

**ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE
_____, 2014**

TABLE OF CONTENTS

Chapter 1 – Regulatory Authority – Purpose - Definitions

1-1.0 Regulatory Authority and Purpose 2

1-2.0 Definitions 3

Chapter 2 - Traditional Licensure

2-1.0 Instructional License Requirements

 Standard License – Expired or No Previous License —

 Standard License – Reciprocity —

 Provisional License —

2-2.0 Ancillary License Requirements
 (School Psychology, Speech Language Pathology) —

2-3.0 Endorsements, Areas and Levels of Licensure —

 Addition of Areas and Endorsements —

 Additional Licensure Plans (ALP) —

Chapter 3 – Administrator License Requirements

3-1.0 Building-Level Administrator License —

3-2.0 Curriculum/Program Administrator License —

3-3.0 District-Level Administrator License —

3-4.0 Administrator Licensure Completion Plan (ALCP) —

Chapter 4 – General Provisions for all Licenses

4-1.0 License Effective Dates —

4-2.0 License Renewal

 Professional Development Requirements for Renewal —

 Renewal of Current / Recently Expired Licenses —

 Renewal of Licenses Expired More Than One (1) Year —

 Provisional Licenses —

8.0 General Provisions for all Licenses 26

 Mentoring Requirements 28

4-3.0 Miscellaneous Provisions —

4-4.0 Waivers for Public Schools and School Districts —

 Contracted Positions 32

 Substitute Teachers 34

4-5.0 Conversion of Existing Initial or Provisional Licenses —

4-6.0 License Denial, Probation, Suspension, Revocation, or Non-renewal —

4-7.0 Reporting Requirements for Superintendents and Directors of Educational Entities ... —

4-8.0 Fiscal Officer Licensure Actions —

Chapter 5 – Nontraditional Licensure

5-1.0 Requirements for Obtaining an APPEL Provisional and
 Standard Teaching License —

5-2.0 Provisional Professional Teaching License —

5-3.0 Accelerated Teaching Program Provisional and Standard License —

5-4.0 Master’s Degree in Teaching Provisional and Standard License —

Chapter 6 – Mentoring Requirements

6-1.0 Novice Teachers and Beginning Administrators —

6-2.0 Superintendents

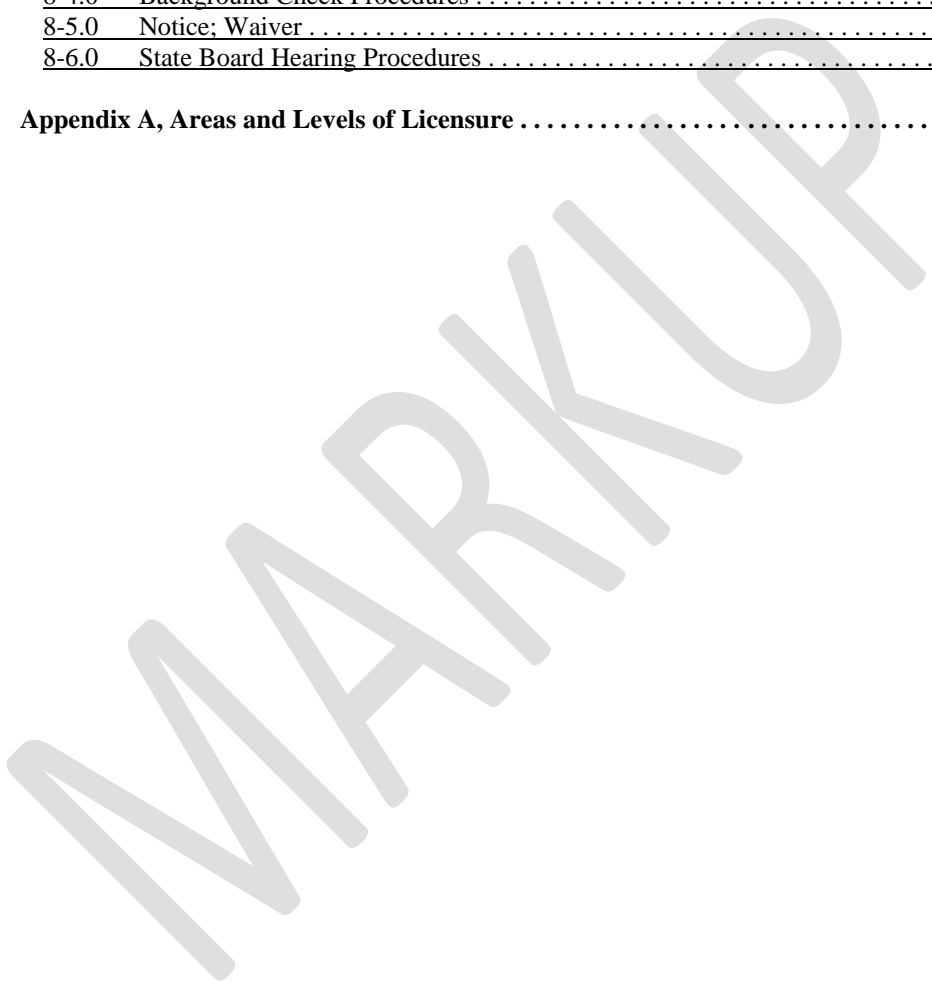
Chapter 7 – Lifetime Teaching License

7-1.0 Eligibility Requirements for Obtaining the Lifetime Teaching License.
7-2.0 General Policies and Procedures Relating to the Lifetime Teaching License.
7-3.0 Employment of Lifetime Teaching License Holders.

Chapter 8 – Background Check Requirements

8-1.0 Regulatory Purpose
8-2.0 Requirements for Licensure.
8-3.0 Requirements for Employment.
8-4.0 Background Check Procedures
8-5.0 Notice; Waiver
8-6.0 State Board Hearing Procedures

Appendix A, Areas and Levels of Licensure



ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 1:
TRADITIONAL LICENSURE

1-1.0 REGULATORY AUTHORITY AND PURPOSE

- 1-1.01 These Rules shall be known as Arkansas Department of Education Rules Governing Educator Licensure.
- 1-1.02 The State Board of Education enacts these Rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-10-122, 6-10-123, 6-11-105, 6-15-1004, 6-15-1703, 6-17-401 et seq., 6-17-2601 et seq., 6-20-2204, 6-20-2305, 6-41-609, 6-61-133, 25-15-201 et seq.
- 1-1.03 The purposes of these Rules are to:
- 1-1.03.1 Establish requirements and procedures for the issuance, licensure, relicensure, and continuance of licensure of educators in the public schools of this state, as required by Ark. Code Ann. § 6-17-402;
 - 1-1.03.2 Provide for the acceptance of educator licenses by reciprocity, as required by Ark. Code Ann. § 6-17-403;
 - 1-1.03.3 Implement as a prerequisite to licensure the requirement of basic-skills, pedagogical, and content-area assessments, as required by Ark. Code Ann. §§ 6-17-402, 6-17-601, & 6-15-1004;
 - 1-1.03.4 Implement as a prerequisite to licensure the requirement of college-level coursework in Arkansas History for certain educators, as required by Ark. Code Ann. § 6-17-418; and
 - 1-1.03.5 Provide for the issuance of provisional licenses, as required by Ark. Code Ann. §§ 6-17-403 & 6-17-418;
 - 1-1.03.6 Provide for the issuance of provisional and standard licenses through nontraditional programs, under Ark. Code Ann. § 6-17-409; and
 - 1-1.03.7 Provide for a lifetime teaching license, under Ark. Code Ann. § 6-17-2601 et seq.

1-1.04 These Rules implement Arkansas law requiring that school districts provide ten (10) professional development days in the basic contract for teachers under Ark. Code Ann. § 6-17-2402;

1-1.04.1 It is noted here that higher education shall provide professional development within teacher preparation programs on:

1-1.04.1.1 Child maltreatment, under Ark. Code Ann. § 6-61-133; and

1-1.04.1.2 Dyslexia, under Ark. Code Ann. § 6-41-609.

~~1.04 These Rules provide three pathways to educator licensure:~~

~~1.04.1 Completion of a bachelor's or higher degree from an accredited teacher preparation program at an accredited college or university;~~

~~1.04.2 Completion of an accredited speech language pathology or school psychology program; and~~

~~1.04.3 Licensure by reciprocity.~~

~~1.05 In addition to the pathways contained in these Rules, the Department's Rules Governing the Non-Traditional Licensure Program provide other pathways to licensure for individuals holding a bachelor's degree or higher from an accredited college or university, including without limitation:~~

~~1.05.1 Completion of the Arkansas Professional Pathway to Educator Licensure (APPEL), formerly known as the Non-Traditional Licensure Program;~~

~~1.05.2 Professional Teaching Permits and Provisional Professional Teaching Licenses for experienced professionals to teach in their areas of expertise;~~

~~1.05.2 Acceptance into an accelerated teaching program, such as Teach For America or the University of Arkansas' Arkansas Teacher Corps; and~~

~~1.05.3 Completion of a master's degree in teaching from an accredited teacher preparation program at an accredited college or university.~~

1-1.05 In addition to the pathways to licensure contained in these Rules, the Arkansas Department of Career Education Program Policies and

Procedures for Career and Technical Education provide other pathways to licensure for individuals who meet that Department's requirements and who:

- 1-1.05.1 Hold a bachelor's or higher degree in the career or technical area to be taught; or
- 1-1.05.2 Document a minimum of four (4) years of experience in the career or technical area to be taught, and hold a high school diploma or GED credential.

1-2.0 DEFINITIONS

For the purposes of these Rules:

1-2.01 "Accelerated Teaching Program" means a program intended for college graduates that provides intensive training and support for a period of two (2) or more years for teaching and leading in schools, including the Teach for America program, the Arkansas Teacher Corps program offered by the University of Arkansas at Fayetteville, or another accelerated teaching program approved by the Department.

1-2.02 "Accredited College or University" means an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

1-2.02.1 In addition to any approvals required under these Rules, institutions of higher education may be subject to other applicable laws or regulations, including without limitation Ark. Code Ann. § 6-61-301 *et seq.* and the Policies, Rules, and Regulations of the Arkansas Higher Education Coordinating Board.

