application information by accurately responding to the questions.
- Type your first and last name to serve as your electronic signature.
- Click **SUBMIT**.

Part 4 – Fee Payment - If your fee is already paid, the system will indicate that no fee is necessary.

- If prompted, click **MAKE PAYMENT** and enter your payment information.

- Click **CONFIRM**, review your information, and click **SUBMIT**.
- Print receipt.
- Click **CONTINUE LICENSE APPLICATION**.

Note: Your License application has been submitted when you see the message: “Your License application has been successfully submitted.”

Step 3

Have an official transcript sent to the Arkansas Department of Education.

- **Go to** the ATU Registrar’s link for transcript request:
<https://www.atu.edu/registrar/transcript.php>
- **Select** Transcript Request
- **Select** Standard Paper Delivery
- Click **OPEN** to open Transcript Request Form
- Supply your information and select ADE (AR Department of Ed.)
- **Note: This is a very important step. The application process cannot be completed without an official transcript.**

Still Need Help? Contact Us

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