



Applying for Provisional Licensure

Note: **Before** Beginning the process for a provisional license, you must have a job offer.

What is a Provisional License?

A provisional license is a “temporary” license that lets a person teach as a teacher of record while completing the remaining requirements for a standard license. If approved, the provisional license is effective for two years provided that eligibility requirements are maintained.

What do I need to be eligible for a provisional license?

- **Copies of Transcripts** for both undergraduate and graduate work.
- Passing **Praxis** subject assessment(s) for your content area
 - Go to <https://www.ets.org/praxis/ar/requirements> for information about Praxis requirements.
- **Approved Background Check**
 - This includes both criminal history and child maltreatment registry check less than one year old at the time of licensing.
 - You can check your background check status at <https://aels.ade.arkansas.gov/AELS/Search.aspx> - Use the last four of your SSN and your last name to search for yourself.
 - If your background check is more than a year old, please follow [these instructions](#).

- **Completion of Required Arkansas IDEAS learning Modules** listed on the table below:

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

(Please review the documents under [this link](#) if you have any questions about how to setup an IDEAS account and complete the modules.)

- Request to be enrolled in the **ProEthica enrollment** from Dr. Bell at dbell@atu.edu

To remain eligible for a provisional license, you must:

- Be continually enrolled and in good standing in your program of study
- Maintain employment at the school for which the provisional license was issued.

To apply for a Provisional License:

- Upload and send as a “packet” your:
 - IDEA professional development certificates
 - ProEthica certificate of completion
 - Copy of intent to hire or contract from the district
 - Copy of passing Praxis subject assessment score(s).
- Make sure you have sent DESE (ADE) official undergraduate and graduate transcripts.
- Complete the online application for provisional license by login on here <https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx> and select *Applying for Provisional License*.
- What type of provisional license are you seeking?

- Provisional Non-Traditional MAT
- Select your Education Preparation Program
 - Arkansas Tech University
- Verify your profile information is accurate and complete
 - Update if necessary
- Review application information, electronically sign, and submit.

Dr. Bell will verify your eligibility to apply for a provisional license and will forward the required supporting documents and application to the Division of Elementary and Secondary Education. Allow **2-3 weeks** for your application to be processed and your license issued.

Still Need Help? Contact Us

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