1-2.03 "Accredited Speech-Language Pathology or School Psychology Program" means a speech-language pathology or school psychology program that is offered by an accredited college or university, and the program is:

- 1-2.03.1 Nationally accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association; or
- 1-2.03.2 Nationally accredited in school psychology by the Commission on Accreditation of the American Psychological Association; or

- 1-2.03.3 Approved by the National Association of School Psychologists; or
- 1-2.03.4 Nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- 1-2.04 “Accredited Teacher Preparation Program” means a teacher preparation program that is:
- 1-2.04.1 Nationally accredited by the National Council for Accreditation of Teacher Education (NCATE), Teacher Education Accreditation Council (TEAC), or Council for Accreditation of Educator Preparation (CAEP); or
- 1-2.04.2 Nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation; or
- 1-2.04.3 Approved by the licensing authority of a state government.
- 1-2.05 “Additional Licensure Plan (ALP)” means a plan approved by the Office of Educator Licensure that allows an individual holding a Standard License or Provisional License (by reciprocity only) to accept employment or assignment in an out-of-area position, prior to completion of the requirements for the required endorsement, licensure content area, or level of licensure, for no more than three (3) years dependent on successful progress towards completion.
- 1-2.06 “Administrator License” means a five (5)-year renewable license, issued by the State Board, which allows the license holder to serve as an administrator in Arkansas public schools. Administrator licenses include:
- 1-2.06.1 Curriculum/Program Administrator – A school leader who is responsible for program development and administration, and who may be responsible for employment evaluation decisions, in one (1) of the following areas:
- 1-2.06.1.1 Special Education;
- 1-2.06.1.2 Gifted and Talented Education;
- 1-2.06.1.3 Career and Technical Education;
- 1-2.06.1.4 Content Area Specialist, in a licensure content area;
- 1-2.06.1.5 Curriculum Specialist; or
- 1-2.06.1.6 Adult Education;

- 1-2.06.2 Building-Level Administrator – A Principal, Assistant Principal, or Vice Principal in an Arkansas public school or in the Arkansas Correctional Schools;
- 1-2.06.3 District-Level Administrator – A superintendent, assistant/associate superintendent, or deputy superintendent.
- 1-2.07 “Administrator Licensure Completion Plan (ALCP)” means a plan approved by the Office of Educator Licensure that allows an individual holding a Standard License to accept employment as an administrator, prior to completion of the requirements for an Administrator License, for no more than three (3) years dependent on successful progress towards completion.
- 1-2.08 “Affected District” – A public school district that loses territory or students as a result of annexation, consolidation, or detachment.
- 1-2.09 “Ancillary License” means a five (5)-year renewable license, issued by the State Board, that does not require prior classroom teaching experience, and which allows the license holder to practice in Arkansas public schools as a School Psychology Specialist or Speech Language Pathologist.
- 1-2.10 “Applicant” for purposes of Chapter 8 – Background Check Requirements, includes any individual:
- 1-2.10.1 Applying for his or her first license to be issued by the State Board of Education;
- 1-2.10.2 Applying for his or her license renewal;
- 1-2.10.3 Seeking initial employment in a licensed staff position with a public school district or open-enrollment public charter school;
- 1-2.10.4 Seeking initial employment as a Fiscal Officer of a public school district or open-enrollment public charter school; or
- 1-2.10.5 Who is a preservice teacher.
- 1-2.11 “Approved Professional Development” means the continuing learning experiences for educator that meet the standards and focus areas under the Department’s Rules Governing Professional Development.
- 1-2.12 “Arkansas Professional Pathway to Educator Licensure Program (APPEL)” means the program administered by the Arkansas Department of Education, whose participants hold a minimum of a baccalaureate

degree (and have passed the appropriate state-mandated assessments) and are allowed to teach in an Arkansas public school with a Provisional Teaching License. The program requirements consist of two (2) years of teaching and instructional modules, which must be completed within three (3) years.

1-2.13 “Beginning Administrator” means an individual who:

1-2.13.1 Holds an Administrator License and has less than one (1) year of public administrative experience, not including student internship; or

1-2.13.2 Is employed as an administrator under an ALCP and waiver by a public school district, open-enrollment public charter school, or other organization that serves public schools.

1-2.14 “Breach of Fiduciary Trust” – the wrongful misappropriation by a person of any fund or property, which had lawfully been committed to him or her in a fiduciary character.

1-2.15 “Certified mentor” means a person who:

1-2.15.1 Holds a current Arkansas teaching or administrator’s license, unless the person is employed where the requirement for a teaching license is waived by law or in the charter of a public charter school; and

1-2.15.2 Is certified by the Department’s Office of Educator Effectiveness as trained in the state-adopted mentoring model.

1-2.16 “Department” means the Arkansas Department of Education.

1-2.17 “Educational entity” – means a school district, an open-enrollment public charter school, or an education service cooperative.

1-2.18 “Educational Setting” for purposes of a lifetime teaching license, means the employment setting where the licensed employee works, including without limitation: public school, private school, institution of higher education, education service cooperative, Department of Education, adult education setting or other agency/organization that employs licensed teachers for educational purposes.

1-2.19 “Educator” means any individual holding a license issued by the State Board of Education, specifically including, without limitation, teachers, administrators, library media specialists, and counselors.

1-2.20 “Employment” for purposes of Chapter 8 – Background Check Requirements, includes any contract of hire, whether written or oral, whether express or implied, for any type of work on behalf of an educational entity, whether full-time or part-time, and whether permanent or temporary.

1-2.20.1 “Employment” also specifically includes without limitation:

1-2.20.1.1 Service as a substitute teacher, whether paid or unpaid; and

1-2.20.1.2 Student teacher internships, whether paid or unpaid.

1-2.21 “Endorsement” means a teaching or administrative licensure area which may be added only to an existing Standard License and may not be issued as a first-time license.

1-2.22 “Exception Area Endorsement” means an endorsement which may be added to a Standard License only by:

1-2.22.1 The completion of a program of study; or

1-2.22.2 Reciprocity recognition of a license endorsement from another state or country.

1-2.23 “Fiscal Officer” – Any licensed or non-licensed employee of a public school district, open-enrollment public charter school, or education service cooperative who has any right, duty, or responsibility to access funds of a school district in excess of five thousand dollars (\$5,000), specifically including without limitation superintendents, Fiscal Officers and bookkeepers.

1-2.24 “Fraud” – All acts, omissions and concealments involving a breach of a legal or equitable duty and resulting in damage to another.

1-2.25 “Fraudulent Act” – An act:

1-2.25.1 Performed willfully and with the specific intent to deceive or cheat for the purpose of either causing some financial loss to another or bringing about some financial gain to the actor; and

1-2.25.2 For which the actor has pleaded guilty or nolo contendere to or has been found guilty by any court in this state, by a court in another state, or by a federal court.

1-2.26 “Good Standing” means, for the purpose of reciprocity, that:

1-2.26.1 There are no ethics or similar proceedings on criminal offenses for which the license would be subject to sanctions in Arkansas pending against a licensee;

1-2.26.2 The licensee has not been sanctioned for ethics or ~~similar charges against the license~~ criminal offenses for which the license would be subject to sanctions in Arkansas during the two (2) most recent years of teaching experience, if any; and

1-2.26.3 The license ~~is current~~ has not been revoked by or is not currently under suspension in the licensing state or country.

1-2.27 “Highly-Qualified Teacher” means a teacher who is highly qualified as defined by the Department’s Rules Governing Highly Qualified Teachers Promulgated Pursuant to the No Child Left Behind Act of 2001.

1-2.28 “Induction” means the period of time beginning with a teacher’s first employment as the teacher of record in an Arkansas public school, education service cooperative, or organization that requires an Arkansas teaching license. The novice teacher is provided mentoring support and accelerated professional development during the induction period.

1-2.29 “Initial employment” for purposes of Chapter 8 – Background Check Requirements, means the first time that an applicant has been employed by a public school district, open-enrollment public charter school, or education service cooperative.

1-2.30 “Internship” means a practical administrative or curricular experience within a program of study, which provides the candidate with practice in the specific licensure content area, or in the specific administrative area and level sought.

1-2.30.1 Internships must take place in a K-12 public or private school, the Arkansas Correctional Schools, or in another setting as approved by the Department.

1-2.30.2 A separate internship is required for each administrative area and level sought.

1-2.31 “Law enforcement officer” means a state police officer, a city police officer, a sheriff or a deputy sheriff.

1-2.32 “Level of Licensure” means the grade/age level parameter of the teaching license as identified in Appendix A, Areas and Levels of Licensure.

- 1-2.33 “Licensure Content Area” means a particular content field as recognized by the State Board. Licensure content areas are listed in Appendix A, Areas and Levels of Licensure.
- 1-2.34 “Lifetime Teaching License” means a standard Arkansas teaching license that is issued without the teacher having to meet the general renewal requirements of professional development and teaching experience. There is no fee for the Lifetime Teaching License.
- 1-2.34.1 A “Professional Level Lifetime Teaching License” is a lifetime teaching license that is issued without the teacher having to meet the general renewal requirements of professional development and teaching experience that is based upon a documented Master’s Degree with three years of teaching experience or National Board Certification.
- 1-2.35 “Mentoring” means the acts of a certified mentor providing support and focused feedback to a novice teacher (according to the state-adopted mentoring model) with the goal of enhancing instructional skills, classroom management, and professional behavior.
- 1-2.36 “Non-continuous reemployment”, for purposes of Chapter 8 – Background Check Requirements, means employment in a public school district, open-enrollment public charter school, or education service cooperative by an applicant who was previously employed by the same entity but not at any point during the immediately preceding school year.
- 1-2.37 “Nontraditional Licensure Program” means an alternative licensure program under these rules, including the Arkansas Professional Pathway to Educator Licensure program, the Professional Provisional Teaching License, the Accelerated Teaching Program Provisional and Standard Teaching License, and the Master’s Degree in Teaching Provisional and Standard Teaching License.
- 1-2.38 “Novice Teacher” means a licensed teacher employed under an employment contract with a public school or district who:
- 1-2.38.1 Has less than one (1) year of public school classroom teaching experience, not including student internship or substitute teaching; and
- 1-2.38.2 Has been assigned lead responsibility for a student’s learning in a subject/course aligned with Department standards/frameworks.

1-2.39 “Out-of-Area Position” means a licensed position requiring a particular license, endorsement, licensure content area, or level of licensure that the employee filling the position does not currently hold.

1-2.40 “Preservice teacher” means an unlicensed person admitted to a teacher preparation program approved by the Department that is offered by an institution of higher education in this state.

1-2.41 “Professional Development” means a coordinated set of planned, learning development activities for teachers that are based on research, are standards-based and that meet the focus areas for professional development required by the Department of Education.

1-2.42 “Program of Study” means a curriculum that requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions for a particular endorsement, licensure content area, or level of licensure, and is:

1-2.42.1 Provided by one (1) or more accredited colleges or universities;

1-2.42.2 Aligned with Arkansas licensure standards; and

1-2.42.3 Approved by the Department.

1-2.43 “Provisional License”

1-2.43.1 In the traditional licensure context means a temporary one-year license, issued by the State Board, which allows the license holder to teach or work in Arkansas public schools.

1-2.43.2 ~~For the purpose of these Rules, “Provisional License” does not include a provisional license issued pursuant to the Department’s Rules Governing the Non-Traditional Licensure Program~~ In the nontraditional licensure context means a temporary license:

1-2.43.2.1 Available to nontraditional licensure candidates who have not completed all requirements for a Standard Arkansas teaching license; and

1-2.43.2.2 Subject to revocation for failure to complete annual requirements for the applicable nontraditional licensure program.

- 1-2.44 “Provisional Professional Teaching License” means a three-year provisional license issued to an experienced professional for the purpose of teaching on a part-time or full-time basis as teacher-of-record in an Arkansas public school.
- 1-2.45 “Receiving or resulting public school district” – A public school district that is created or gains territory or students as the result of a consolidation, annexation, or detachment.
- 1-2.46 “Reciprocity” means the recognition of a teaching license from another state or country based on these Rules or the terms of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement for Educator Licensure.
- 1-2.47 “School Psychology Specialist” means an individual holding an Ancillary License in School Psychology. A School Psychology Specialist may add a Curriculum/Program Administrator License in Special Education by meeting the criteria of Section 3-2.0 of these Rules, but is not eligible to add any other licensure content area, endorsement, or level of licensure except by completing a teacher preparation program as required by Section 2-2.02 of these Rules.
- 1-2.48 “Speech Language Pathologist” means an individual holding an Ancillary License in Speech Pathology. A Speech Language Pathologist may add a Curriculum/Program Administrator License in Special Education by meeting the criteria of Section 3-2.0 of these Rules, but is not eligible to add any other licensure content area, endorsement, or level of licensure except by completing a teacher preparation program as required by Section 2-2.02 of these Rules.
- 1-2.49 “Standard License” means a five (5)-year renewable license, issued by the State Board, which allows the license holder to teach in Arkansas public schools.
- 1-2.49.1 “Standard License” includes an Advanced License issued pursuant to the Department’s Rules Governing Initial, Standard/Advanced Level and Provisional Teacher Licensure (eff. July 2010 or July 2007) that may be converted to a Standard License.
- 1-2.50 “Standard License Equivalent” means a current, unrestricted, non-probationary, non-provisional teaching license that allows an individual to work as a teacher, administrator, counselor, or library media specialist in another state’s public schools and is in good standing with the licensing state.

