



Step 1: Setting up an IDEAS account.

Arkansas IDEAS requires verification via the Arkansas Educator Licensure System (AELS) for new account creation.

AELS Case I.D.'s are issued to an applicant by the Arkansas Department of Education. This process begins with the initiation of the required criminal background check.

To see if an AELS account exists:

- Go to: <http://aels.ade.arkansas.gov/AELS/Default.aspx>
- Click on **AELS Public Site** to locate your Case I.D.
 - Enter **last four of SSN** and your **last name**. Your Case I.D. is an 8-digit number right under the Arkansas Educator Licensure System once you have selected your name.
 - You will **not** need to enter the Case I.D. anywhere. It just needs to exist before you can make an IDEAS account.
- If you do not have an AELS account, please go to:
 - <https://www.atu.edu/teacherlicensure/>
 - Follow the directions to do your AELS background check and schedule an appointment for fingerprinting. **You MUST have a Case I.D. before you can create an IDEAS account.**
- Once you have an AELS Case I.D., you may create a non-licensed account to access learning modules within the Arkansas IDEAS system.
 - Go to: <https://ideaslms.aetn.org/>
 - Click "**Create New Account**"
 - Follow the prompts to create your account

Having Difficulty Creating your IDEAS Account?

- For Step by Step Instructions go to: <http://ideaslms.aetn.org/guides/>
 - Select: "QUICK START GUIDE"
- Contact Arkansas Ideas Support - ideas@myarkansaspbs.org
- Call the Help Desk - 1-800-488-6689



Step 2: Complete the necessary modules.

Once you have your IDEAS account created and you are logged in you can access the modules you need to complete.

- The link <http://ideaslms.aetn.org/guides/> will provide guides and how-to steps for navigating the site and completing your modules.

As a part of your licensure requirements, you need to complete **five specific IDEAS** modules. They are required for initial licensure.

Course ID	Course Title	Hours
HWB17118	Act 1236 of 2011: Child Maltreatment	2 hours
PIC14447	The Six Components of Parental Involvement for Teachers	2.5 hours
HWB15058	Gatekeepers: Youth Suicide Prevention Awareness	3 hours
HWG14003	Dyslexia: A Three-Part Professional Awareness	1 hour
ERB18063	Human Trafficking: Arkansas Act 765 of 2017 - Arkansas Cases	1 hour

The **course ID** will allow you to quickly identify and go to the module you wish to complete. It is better to use the course ID than to do a key word search.

- *Note: It is important that you do the correct modules. Similarly named modules do not always have the same hour credits.*

Step 3: Send Proof of IDEAS Completion

Email IDEAS Summary PDF

- Click on: “[Record of Learning](#)” on the IDEAS site.
- Scroll down until you see “[Export as PDF Landscape](#)” and click on it
- [Download](#) the IDEAS summary PDF file that is generated and [save](#) it.
- Please [email](#) the summary sheet to scooper@atu.edu only after you have completed all the required courses.

*Note: Once you receive your **full license** it is important to perform a profile update on your Arkansas IDEAS account to gain access to the full course offerings available to Certified Teachers.*