

Initial/Standard: Before Applying, Please Make sure you have completed the checklist below:

- ☐ Be prepared to pay the 75.00 Application fee online with a debit or credit card.
- ☐ Send your transcript to DESE (ADE) (you will need to submit a request to the registrar's office to send official transcript to DESE (ADE) - <https://www.atu.edu/registrar/transcript.php>).
 - If you have not graduated yet, be sure to indicate the transcript be sent "After degree is posted for the current semester."
- ☐ Passing Praxis subject assessments for your content area and the PLT
 - The office of Educator Licensure Support Services will have access to your Praxis scores as long as you indicated Arkansas Tech University can receive your scores. If we do not have access, we will email you and request you send the PDF score report you received from ETS.
- ☐ **ELED and SPED applicants ONLY** – Must have a passing Reading Foundations score.
- ☐ Approved AELS Background Check Less than 1 year old at the time of licensing.
- ☐ Completion of all required Arkansas IDEAS Learning Modules – save your "Record of Learning" as a PDF and send it to scooper@atu.edu

Course I.D.	Course Title	Hours
<input type="checkbox"/> ERB21002	Be the Reason: The Educator's Role in Combating Child Maltreatment	2hr
<input type="checkbox"/> PIC14447	The Six Components of Parental Involvement for Teachers	2.5hr
<input type="checkbox"/> HWB15058	Gatekeepers: Youth Suicide Prevention Awareness	3hr
<input type="checkbox"/> HWG14003	Dyslexia: A Three-Part Professional Awareness	1hr
<input type="checkbox"/> ERB18063	Human Trafficking: Arkansas Act 765 of 2017 - Arkansas Cases	1hr

Submit your Application Online

Step 1: Log into the AELS site here: <https://aels.ade.arkansas.gov/Aels/Account/TeacherLogin.aspx>

- SELECT Apply for a Standard License
- 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. (more detailed instructions for how to fill out this portion can be found on the Teacher Licensure Web page here:

<https://www.atu.edu/teacherlicensure/app-licensure.php>)

- Once you have completed your application and paid the 75.00 fee, your application status will say "Waiting for EPP Approval." This means your application has been received by the Arkansas Department of Education and is awaiting approval from Dr. Bell. If there is anything missing you will be contacted and asked to provide the missing information. Also, the Department of Education will usually reach out to you via email if there are any issues or additional missing information.

STEP 3: IF at this point you still have not sent your transcript to DESE (ADE), you will need to do so as soon as possible. DESE will not issue a license without a copy of your transcript on file.

Dr. Bell will verify your eligibility to apply for a provisional license and will forward the required supporting documents to the division of elementary and Secondary Education. Allow 2-3 weeks for your application to be processed and your license issued. **Questions? – Contact Sylvia Cooper via email (scooper@atu.edu) or phone (479-964-0583 ext. 2351)**