1-2.51 “State Board” means the Arkansas State Board of Education.

1-2.52 “Successful Completion” ~~means~~, solely in relation to post-secondary credit-hours taken to add an endorsement or administrator licensure to a license, means:

1-2.52.1 Maintaining a minimum grade-point average (GPA) of 2.50 for undergraduate-level coursework; and

1-2.52.2 Maintaining a minimum grade-point average (GPA) of 3.00 for graduate-level coursework.

1-2.53 “Teacher of Record” means an individual (or individuals in co-teaching assignments) who has been assigned the lead responsibility for a student’s learning in a subject/course with aligned performance measures.

1-2.54 “Teaching Experience,” for the purpose of a lifetime teaching license, means the experience gained while working in an educational setting as a teacher, librarian, counselor, administrator, educational consultant, substitute teacher or other licensed position.

1-2.55 “Waiver”, for purposes of Chapter 4 – General Provisions for all Licenses, means an approval granted by the Department allowing a public school district or open-enrollment public charter school to employ:

1-2.55.1 A licensed individual in an out-of-area position for more than thirty (30) days during one (1) school year; or

1-2.55.2 An unlicensed or non-degreed substitute teacher in an out-of-area position for more than thirty (30) consecutive days during one (1) semester.

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 2:
TRADITIONAL LICENSURE

2-1.0 INSTRUCTIONAL LICENSE REQUIREMENTS

2-1.01 Standard License – Traditional (Expired or No Previous License)

~~3.0~~The Office of Educator Licensure shall issue a Standard License upon receipt of the following from an applicant who does not hold a current, valid educator license from Arkansas or another state or country:

- 2-1.01.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 2-1.01.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules.
 - 2-1.01.2.1 An unlicensed person admitted to a teacher education program approved by the Department who is disqualified from licensure or employment in a public school as a result of the background checks required under Ark. Code Ann. § 6-17-410(c) may apply for a waiver of the disqualification under ~~the Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules;
- 2-1.01.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate basic-skills, pedagogical, and content-area assessments as mandated by the State Board, except as noted below:
 - 2-1.01.3.1 In lieu of the state-approved basic skills assessment, an applicant may substitute:
 - 2-1.01.3.1.1 A minimum composite score of 24 on the ACT with scores of at least 22 in reading and 22 in mathematics, or the equivalent scores on the

Scholastic Aptitude Test (SAT)
determined by ADE; and

2-1.01.3.1.2 Either a score of 22 in writing on the ACT, an equivalent score in writing on the SAT, or a passing score on the writing skills in the basic-skills assessment approved by the State Board.

- 2-1.01.4 An official transcript from an accredited college or university documenting an awarded bachelor's degree or higher;
- 2-1.01.5 Documentation of successful completion of an accredited teacher preparation program;
- 2-1.01.5.1 An awarded education degree from an institution inside of Arkansas shall be recognized for licensure only if the institution's Licensure Officer signs and verifies the application for licensure;
- ~~3.01.5.2 An awarded education degree from an institution outside of Arkansas shall be recognized for licensure only if the degree is recognized for licensure in the state where the institution maintains its principal place of business;~~
- 2-1.01.5.2 An applicant who has never been licensed and whose most recent education degree or teacher preparation program was completed more than ten (10) years before the date of application shall be required to complete a current program of study as determined by an accredited teacher preparation program;
- 2-1.01.6 For an applicant seeking licensure in Early Childhood (P-4), Elementary Education (K-6), Middle School (4-8), or Secondary Social Studies (7-12), documentation of the successful completion of three (3) college credit-hours in Arkansas History at an accredited college or university;
- 2-1.01.6.1 The reference to Early Childhood (P-4) here applies only to an applicant who entered a P-4 teacher education program before Fall 2015.

2-1.01.7 For an applicant holding an expired license from another state or country, a copy of the expired license.

2-1.01.7.1 An applicant holding an expired license from another state or country is not required to document completion of the basic-skills assessment required under Section 2-1.01.3; and

2-1.01.7.2 An applicant who is not a U.S. citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

2-1.01.8 Documentation of the completion of the following professional development, which may be obtained ~~through the on ArkansasIDEAS Portal,~~ the applicant's teacher education program, or other method of delivery approved by the Department under the Rules Governing Professional Development:

2-1.01.8.1 Two (2) hours of parental involvement;

2-1.01.8.2 Two (2) hours of child maltreatment training; ~~and~~

2-1.01.8.3 Two (2) hours of teen suicide awareness and prevention; ~~and~~

2-1.01.8.4 Dyslexia awareness.

2-1.02 Standard License - Reciprocity

~~3.02~~The Office of Educator Licensure shall issue a Standard License upon receipt of the following from an applicant holding a current, valid educator license from ~~and in good standing with~~ another state or country:

2-1.02.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

2-1.02.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules;

2-1.02.3 A copy of the out-of-state or out-of-country license(s) held by the applicant;

2-1.02.4 Certification from the state or country that issued the license that the license has been in good standing for the most recent two (2) years;

2-1.02.5 An official score report: (a) reflecting passing scores on the appropriate basic-skills, pedagogical, and content-area assessments required by the licensing state; or (b) if the licensing state does not require such assessments, reflecting passing scores, as approved by the State Board, on the appropriate basic-skills, pedagogical, and content-area assessments as mandated by the State Board.

2-1.02.5.1 This requirement shall be waived upon the receipt of documentation on school district, agency, or organization letterhead of at least three (3) years of experience in another state as a licensed teacher, administrator, library media specialist, or counselor, or similar licensed experience in a licensure content area or level of licensure.

2-1.01.5.2 In lieu of the state-approved basic skills assessment, an applicant may substitute:

2-1.02.5.2.1 A minimum composite score of 24 on the ACT with scores of at least 22 in reading and 22 in mathematics, or the equivalent scores on the Scholastic Aptitude Test (SAT) determined by ADE; and

2-1.02.5.2.2 Either a score of 22 in writing on the ACT, an equivalent score in writing on the SAT, or a passing score on the writing skills in the basic-skills assessment approved by the State Board;

2-1.02.6 An official transcript documenting an awarded bachelor's degree or higher from an accredited college or university;

2-1.02.7 Documentation of one (1) of the following:

2-1.02.7.1 Successful completion of a program of teacher education at an accredited college or university, but only if the applicant possesses a Standard License Equivalent;

2-1.02.7.2 Successful completion of an accredited teacher preparation program; or

2-1.02.7.3 Current certification from the National Board of Professional Teaching Standards; and

2-1.02.8 For applicants seeking licensure in Early Childhood (P-4), Elementary Education (K-6), Middle School (4-8), or Secondary Social Studies (7-12), documentation of the successful completion of three (3) college credit-hours in Arkansas History at an accredited college or university or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS;

2-1.02.8.1 The reference to Early Childhood (P-4) here applies only to an applicant who entered a P-4 teacher education program before Fall 2015; and

2-1.02.9 Documentation of the completion of the following professional development through the Arkansas IDEAS Portal:

2-1.02.9.1 Two (2) hours of parental involvement;

2-1.02.9.2 Two (2) hours of child maltreatment training; ~~and~~

2-1.02.9.3 Two (2) hours of teen suicide awareness and prevention; and

2-1.02.9.4 Dyslexia awareness.

~~3.02.9 An applicant holding an expired license from another state or country may seek licensure by complying with the requirements of Section 3.01 of these Rules.~~

2-1.02.10 An applicant who is seeking licensure by reciprocity and who is not a United States citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

2-1.03 Provisional License - Reciprocity

~~3.03~~The Office of Educator Licensure shall issue a non-renewable, one (1) year Provisional License to a licensee who holds a current or expired Standard, ~~Ancillary, or Administrator License~~ License Equivalent, and who:

- 2-1.03.1 Submits a completed application for Provisional licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 2-1.03.2 Submits proof of employment with an Arkansas public school district, open-enrollment public charter school, or other agency or organization in a position that requires an educator license; and
- 2-1.03.3 Meets all of the requirements of Sections 2-1.01 or 2-1.02 of these Rules except for:
- 2-1.03.3.1 Verification of professional development as required by 2-1.01.8;
- 2-1.03.3.2 For applicants seeking licensure in Secondary Social Studies (7-12), documentation of the successful completion of Arkansas History coursework required by 3.01.6 or 3.02.7 three (3) college credit-hours in Arkansas History at an accredited college or university or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS; or
- 2-1.03.3.3 Submission of an official score report reflecting passing scores, as approved by the State Board, on the appropriate pedagogical and content-area assessments as mandated by the State Board, as required by 2-1.01.3 or 2-1.02.5.
- 2-1.03.4 The Provisional License may be converted to a Standard, Ancillary, or Administrator License upon the submission of written verification of completion of the required annual minimum number of hours of approved professional development that was completed during the one-year term of the-Provisional License.

2-2.0 ANCILLARY LICENSE REQUIREMENTS

- 2-2.01 The Office of Educator Licensure shall issue an Ancillary License in Speech- Language Pathology or School Psychology upon receipt of the following from an applicant, whether or not the applicant is licensed in another state:

- 2-2.01.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 2-2.01.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules;
- 2-2.01.3 An official score report reflecting passing scores, as approved by the State Board, on the specialty area assessment for Speech Pathology or School Psychology as mandated by the State Board; and
- 2-2.01.4 Documentation of one (1) of the following:
- 2-2.01.4.1 An official transcript documenting an awarded bachelor's and master's or higher degree, from an accredited college or university, in Speech Language Pathology, and either:
- 2-2.01.4.1.1 Successful completion of a graduate-level, accredited Speech-Language Pathology program; or
- 2-2.01.4.1.2 Certification of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association; or
- 2-2.01.4.2 An official transcript documenting an awarded master's or higher degree, from an accredited college or university, in School Psychology, Counseling, or Psychology, and successful completion of a graduate-level, accredited School Psychology program.
- 2-2.02 The Office of Educator Licensure shall add a licensure content area, endorsement, or level of licensure to an Ancillary License only upon receipt of the following from an applicant:
- 2-2.02.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

2-2.02.2 An official transcript documenting the successful completion of:

2-2.02.2.1 A program of study at an accredited teacher preparation program, to include an internship in the licensure content area to be taught; or

2-2.02.2.2 The Arkansas Professional Pathway to ~~Teacher Educator Licensure Program (APPTL)~~ (APPEL), ~~formerly known as the NonTraditional Licensure Program under the Department's Rules pertaining to the Non-traditional Licensure Program;~~ or

2-2.02.2.3 Any other pathway to licensure permitted by the Department's Rules Governing ~~the Non-Traditional~~ Non-traditional Licensure Programs;

2-2.02.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate basic-skills, pedagogical, and content-area assessment(s) as mandated by the State Board.

2-2.02.3.1 In lieu of the state-approved basic skills assessment, an applicant may substitute:

2-2.02.3.1.1 A minimum composite score of 24 on the ACT with scores of at least 22 in reading and 22 in mathematics, or the equivalent scores on the Scholastic Aptitude Test (SAT) determined by ADE; and

2-2.02.3.1.2 Either a score of 22 in writing on the ACT, an equivalent score in writing on the SAT, or a passing score on the writing skills in the basic-skills assessment approved by the State Board; and

~~4.02.4 Documentation of the licensed experience, if any, required by these Rules for the licensure content area, endorsement, or level of licensure sought.~~

2-2.03 Notwithstanding the requirements of Section 2-2.02, an individual holding an Ancillary License in Speech Language Pathology or School

Psychology may add a Curriculum/Program Administrator License in Special Education by meeting the criteria of 3-2.0 of these Rules.

2-3.0 ENDORSEMENTS, AREAS AND LEVELS OF LICENSURE

2-3.01 Except as otherwise provided herein, a Standard License shall be issued for and shall reflect only those licensure content areas, endorsements, and levels of licensure that are recognized by the State Board.

2-3.01.1 Content areas, levels, and endorsements listed on an out-of-state license shall be recognized for licensure through reciprocity, as follows:

2-3.01.1.1 An applicant from a state with a reciprocity agreement through the National Association of State Directors of Teacher Education and Certification (NASDTEC) shall receive the Arkansas-equivalent licensure content areas, endorsements, or levels of licensure provided all other licensure requirements have been met.

2-3.01.1.2 An applicant whose content area, endorsement, or level is not recognized by Arkansas shall receive the licensure content area, endorsement, or level of licensure that most closely parallels their out-of-state licensure area, endorsement, or level.

~~5.01.1.3 If none of the content areas or endorsements listed on an out-of-state license parallel an Arkansas licensure content area, the Office of Educator Licensure shall issue a license reflecting the same content area or endorsement reflected on the out-of-state license, with a notation that the identified content area or endorsement is by reciprocity and does not conform to an Arkansas-approved licensure content area or endorsement.~~

2-3.01.2 Content areas, levels, and endorsements listed on an out-of-country license may be recognized for reciprocity in accordance with the credential evaluation required in Section 4-3.02 of these Rules. An applicant whose content area, endorsement, or level is not recognized by Arkansas shall receive the licensure content area, endorsement, or level of licensure that most closely parallels their out-of-country licensure area, endorsement, or level.

- 2-3.01.3 For the purpose of reciprocity, the Office of Educator Licensure may reference and utilize any licensure content area, endorsement, or level of licensure that has ever been recognized by the State Board in the past, regardless of whether the area, endorsement or level is current.
- 2-3.01.4 Only the content areas, levels, or endorsements specifically listed on an out-of-state or out-of-country license shall be recognized for licensure through reciprocity.

Addition of Areas and Endorsements

2-3.02 The Office of Educator Licensure shall add an endorsement, licensure content area, or level of license to a Standard License upon receipt of the following from an applicant:

- 2-3.02.1 A completed application for addition of area, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 2-3.02.2 If required by Appendix A or by Section 2-3.03 below, an official transcript from an accredited college or university documenting completion of a Department-approved program of study;
- 2-3.02.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate pedagogical or specialty-area assessment as mandated by the State Board, or as mandated by the state where the program of study was completed if that state requires an assessment; and
- 2-3.02.4 For applicants seeking addition of Elementary Education (K-6), Middle School (4-8), or Secondary Social Studies (7-12), documentation of the successful completion of three (3) college credit-hours in Arkansas History at an accredited college or university.
- 2-3.02.5 Documentation of successful completion of six (6) hours of instruction in reading that includes at a minimum theories and strategies for teaching reading, diagnosis of reading difficulties, intervention strategies for struggling readers, and disciplinary literacy, and either a 3-hour course in disciplinary literacy or a 45-hour professional development piece in disciplinary literacy through ArkansasIDEAS.

2-3.02.6 All teacher education coursework must be completed at an accredited teacher preparation program.

2-3.03 No licensure content area or level of licensure may be added to a license by testing out if the area or level is more than one level above or below that of the initial license held by the licensee. Specifically, a Department-approved program of study at an accredited college or university is a required pre-requisite for:

2-3.03.1 Adding any exception area endorsement to any license;

2-3.03.2 Adding any K-6 licensure content area to a license with an initial licensure level of 7-12, or K-12;

2-3.03.3 Adding any 4-8 licensure content area to a license with an initial licensure level of B-K;

2-3.03.4 Adding any 4-12 licensure content area to a license with an initial licensure level of B-K, P-4, K-6, or 1-6;

2-3.03.5 Adding any 7-12 licensure content area to a license with an initial licensure level of B-K, P-4, K-6, or 1-6; and

2-3.03.6 Adding any K-12 licensure content area to a license with an initial licensure level of B-K, P-4, K-6, 1-6, 4-8, 4-12, P-8, or 7-12.

2-3.02.3 The reference to an initial licensure level of P-4 here applies only to an applicant who entered a P-4 teacher education program before Fall 2015.

2-3.04 A licensure content area, endorsement, or level of licensure may be transferred by reciprocity to an existing Arkansas license only by following the requirements of Sections 2-3.02 and 2-3.03 above.

2-3.04.1 All coursework and testing completed for the purpose of adding an additional licensure area or areas for reciprocity shall first be applied to the out-of-state license before adding the new area or areas by reciprocity.

2-3.05 The Office of Educator Licensure shall add a licensure content area, endorsement, or level of licensure to an adult education license, a school counselor license issued as an initial licensure area, or career and technical permit that was issued pursuant to regulations established by the Arkansas

Department of Career Education, only upon receipt of the following from an applicant:

- 2-3.05.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 2-3.05.2 An official transcript documenting the successful completion of:
 - 2-3.05.2.1 A program of study at an accredited teacher preparation program, to include an internship in the licensure content area to be taught;
 - 2-3.05.2.2 The Arkansas Professional Pathway to Educator Licensure (APPEL), formerly known as the Non-Traditional Licensure Program; or
 - 2-3.05.2.3 Any other pathway to licensure permitted by the Department's Rules Governing Nontraditional Licensure Programs; and
- 2-3.05.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate basic-skills, pedagogical, and content-area assessment(s) as mandated by the State Board.
- 2-3.05.4 Notwithstanding the requirements of Section 2-3.02, an individual holding school counseling as an initial licensure area may add Building-Level Administrator by meeting the requirements of Section 3-1.0.

Additional Licensure Plans (ALP)

2-3.06 The Office of Educator Licensure shall issue an Additional Licensure Plan (ALP) to an individual holding a Standard License and employed in an out-of-area position, upon the submission of a completed application for an ALP, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C).

- 2-3.06.1 An ALP is valid for a maximum of three (3) years and is not renewable.
- 2-3.06.2 An ALP requiring a Department-approved program of study shall remain valid only so long as the applicant:

- 2-3.06.2.1 Successfully completes ~~in the first year~~ within the three (3) year period of the ALP any specialty-area assessment required to be designated as a highly-qualified teacher; and
- 2-3.06.2.2 Successfully completes a minimum of three (3) hours of program-of-study coursework in the first year of the ALP and a minimum of six (6) hours of Department-approved program-of-study coursework in both the second and third years.
- 2-3.06.3 An ALP requiring testing only shall remain valid only so long as the applicant, by the end of each year of the ALP, either:
- 2-3.06.3.1 Successfully completes within the three (3) years the content-knowledge portion(s) of the required specialty-area assessment required to be designated as a highly-qualified teacher; or
- 2-3.06.3.2 Successfully completes a minimum of ~~six (6)~~ three (3) hours of coursework in the content area at an accredited college or university in the first year of the ALP and a minimum of six (6) hours of Department-approved program-of-study coursework in both the second and third years.
- 2-3.06.4 An individual holding a provisional license issued by reciprocity is eligible for an ALP subject to the remaining requirements of this Section 2-3.06.
- 2-3.06.5 Whether or not an ALP is issued, no person shall be employed by a public school in an out-of-area position for more than thirty (30) days without a waiver issued pursuant to Section 4-4.0 of these Rules.

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 3:
ADMINISTRATOR LICENSE REQUIREMENTS

~~6.0~~ ~~Administrator License Requirements~~

3-1.0 **Building-Level Administrator License**

3-1.01 The Office of Educator Licensure shall issue a Building-Level Administrator License upon receipt of the following from an applicant holding a current, Arkansas Standard License in a content teaching area, as a school counselor that was issued as an initial licensure area, or in a career and technical area:

3-1.01.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

3-1.01.2 Documentation that the applicant has successfully completed any background checks required by ~~the Department's Rules Governing Background Checks and License Revocation Chapter 8~~ Chapter 8 of these rules;

3-1.01.3 An official transcript documenting an awarded master's or higher degree from an accredited college or university in education, educational leadership, or a licensure content area;

3-1.01.3.1 An awarded degree from an institution inside of Arkansas shall be recognized for licensure only if the institution's Licensure Officer and Education Leadership Chair sign and verify the application for licensure;

~~6.01.3.2~~ ~~An awarded degree from an institution outside of Arkansas shall be recognized for licensure only if the degree is recognized for licensure in the state where the institution maintains its principal place of business;~~

3-1.01.4 If the master's degree is not in Educational Leadership, an official transcript documenting successful completion of a Department-approved, graduate-level program of study reflective of the standards for building-level administrator

licensure, to include an internship with adequate and substantial experiences at both the K-6 and 7-12 levels;

3-1.01.4.1 An applicant who has never received an administrator license and whose program of study in Educational Leadership was completed more than ten (10) years before the date of application shall be required to meet all current licensure requirements as determined by either the Department or an accredited educational leadership program;

3-1.01.5 An official score report reflecting passing scores, as approved by the State Board, on the appropriate administrative licensure assessment as mandated by the State Board;

3-1.01.6 Documentation of at least four (4) years of P-12 experience as a licensed classroom teacher, school counselor, or library media specialist.

3-1.01.6.1 One (1) year of experience is defined as a minimum of one hundred twenty (120) days of full-time work in a single school year, with a minimum of fifty percent (50%) of each day spent as a licensed classroom teacher, school counselor, or library media specialist.

3-1.01.6.2 Experience as an Educational Examiner, Adult Education, Athletic Director/Coaching, School Administrator, Speech Pathologist, or School Psychology Specialist shall not count towards this experience requirement.

3-1.01.6.3 Up to two (2) years of the experience requirement may be satisfied by equivalent working experience, including without limitation employment with an education service cooperative or the Department.

3-1.01.6.4 Teaching experience in a career and technical education area as recognized by the State Board may satisfy this requirement only if the educator has obtained a bachelor's degree or higher in:

3-1.01.6.4.1 The career and technical education area taught by the educator; or

3-1.01.6.4.2 Another licensure content area that is related to the career and technical education area taught by the educator; and

3-1.01.7 Documentation that the educator has successfully completed the teacher evaluation professional development program.

3-1.01.7.1 A person who receives ~~an initial~~ a Building-Level Administrator's license shall complete the certification assessment for the teacher evaluation professional development program before or after receiving the ~~initial~~ Building-Level Administrator's license.

3-2.0 Curriculum/Program Administrator License

3-2.01 The Office of Educator Licensure shall issue a Curriculum/Program Administrator License upon receipt of the following from an applicant holding a Standard License in the relevant area, or an Ancillary License in Speech Language Pathology or School Psychology:

3-2.01.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

3-2.01.2 Documentation that the applicant has successfully completed any background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules;

3-2.01.3 An official transcript documenting an awarded master's or higher degree from an accredited college or university in education, educational leadership, or a licensure content area, or in a Career and Technical Education area recognized by the Arkansas Department of Career Education;

3-2.01.3.1 An awarded degree from an institution inside of Arkansas shall be recognized for licensure only if the institution's Licensure Officer and Education Leadership Chair sign and verify the application for licensure;

~~6.02.3.2~~ ~~An awarded degree from an institution outside of Arkansas shall be recognized for licensure only if~~

~~the degree is recognized for licensure in the state where the institution maintains its principal place of business;~~

- 3-2.01.4 An official transcript documenting successful completion of a graduate-level program of study reflective of the standards for curriculum/program administrator licensure, to include an internship;
 - 3-2.01.4.1 An applicant who has never received an administrator license and whose program of study for curriculum/program administrator licensure was completed more than ten (10) years before the date of application shall be required to meet all current licensure requirements as determined by either the Department or an accredited educational leadership program;
- 3-2.01.5 An official score report reflecting passing scores, as approved by the State Board, on the appropriate administrative licensure assessment as mandated by the State Board;
- 3-2.01.6 Documentation of at least four (4) years of licensed experience in the relevant area as follows:
 - 3-2.01.6.1 Special Education – Classroom teaching experience in special education, or experience in speech language pathology or school psychology, while employed by a public or private school under the terms of an approved teacher employment contract and not under a purchase-service contract;
 - 3-2.01.6.2 Gifted and Talented Education – Classroom teaching experience in the area of gifted and talented education;
 - 3-2.01.6.3 Career and Technical Education – Classroom teaching experience in one (1) or more career and technical education areas as recognized by the State Board, if the educator has obtained a bachelor’s degree or higher in:
 - 3-2.01.6.3.1 The career and technical education area taught by the educator; or

3-2.01.6.3.2 Another licensure content area that is related to the career and technical education area taught by the educator, as determined by the Department; and

3-2.01.7 Documentation that the educator has successfully completed the teacher evaluation professional development program.

3-2.01.7.1 A person who receives ~~an initial Building-Level a~~ Curriculum/Program Administrator's license shall complete the certification assessment for the teacher evaluation professional development program before or after receiving the ~~an initial Building-Level Curriculum/Program Administrator's license~~.

3-2.01.7.2 Content Area Specialist – Classroom teaching experience in a licensure content area;

3-2.01.7.3 Curriculum Specialist – Experience as a school counselor, library media specialist, or classroom teacher in any licensure content area or level of licensure; or

3-2.01.7.4 Adult Education – Classroom teaching experience in the area of adult education.

3-2.01.7.5 One (1) year of experience is defined as a minimum of one hundred twenty (120) days of full-time work in a single school year, with a minimum of fifty percent (50%) of each day spent as a licensed classroom teacher, school counselor, or library media specialist.

2-2.01.7.6 Up to two (2) years of the experience requirement may be satisfied by equivalent working experience, including without limitation employment with an education service cooperative or the Department.

3-3.0 District-Level Administrator License

3-3.01 The Office of Educator Licensure shall issue a District-Level Administrator License upon receipt of the following from an applicant holding a Building-Level or Curriculum/Program Administrator License:

- 3-3.01.1 A completed application for licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 3-3.01.2 Documentation that the applicant has applied for and successfully completed any background checks required by the Department’s Rules Governing Background Checks and License Revocation Chapter 8 of these rules within the immediately preceding twelve (12) months;
- 3-3.01.3 An official transcript documenting an awarded master’s or higher degree from an accredited college or university in education, educational leadership, or a licensure content area;
 - 3-3.01.3.1 An awarded degree from an institution inside of Arkansas shall be recognized for licensure only if the institution’s Licensure Officer and Education Leadership Chair sign and verify the application for licensure;
 - ~~6.03.3.2 An awarded degree from an institution outside of Arkansas shall be recognized for licensure only if the degree is recognized for licensure in the state where the institution maintains its principal place of business;~~
- 3-3.01.4 An official transcript documenting successful completion of a Department-approved, graduate-level program of study, above and beyond a master’s degree, reflective of the standards for district-level administrator licensure, to include an internship;
 - 3-3.01.4.1 An applicant whose program of study for district-level administrator licensure was completed more than ten (10) years before the date of application shall be required to meet all current licensure requirements as determined by either the Department or an accredited educational leadership program;
- 3-3.01.5 An official score report reflecting passing scores, as approved by the State Board, on the appropriate administrative licensure assessment as mandated by the State Board;

3-3.01.6 Documentation of at least four (4) years of licensed experience as required by Section 3-1.01.6 or 3-2.01.6 above, or four (4) years of building-level administrator experience; and

3-3.01.7 Documentation of at least one (1) year of experience as a building-level or curriculum/program administrator.

3-3.01.7.1 One (1) year of experience is defined as requiring a minimum of one hundred twenty (120) days of full-time work, in a single school year, with a minimum of fifty percent (50%) of each day spent as a building-level or curriculum/program administrator.

3-3.01.7.2 This one-year experience requirement may be satisfied by experience with an education service cooperative or the Department, if the Department determines that the experience is substantially equivalent to building-level administration experience.

3-4.0 Administrator Licensure Completion Plan (ALCP)

3-4.01 The Office of Educator Licensure shall issue an Administrator Licensure Completion Plan (ALCP) to an individual employed in an out-of-area position who:

3-4.01.1 Submits a completed application for an ALCP, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

3-4.01.1.1 The application must be verified by the Educational Leadership Chair of the accredited college or university where the degree or program of study is offered;

3-4.01.2 Submits proof of employment with an Arkansas public school district, open-enrollment public charter school, or other agency or organization, in a position that requires an Administrator License;

3-4.01.2.1 Employment must be verified by an authorized representative of the public school district, charter school, agency or organization; and

- 3-4.01.3 Meets all of the requirements of Section 3-1.01, 3-2.01, or 3-3.01 of these Rules except for:
- 3-4.01.3.1 Successful completion of an awarded master's or higher degree as required by Section 3-1.01.3, 3-2.01.3, or 3-3.01.3;
 - 3-4.01.3.2 Successful completion of a graduate-level program of study as required by Section 3.1.01.4, 3-2.01.3, or 3-3.01.3; or
 - 3-4.01.3.3 Submission of an official score report reflecting passing scores on the appropriate administrative licensure assessment, as required by 2-1.01.5, 2-2.01.5, or 2-3.01.5.
- 3-4.01.4 An ALCP is valid for a maximum of three (3) years, is not renewable, and shall remain valid so long as the applicant:
- 3-4.01.4.1 Remains employed with an Arkansas public school district, open-enrollment public charter school, or other agency or organization, in a position that requires an Administrator License;
 - 3-4.01.4.2 Holds the degree required by Section 3-1.01.5, 3-2.01.5, or 3-3.01.5, or remains enrolled and actively participates in the appropriate degree program; and
 - 2-2.01.4.3 Has completed, or remains enrolled and actively participates in the appropriate program of study required by Section 3.1.01.4, 3-2.01.3, or 3-3.01.3.
 - 3-4.01.4.4 Active participation in a degree program or program of study means successful completion of a minimum of three (3) hours of graduate-level coursework in the first year of the ALCP, and a minimum of six (6) hours of graduate-level coursework in both the second and third years of the ALCP.
- 3-4.01.5 Whether or not an ALCP is issued, no person shall be employed by a public school in an out-of-area position for more than thirty (30) days without a waiver issued pursuant to Chapter 4, Section 4-4.0 of these Rules.

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 4:
GENERAL PROVISIONS FOR ALL LICENSES

4-1.0 LICENSE EFFECTIVE DATES

4-1.01 A Standard, Ancillary, or Administrator License shall be a renewable license, valid for a period of five (5) years. Except as provided below, a license shall become effective January 1 of the year it is issued and shall expire December 31 of the fifth year.

4-1.01.1 The beginning date of a license renewal shall be January 1 of the year following the expiration date of the old license, unless the old license was expired more than one (1) year.

4-1.01.2 The beginning date of the renewal of a license that had been expired for more than one (1) year shall be January 1 of the year renewed.

4-1.02. Regardless of when it is issued, an Administrator License shall reflect the same beginning and expiration dates as the licensee's Standard License.

4-1.03 Addition of an endorsement, licensure content area, or level of licensure to a license shall not affect the beginning and expiration dates of the license.

4-1.04 A Provisional License shall become effective on the licensee's first contracted day with the public school district, open-enrollment public charter school, or other agency or organization.

4-2.0 LICENSE RENEWAL

4-2.01 Applications for license renewal may be submitted to the Office of Educator Licensure no earlier than January 1 of the year of expiration of the license.

Professional Development Requirements for License Renewal

4-2.02 Except as specifically provided herein in these Rules for Educator Licensure, no license issued by the State Board may be renewed unless the following requirements of this Section 4-2.0 are met.

- 4-2.02.1 Every individual holding a license issued by the State Board shall document completion of ~~sixty (60) or more hours of the~~ minimum hours of approved professional development required annually each school year under 4-2.03 of these Rules approved professional development each year, as required by the Department's Rules Governing Professional Development.
- 4-2.02.2 Professional development completion may be documented by:
- 4-2.02.2.1 Submitting verification, by an authorized representative of the school, district, or organization employing the licensee, that the licensee has completed all professional development required during the term of the license; or
- 4-2.02.2.2 Submitting proof of completion of professional development hours attended.
- 4-2.02.3 Professional development completion shall be waived for a teacher who is retired, as verified by the Arkansas Teacher Retirement System (ATRS).
- 4-2.02.4 A retired teacher who returns to licensed employment shall complete the professional development required for the year in which the person applies for license renewal and in each year thereafter while employed in a licensed position.

Minimum Annual Professional Development Requirements

- 4-2.03 Each educator shall obtain thirty-six (36) hours of professional development annually for renewal of an educator's license.
- 4-2.03.1 Of the sixty (60) hours of professional development required by law or by contract annually for an educator employed with a school district, thirty-six (36) of those hours shall be credited toward renewal of the educator's license.
- 4-2.03.2 The thirty-six (36) professional development hours under this section shall include, at a minimum:
- 4-2.03.2.1 The professional development required in the educator's professional growth plan under the requirements of TESS or LEADS; and

4-2.03.2.2 Professional development required by law or by rule.

Scheduled Professional Development

4-2.04 The professional development required under this Section 4-2.07 shall include content that is provided by:

4-2.04.1 The Department, including ArkansasIDEAS;

4-2.04.2 An institution of higher education; ~~or~~

4-2.04.3 A provider approved by the Department;

4-2.04.4 An education service cooperative.

4-2.05 The two (2) hours in each area of professional development required under this Section 4-2.0 shall be counted in the school year in which the professional development is taken toward the minimum number of hours of professional development required for educators for that school year.

4-2.06 If an educator obtains additional hours above the minimum requirements of this Section 4-2.0, the educator may count those additional hours toward the total minimum hours of professional development required for educators for that school year.

4-2.07 As part of the minimum annual requirement under these Rules, a public school or school district shall make available to the appropriate educator, or an educator not employed by a public school or school district shall obtain, professional development on the following schedule:

4-2.07.1 Child Maltreatment Mandated Reporter

4-2.07.1.1 In the 2013-2014 school year and every fourth year thereafter, all educators shall obtain two (2) hours of professional development in:

(a) Recognizing the signs and symptoms of child maltreatment;

(b) The legal requirements of the Child Maltreatment Act, Ark. Code Ann. § 12-18-101 et seq., and the duties of mandated reporters under the Act;

(c) Methods for managing disclosures regarding child victims; and

(d) Methods for connecting a victim of child maltreatment to appropriate in-school services and other agencies, programs, and services needed to provide the child with the emotional and educational support the child needs to continue to be successful in school.

4-2.07.1.2 The child maltreatment professional development required under this section shall be based on curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission and may be obtained in-person or online.

4-2.07.2 Parent Involvement

4-2.07.2.1 In the 2014-2015 school year and every fourth school year thereafter, each educator shall be required to have two (2) hours of professional development designed to enhance understanding of effective parent involvement strategies.

4-2.07.2.2 In the 2014-2015 school year and every fourth school year thereafter, each administrator shall be required to have two (2) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation.

4-2.07.3 Teen Suicide Awareness and Prevention

4-2.07.3.1 In the 2015-2016 school year and every fourth school year thereafter, all educators shall obtain two (2) hours of professional development in teen suicide awareness and prevention.

4-2.07.3.2 The required professional development under this section may be accomplished by self-review of suitable suicide prevention materials approved by the Department.

4-2.07.4 Arkansas History

4-2.07.4.1 In the 2016-2017 school year and every fourth school year thereafter, each educator who provides instruction in Arkansas history shall obtain two (2) hours of professional development in Arkansas history.

4-2.08 Professional Development Requirements for Specific Licensure Areas

4-2.08.1 Administrator

4-2.08.1.1 For each administrator, the annual professional development requirement shall include training in data disaggregation, instructional leadership, and fiscal management.

4-2.08.1.2 This training may include without limitation the Initial, Tier 1 (twelve (12) hours) and Tier 2 (four (4) hours) training required for superintendents and district designees by the Arkansas Department of Education Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.

4-2.08.1.3 An applicant for a building-level administrator license shall successfully complete the teacher evaluation professional development program.

4-2.08.1.3.1 An educator who receives an initial building level administrator's license shall complete the credentialing assessment for the teacher evaluation professional development program either before or after receiving the initial building level administrator's license.

4-2.08.2 Athletic Coaches

At least once every three (3) years, each person employed as an athletic coach shall obtain training in recognition and management of the following events or conditions that may be

encountered by a student during athletic training and physical activities:

4-2.08.2.1 A concussion, dehydration, or other health emergency;

4-2.08.2.2 An environmental issue that threatens the health or safety of students; and

4-2.08.2.3 A communicable disease.

4-2.08.2.4 The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

4-2.08.3 Advanced Placement

Each hour of approved training received by educators related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall count as professional development up to a maximum of thirty (30) hours annually.

4-2.08.4 Adult Education

Educators working solely part time in one of the following settings shall obtain thirty (30) hours of professional development annually for licensure.

4-2.08.4 .1 Adult basic education;

4-2.08.4 .2 General adult education;

4-2.08.4 .3 English as a second language for adults; and

4-2.08.4 .4 General Educational Development Test examiners.

4-2.09 Renewal of Current / Recently Expired Licenses

~~7.02~~The Office of Educator Licensure shall renew a Standard, Ancillary, or Administrator License that is current or has been expired for less than one (1) year, upon receipt of the following from a licensee:

- 4-2.09.1 A completed application for renewal, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);
- 4-2.09.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules; and
- 4-2.09.3 Documentation of professional development completion, as required by Section 4-2.0.
- 4-2.09.4 An individual unable to document professional development completion may be eligible for a Provisional License by meeting the criteria of Section 2-1.03 of these Rules.
- 4-2.09.5 The Office of Educator Licensure may, in the last effective year of a license, automatically renew a Standard, Ancillary, or Administrator License, if:
- 4-2.09.5.1 The licensee is employed, during the last effective year of the license, by an Arkansas public school district, open-enrollment public charter school, education service cooperative, or the Department;
- 4-2.09.5.2 The licensee or the licensee's employer pays any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C); and
- 4-2.09.5.3 The Office of Educator Licensure is able to document from its records that the licensee has satisfied the background check and professional development requirements of Sections 4-2.09.2 and 4-2.02 through 4-2.07.

4-2.10 Renewal of Licenses Expired More Than One (1) Year

~~7.03~~The Office of Educator Licensure shall renew a Standard, Ancillary, or Administrator License that has been expired for more than one (1) year, upon receipt of the following from a licensee:

- 4-2.10.1 A completed application for renewal, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

- 4-2.10.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation Chapter 8 of these rules~~; and
- 4-2.10.3 Documentation of completion of sixty (60) or more hours of approved professional development.
- 4-2.10.4 An individual required to take additional professional development may be eligible for a Provisional License by meeting the criteria of Section 2-1.03 of these Rules.

~~7.05 Provisional Licenses~~

~~The Office of Educator Licensure shall issue a non-renewable, one (1) year Provisional License to a licensee who holds a current or expired Standard, Ancillary, or Administrator License, and who:~~

- ~~7.05.1 Submits a completed application for Provisional licensure, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);~~
 - ~~7.05.2 Submits proof of employment with an Arkansas public school district, open enrollment public charter school, or other agency or organization in a position that requires an educator license; and~~
 - ~~7.05.3 Meets all of the requirements of Sections 7.02 or 7.03 of these Rules except for verification of professional development as required by 7.01.~~
 - ~~7.05.4 The Provisional License may be converted to a Standard, Ancillary, or Administrator License upon the submission of written verification of completion of sixty (60) hours of approved professional development that was completed during the one-year term of the Provisional License.~~
- ~~7.06 Applications for license renewal may be submitted to the Office of Educator Licensure no earlier than January 1 of the year of expiration of the license.~~

~~8.0 General Provisions for all Licenses~~

- ~~8.01 — A Standard, Ancillary, or Administrator License shall be a renewable license, valid for a period of five (5) years. Except as provided below, a license shall become effective January 1 of the year it is issued and shall expire December 31 of the fifth year.~~
- ~~8.01.1 — Regardless of when it is issued, an Administrator License shall reflect the same beginning and expiration dates as the licensee's Standard License.~~
- ~~8.01.2 — The beginning date of a license renewal shall be January 1 of the year following the expiration date of the old license, unless the old license was expired more than one (1) year.~~
- ~~8.01.3 — The beginning date of the renewal of a license that had been expired for more than one (1) year shall be January 1 of the year renewed.~~
- ~~8.01.4 — Addition of an endorsement, licensure content area, or level of licensure to a license shall not affect the beginning and expiration dates of the license.~~
- ~~8.02 — A Provisional License shall become effective on the licensee's first contracted day with the public school district, open enrollment public charter school, or other agency or organization.~~

4-3.0 MISCELLANEOUS PROVISIONS

- 4-3.01 A Standard, Ancillary, or Administrator License may reflect the highest earned degree awarded to the licensee in:
- 4-3.01.1 Education, if the degree was awarded by an accredited teacher education program;
- 4-3.01.2 Educational Leadership, if the degree was awarded by an accredited college or university;
- 3-2.05.3 Speech-Language Pathology, if the degree was awarded by an accredited speech-language pathology program;
- 4-3.01.4 School Psychology, Psychology, or Counseling, if the degree was awarded by an accredited school psychology program; or
- 4-3.01.5 A licensure content area, if the degree was awarded by an accredited college or university.

4-3.02 Notwithstanding any provision to the contrary, an applicant for licensure who holds a teaching license from outside the United States, or whose post-secondary degree is from a non-accredited college or university outside of the United States, may satisfy degree and accredited program requirements as follows:

4-3.02.1 The applicant shall have his or her credentials evaluated by a Department-approved credential evaluation agency located in the United States.

4-3.02.2 The credential evaluation agency shall:

4-3.02.2.1 Complete a course-by-course evaluation of the applicant's transcript;

4-3.02.2.2 Indicate the applicant's major area of study;

4-3.02.2.3 Document whether the applicant's out-of-country degree is equivalent to one that would have been completed at an accredited college or university;

4-3.02.2.4 Document whether the out-of-country professional preparation program is equivalent to one that would have been completed at an accredited teacher preparation program or accredited speech-language pathology or school psychology program;

4-3.02.2.5 Indicate the areas of licensure represented by the out-of-country license; and

4-3.02.2.6 Document which areas of licensure on the out-of-country license are equivalent to the areas of licensure approved by the State Board.

4-3.02.3 The evaluation performed by the credential evaluation agency shall determine eligibility for licensure in Arkansas.

4-3.02.4 Every individual holding a license issued by the State Board shall successfully complete the child maltreatment recognition training required by Ark. Code Ann. § 6-61-133, Ark. Code Ann. § 6-17-709, and the Department's Rules Governing Professional Development.

4-3.03 An applicant who is not a U.S. citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

4-3.04 The Office of Educator Licensure may issue a duplicate of a current license upon application of a current license holder, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

4-3.05 All information and documentation submitted for an Arkansas teaching license must be accurate, authentic, and unaltered. Any license issued as a result of a violation of this Section 4-3.05 will be null and void.

4-3.06 The Office of Educator Licensure, as authorized by the State Board, reserves the right to amend or rescind any license that has been issued in error.

~~Mentoring Requirements for Novice Teachers and Beginning Administrators~~

~~8.09~~—Every novice teacher and beginning administrator employed in a public school, open enrollment public charter school, or other public educational setting shall participate in mentoring for no less than one (1) year.

~~8.09.1~~ Mentoring for a novice teacher shall consist of a licensed, certified mentor providing support and focused feedback with regard to instructional skills, classroom management, and professional behaviors.

~~8.09.2~~ Mentoring for a beginning administrator shall consist of a certified mentor providing support and focused feedback with regard to skills, management, and professional behaviors.

~~8.09.3~~ Mentors, novice teachers, and beginning administrators shall attend all Department mandated training, orientation, or informational meetings.

~~8.09.4~~ A beginning administrator working under an ALCP shall participate in mentoring for the duration of the ALCP.

~~8.09.5~~ A novice teacher in a licensed pre-kindergarten setting may in the alternative participate in mentoring offered pursuant to rules promulgated by the Arkansas Department of Human Services.

~~8.10~~—Every Arkansas public school district, open enrollment public charter school, or other public educational setting that employs a novice teacher or beginning administrator shall:

- ~~8.10.1 Notify the Office of Educator Effectiveness, no later than September 1 of each year, of the appointment of an induction project director who will act as the liaison for the program to the Department;~~
- ~~8.10.1.1 Induction project directors are responsible for coordination of mentor assignments, oversight of mentor funding appropriations, adherence to state rules and guidelines related to mentoring, and all written and fiscal reporting and communications to the Department;~~
- ~~8.10.1.2 Induction project directors must attend the annual Project Director Update meeting sponsored by the Office of Educator Effectiveness, in order to have access to the Department's online data system and to be qualified to pair a novice teacher or beginning administrator with a certified mentor;~~
- ~~8.10.1.3 As funds are available, induction project directors shall be compensated with a stipend via a sliding scale (not to exceed \$1,000) based on the number of novice teachers and beginning administrators in the school or district;~~
- ~~8.10.2 Submit to the Office of Educator Effectiveness via the Office's online data system:~~
- ~~8.10.2.1 No later than September 30 of each year, a register of all novice teacher/mentor pairs and beginning administrator/mentor pairs employed by the school or district; and~~
- ~~8.10.2.2 No later than September 30 of each year, an assurance statement, signed by the induction project director, district superintendent, or charter school director, that the school or district is in compliance with these Rules regarding mentoring.~~
- ~~8.10.3 Assign to each novice teacher, within three (3) weeks of the novice teacher's first contract day of the school year, a certified, licensed mentor teacher who is located in the same building, and who:~~
- ~~8.10.3.1 Has a compatible background in licensure content area and level of licensure;~~

- ~~8.10.3.2 — Is trained and certified in the state-adopted mentoring model; and~~
- ~~8.10.3.3 — Has at least three (3) years of successful teaching experience under a non-provisional license;~~
- ~~8.10.3.4 — The Office of Educator Effectiveness may grant exceptions to these requirements on a case-by-case basis, including the requirement that the mentor teacher be located in the same building;~~
- ~~8.10.3.5 — Only one (1) novice teacher may be assigned to each mentor teacher, except as allowed by the Office of Educator Effectiveness;~~
- ~~8.10.4 — Assign to each beginning administrator, within three (3) weeks of the beginning administrator's first contract day of the school year, a certified, licensed administrator mentor who has been certified in the state-adopted mentoring model;~~
- ~~8.10.5 — Release the following persons for training, orientation, or informational meetings:
 - ~~8.10.5.1 — Mentors and induction project directors to attend the initial mentor training and any mandatory statewide orientation or informational meetings held by the Department; and~~
 - ~~8.10.5.2 — Beginning administrators to attend induction training and any mandatory statewide orientation or informational meetings held by the Department;~~~~
- ~~8.10.6 — Provide released time during the contract day for a novice teacher and mentor to work together on the mentoring modules;~~
- ~~8.10.7 — Assist a novice teacher and mentor to schedule focused observations and professional development activities, and provide activities for mentors and novice teachers, which engage them in collaborative dialogue, problem solving, and professional development.
 - ~~8.10.7.1 — Mentor teachers shall perform a minimum of one(1) formal classroom observation per semester for each novice teacher and shall provide feedback focused on increased professional growth.~~~~

~~8.10.7.2—Novice teachers shall observe the mentor in the mentor’s classroom a minimum of one (1) observation during the first semester;~~

~~8.10.8—Notify the Office of Educator Effectiveness, via the Office’s online data system, within fifteen (15) days of any personnel changes that might affect annual mentoring budget allocations (such as hiring of a novice teacher midyear, or a novice teacher resigning midyear and being replaced by an experienced teacher for whom mentoring is not appropriate); and~~

~~8.10.9—Submit, via the Office’s online data system, the end-of-year budget report reflecting mentor stipend expenditures, no later than July 15 of each year.~~

~~8.10.9.1—Mentor stipends shall be distributed and disbursed within the parameters established by the Department.~~

~~8.11—The Office of Educator Effectiveness will monitor the quality of each public school or district’s mentoring program by reviewing all mentoring documentation.~~

~~8.11.1—All required mentoring and observation documentation shall be uploaded to the Office’s online data system and verified by the induction project director.~~

~~8.11.2—Mentoring observational information shall not be utilized in any way for employment or evaluation decisions unless students are at risk, either physically or emotionally.~~

~~8.12—School districts or open enrollment public charter schools that do not comply with these rules shall be placed in accredited-cited status for licensure deficiencies. Licensure deficiencies for this purpose includes without limitation:~~

~~8.12.1—Failure to register all mentors, novice teachers, and beginning administrators with the Office of Educator Effectiveness;~~

~~8.12.2—Failure to comply with established guidelines for assignment, support, and monitoring of mentors and novice teachers or beginning administrators; and~~

~~8.12.3—Failure to submit all appropriate documentation.~~

4-4.0 WAIVERS FOR PUBLIC SCHOOLS AND SCHOOL DISTRICTS

4-4.01 Contracted Positions (ALP/ALCP)

~~9.01~~ Except as specifically allowed by law or regulation, no person shall be employed by a public school in an out-of-area position for more than thirty (30) days without a waiver issued to the school pursuant to this Section 4-4.0.

- 4-4.01.1 Schools shall aggressively seek to employ in licensed positions individuals who are licensed and highly qualified (when required) for the grade level and licensure content areas assigned.
- 4-4.01.2 When a school cannot employ a qualified individual licensed at the grade level or for the licensure content area being assigned, the school shall actively recruit a licensed individual who will work under an ALP or ALCP towards becoming licensed and highly qualified (when required) for the grade level assigned or for the specific licensure content area assigned.
- 4-4.01.3 Notwithstanding the other provisions of this Section 4-4.0, if the State Board or the Commissioner of Education order the suspension or removal of a superintendent or school board under authority granted under Title 6 of the Arkansas Code, the State Board or Commissioner may appoint, subject to state law and for no more than three (3) consecutive school years, one (1) or more individuals in out-of-area positions as district-level administrators for that public school district.
- 4-4.01.4 This section 4-4.01 shall not apply to:
 - 4-4.01.4.1 Non-degreed vocational-technical teachers; or
 - 4-4.01.4.2 Those persons approved by the Department to teach the grade level or subject matter of the class in the Department' distance learning program.
- 4-4.01.5 The Office of Educator Licensure may grant a public school, agency, or organization a one (1)-year waiver of the requirements of Section 4-4.01 if it imposes an undue hardship in that a school is unable to timely fill a vacant position with a qualified individual licensed in the required licensure content area and level of licensure.

- 4-4.01.6 A request for waiver shall be submitted by the superintendent of the public school district or director of the open-enrollment public charter school and shall include:
- 4-4.01.6.1 A listing of all licensed employees employed by the district or charter school, including for each licensed employee:
- 4-4.01.6.1.1 Social Security number;
- 4-4.01.6.1.2 Current licensure area(s);
- 4-4.01.6.1.3 Whether the employee is currently employed in an out-of-area position, and if so, whether the position requires a highly-qualified teacher;
- 4-4.01.6.1.4 Any prior completed Additional Licensure Plan(s) (ALP); and
- 4-4.01.6.1.5 All prior school years in which the employee was employed in an out-of-area position;
- 4-4.01.6.2 A justification for the waiver documenting the efforts of the district or charter school to find a fully licensed, highly qualified employee. Districts will not have to verify re-advertising for the second and third years for a position, as long as the individual holds a valid ALP or ALCP;
- 4-4.01.6.3 A written plan with timelines for completion of the ALP or ALCP requirements; and
- 4-4.01.6.4 If a waiver was granted for the same position in the prior school year, evidence that the ALP or ALCP plan timelines are being met in accordance with Sections 2-3.06.2, 2-3.06.3, or 3-4.01.4.4.
- 4-4.01.7 A school, district, agency, or organization shall annually apply for renewal of the waiver each additional year the employee is working under an approved ALP or ALCP. The one (1)-year waiver may be renewed two (2) times, for a maximum of three (3) years of waiver for the same position, so long as the ALP

or ACLP issued to the employee remains valid and the employee meets the ALP or ALCP plan timelines.

4-4.01.8 The district superintendent or charter school director shall send written notice of the assignment of an employee to an out-of-area position to the parent or guardian of each student in the employee's classroom no later than thirty (30) school days after the date of the assignment.

4-4.01.8.1 Parental notice is not required for the out-of-area assignment of a counselor, library media specialist, or administrator.

4-4.01.9 The final decision regarding the granting of a waiver rests with the State Board.

4-4.02 Substitute Teachers

9.07 Since it is sometimes necessary to utilize the services of substitute personnel, public schools should select competent individuals who can be entrusted with the instructional responsibilities of the school. As much care should be given to the recruitment, selection and utilization of those who will be used as substitutes as is given to licensed personnel.

4-4.02.1 A person employed as a temporary substitute for a licensed teacher in a public school shall:

4-4.01.1.1 Be a high school graduate; or

4-4.01.1.2 Hold a graduate equivalent degree (G.E.D.).

4-4.02.2 No class of students in any public school shall be under the instruction of a substitute teacher for more than thirty (30) consecutive school days in the same class during a school year unless the substitute teacher instructing the class has:

4-4.02.2.1 A bachelor's or higher degree awarded by an accredited college or university; or

4-4.02.2.2 ~~An educator license~~ A current Standard Teaching License, Ancillary License, Provisional License, Administrator's License, or Lifetime Teaching License issued by the State of Arkansas for areas in which the substitute is employed.

4-4.02.3 A public school shall request a waiver for each semester, not to exceed two (2) consecutive semesters to employ a substitute teacher whenever a class of students will be receiving instructions from ~~a~~ the substitute teacher ~~or teachers~~ for longer than thirty (30) consecutive days unless the substitute is fully licensed in Arkansas for areas in which the substitute is employed.

4-4.02.4 A public school may not avoid a waiver request by:

4-4.02.4.1 Relying on the license of another teacher or administrator in the building who is not assigned substitute teacher and is not actively teaching the class;

4-4.02.4.2 Terminating the services of a substitute teacher(s) prior to the thirty-first (31st) day of instruction;

3-4.02.4.3 Granting the substitute teacher one (1) or more days of personal or administrative leave; or

4-4.02.4.4 Using any other method of circumventing the intent of the law or these rules.

~~9.07.5~~ ~~A substitute teacher or teachers possessing a bachelor's degree shall continue to teach the class from at least the thirty-first (31st) consecutive day after the regular teacher is absent from the class until the return of the regular teacher to that class.~~

4-4.02.6 The district superintendent or charter school director shall send written notice of the assignment of a substitute teacher to an out-of-area position to the parent or guardian of each student in the teacher's classroom no later than thirty (30) school days after the date of the assignment.

4-4.02.7 This Section 4-4.02 shall not apply to non-degreed vocational-technical teachers.

4-4.02.8 The superintendent of a public school district or director of an open-enrollment public charter school may apply for a waiver from the Arkansas State Board of Education if the requirements set forth in this Section 4-4.02 impose an undue hardship on the school or district.

4-4.02.8.1 A written application for waiver shall be submitted to the Department as soon as an undue

hardship is determined by the superintendent or charter school director. The application letter shall include:

- 4-4.02.8.1.1 A justification of need for the waiver;
 - 4-4.02.8.1.2 Documentation that a degreed or properly-licensed individual is not available to be employed;
 - 4-4.02.8.1.3 Instructional area that will be assigned to the substitute teacher, and
 - 4-4.02.8.1.4 The length of time the substitute will be employed.
- 4-4.02.8.2 Waivers for use of a substitute teacher for longer than thirty (30) days may be granted for only one (1) semester but may be renewed for a second (2nd) semester. Such waivers are to be submitted immediately once the substitute has been in the classroom for thirty-one (31) days.
- 4-4.02.8.3 Applications for waivers shall be reviewed by the Department and presented to the State Board of Education for its decision.
- 4-4.02.8.4 The final decision regarding the granting of this waiver will rest with the State Board of Education.
- 4-4.02.8.5 Any school district or open-enrollment public charter school granted this waiver will be reported in the Department's annual school district or school report card.

4-5.0 CONVERSION OF EXISTING INITIAL OR PROVISIONAL LICENSES

4-5.01 A licensee holding a current or expired Initial Teaching License issued by the State Board pursuant to the Department's Rules Governing Initial, Standard/Advanced Level and Provisional Teacher Licensure (eff. July 2010 or July 2007) may obtain a Standard License upon the submission of the following:

4-5.01.1 A completed application for conversion, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C); and

4-5.01.2 Documentation that the applicant has applied for and successfully completed all background checks required by the Department's Rules Governing Background Checks and License Revocation Chapter 8 of these rules within the immediately preceding twelve (12) months.

~~10.02—A licensee holding an expired Initial Teaching License issued by the State Board pursuant to any of the Department's prior Rules may obtain a Standard License by complying with the provisions of Section 3.01 of these Rules.~~

4-5.02 A licensee holding a current Provisional Teaching License issued by the State Board pursuant to the Department's Rules Governing Initial, Standard/Advanced Level and Provisional Teacher Licensure (eff. July 2010 or July 2007) or pursuant to the Department's Rules Governing Teacher Licensure by Reciprocity (eff. Sept. 2009 or June 2012) may obtain a Standard License upon the submission of the following:

4-5.02.1 A completed application for conversion, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

4-5.02.2 Documentation that the applicant has applied for and successfully completed all background checks required by the Department's Rules Governing Background Checks and License Revocation Chapter 8 of these rules within the immediately preceding twelve (12) months;

4-5.02.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate pedagogical or content-area assessments as mandated by the State Board;

4-5.02.4 For applicants seeking licensure in Elementary Education (K-6), Middle School (4-8), or Secondary Social Studies (7-12), documentation of the successful completion of three (3) college credit-hours in Arkansas History at an accredited college or university or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS; and

4-5.02.5 Documentation of the successful completion of any professional development required to meet renewal requirements.

4-5.03 A licensee holding a current Initial Administrator License issued by the State Board pursuant to the Department's Rules Governing Initial and Standard/ Advanced Level Administrator and Administrator – Arkansas Correctional School Licensure (eff. August 2003 or November 2010) may obtain a Standard Administrator License upon the submission of the following:

4-5.03.1 A completed application for conversion, with payment of any applicable fees as established by the State Board pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C);

4-5.03.2 Documentation that the applicant has successfully completed all background checks required by ~~the Department's Rules Governing Background Checks and License Revocation~~ Chapter 8 of these rules within the immediately preceding twelve (12) months; and

4-5.03.3 An official score report reflecting passing scores, as approved by the State Board, on the appropriate administrator licensure assessment as mandated by the State Board.

4-5.04 Any licensee who, as of the effective date of these Rules, is working under a current Additional Licensure Plan (ALP) or Administrator Licensure Completion Plan (ALCP) issued pursuant to any prior Department rules, shall continue under and complete the Plan in accordance with the terms of the Plan as approved by the Department, and in accordance with the prior rules under which the Plan was approved.

4-5.05 If an applicant for first-time licensure or administrator licensure or for the addition of a licensure content area, endorsement, or level of licensure, was enrolled in a program of study prior to July 1, 2014, and meets all other requirements for licensure, the Office of Educator Licensure may reference and utilize the licensure content areas, endorsements, or levels of licensure that were recognized by the State Board immediately prior to the effective date of these Rules.

4-6.0 LICENSE DENIAL, PROBATION, SUSPENSION, REVOCATION OR NON-RENEWAL

4-6.01 Unless a waiver is granted pursuant to Chapter 8 of these rules, the State Board shall not issue a license or license renewal to, and shall revoke, suspend, or place on probation the existing license of, any individual who:

- 4-6.01.1 Has pled guilty, pled nolo contendere to, or been found guilty of any offense that will or may result in license revocation under Ark. Code Ann. § 6-17-410;
- 4-6.01.2 Has an expunged or a pardoned conviction for any sexual or physical abuse offense committed against a child or any offense that will or may result in license revocation under Ark. Code Ann. § 6-17-410;
- 4-6.01.3 Has a true report in the Child Maltreatment Central Registry;
- 4-6.01.4 Holds a teaching or similar license obtained by fraudulent means;
- 4-6.01.5 Has had a teaching or similar license revoked in another state;
- 4-6.01.6 Intentionally compromises the validity or security of any student test or testing program administered by or required by the State Board or the Department of Education;
- 4-6.01.7 Has the completed examination test score of any testing program required by the State Board for teacher licensure declared invalid by the testing program company and so reported to the Department of Education by the testing company;
- 4-6.01.8 Fails to establish or maintain the necessary requirements and standards set forth in Arkansas law or State Board rules and regulations for teacher licensure;
- 4-6.01.9 Knowingly submits or provides false or misleading information or knowingly failing to submit or provide information requested or required by law to the Department of Education, the State Board, or the Division of Legislative Audit; or
- 4-6.01.10 Knowingly falsifies or directs another to falsify any grade given to a student, whether the grade was given for an individual assignment or examination or at the conclusion of a regular grading period.
- 4-6.02 Before denying an application for licensure or renewal, or taking action against an existing license, the Department shall provide to the Applicant or licensee a written notice of the reason for the action and shall afford the Applicant or licensee the opportunity to request a hearing before the State Board under Section 8-5.0 of these rules.

4-7.0 REPORTING REQUIREMENTS FOR SUPERINTENDENTS AND DIRECTORS OF EDUCATIONAL ENTITIES

4-7.01 The superintendent or director of an educational entity shall report in writing by certified mail to the Department's Office of Legal Services the name of any employee of the educational entity, whether currently employed or previously employed at any time during the two (2) preceding school years, who:

4-7.01.1 Has pled guilty or nolo contendere, or has been found guilty, of any offense listed in Ark. Code Ann. §§ 6-17-410(c) or 6-17-414(b);

4-7.01.2 Holds a teaching or similar license obtained by fraudulent means;

4-7.01.3 Has had a teaching or similar license revoked in another state;

4-7.01.4 Has intentionally compromised the validity or security of any student test or testing program administered or required by the Department;

4-7.01.5 Has knowingly submitted falsified information or failed to submit information requested or required by law to the Department, the State Board, or the Division of Legislative Audit; or

4-7.01.6 Has a true report in the Child Maltreatment Central Registry.

4-7.02 The superintendent or director of an educational entity shall report in writing by certified mail to the Department's Office of Legal Services the name of any Fiscal Officer of the district or school, whether currently employed or previously employed at any time during the two (2) preceding school years, who has pled guilty or nolo contendere to, or has been found guilty of, a fraudulent act.

4-7.03 Failure of a superintendent to report a violation by certified mail within five (5) calendar days of knowledge as listed in Section 4-7.01 may result in sanctions imposed by the State Board, including but not limited to loss of accreditation.

4-8.0 FISCAL OFFICER LICENSURE ACTIONS

- 4-8.01 In addition to the requirements of Section 8-2.0 of these rules, an educational entity shall not employ as a Fiscal Officer any individual who has pled guilty or nolo contendere to, or has been found guilty of, a fraudulent act.
- 4-8.02 A currently-employed Fiscal Officer of an educational entity who has pled guilty or nolo contendere to, or has been found guilty of, a fraudulent act shall be dismissed from employment with the educational entity.
- 4-8.02.1 Within five (5) days of knowledge of the plea or conviction, the educational entity shall serve written notice of termination on the Fiscal Officer in person or by certified mail. The notice shall advise the Fiscal Officer of his or her right to a hearing before the State Board.
- 4-8.02.2 The Fiscal Officer may, within thirty (30) days of service of the written notice of termination, request a hearing before the State Board by sending a written request via certified mail to the Department's Office of Legal Services.
- 4-8.02.3 If the Fiscal Officer does not timely request a hearing before the State Board, termination shall become effective thirty (30) days after the date of service of the written notice of termination.
- 4-8.02.4 Termination of employment pursuant to this subsection shall not be subject to the requirements of the Teacher Fair Dismissal Act, Ark. Code Ann. § 6-17-1501 *et seq.* or the Public School Employee Fair Hearing Act, Ark. Code Ann. § 6-17-1701 *et seq.*
- 4-8.03 Any individual found ineligible for employment or dismissed from employment under this Section 4-8.0 may, within thirty (30) days of service of the written notice of denial of employment or written notice of termination, request a hearing before the State Board by sending a written request via certified mail to the Department's Office of Legal Services.
- 4-8.04 Circumstances for which a waiver may be granted shall include without limitation the following:
- 4-8.04.1 The age of the Fiscal Officer at the time the criminal act occurred;

4-8.04.2 The length of time since the conviction;

4-8.04.3 Whether the Fiscal Officer has pled guilty or nolo contendere to, or has been found guilty of, any other criminal violations since the original conviction;

4-8.04.4 Whether the original conviction was expunged or pardoned; and

4-8.04.5 Any other relevant facts.

4-8.05 The hearing shall follow the procedures set forth in Section 8-6.0 of these Rules.

4-8.06 After making its decision, the State Board shall reduce its decision to writing and shall mail copies of the decision to the Fiscal Officer or Applicant and the Superintendent of the affected school district.

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 5:
NONTRADITIONAL LICENSURE

5-1.0 REQUIREMENTS FOR OBTAINING AN APPEL PROVISIONAL AND STANDARD TEACHING LICENSE

5-1.01 The following is required for admission to the APPEL program:

5-1.01.1 A completed APPEL program application with all required accompanying documentation.

5-1.01.2 Official transcript(s) documenting an awarded four-year college bachelor's degree or higher from an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

5-1.01.2.1 For out-of-country candidates, an official college transcript evaluation from a private credential evaluation agency documenting that the bachelor's degree is equivalent to a four-year degree from an institution of higher learning in the United States that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. The evaluation by a private credential evaluation agency must be a course-by-course-evaluation prepared in English indicating the candidate's major course of study to include documentation of the candidate's cumulative Grade Point Average (GPA).

5-1.01.3 Documentation of a minimum cumulative undergraduate or graduate grade point average (GPA) of 2.50 on a 4.0 scale for cohorts beginning before Summer 2015 or a minimum GPA of 2.75 for the last 60 credit hours of coursework and beginning with the Summer 2015 cohort a minimum cumulative undergraduate or graduate GPA of 2.70 or a minimum GPA of 2.9 for the last 60 credit hours of coursework.

5-1.01.3.1 Candidates for the APPEL program may be exempt from the standard minimum GPA requirement if all the following conditions are met:

5-1.01.3.1.1 Have at least fifteen (15) years of experience in the field related to the teaching/licensure subject area.

5-1.01.3.1.2 Demonstrate a minimum of a 2.0 undergraduate or graduate grade point average for cohorts beginning before Summer 2015 and 2.25 beginning with the Summer 2015 cohort.

5-1.01.3.1.3 Submit one (1) letter of justification from the applicant expressing the relevance of the applicants' credentials to teach the subject in question.

5-1.01.3.1.4 Have two (2) professional letters of recommendation submitted by references to the Office of Educator Effectiveness.

5-1.01.3.1.5 Complete the regular APPEL program application process.

5-1.01.4 An official score report reflecting passing scores, as approved by the State Board of Education, on the following state required assessments:

5-1.01.4.1 The basic skills assessment (all parts).

5-1.01.4.1.1 If a candidate holds a Master's Degree or above, and has taken the graduate level assessment, and has scored at or above the State Board established cut-score/minimum passing score, that assessment shall be accepted in lieu of the basic skills assessment(s).

5-1.01.4.2 The state required subject-content-area assessment(s) for the specific licensure area(s) sought.

5-1.01.5 Payment of the APPEL Program Fee established by the State Board of Education pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C).

5-1.01.6 Applicable coursework, completed in advance, from an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or through ArkansasIDEAS. Required coursework includes:

5-1.01.6.1 Three (3) college credit-hours of Arkansas History or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS for the licenses of Middle Childhood Education (4-8) and Social Studies (7-12).

5-1.01.6.2 Six (6) college credit-hours of instruction in reading that includes at a minimum theories and strategies for teaching reading, diagnosis of reading difficulties, intervention strategies for struggling readers, and disciplinary literacy (completed with a grade of “B” or better), and either a 3-hour course in disciplinary literacy (completed with a grade of “B” or better) or a 45-hour professional development piece in disciplinary literacy through ArkansasIDEAS, for the Middle Childhood Education (4-8) license.

5-1.01.6.3 Three (3) college credit-hours in disciplinary literacy (completed with a grade of “B” or better) or a 45-hour professional development piece in disciplinary literacy through ArkansasIDEAS for the Secondary Education (7-12) license.

5-1.02 Before an APPEL candidate may enter a public school classroom, the candidate shall successfully complete the required background checks by the Child Maltreatment Central Registry, Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.

5-1.03 To obtain a Provisional Teaching License through APPEL a candidate must:

- 5-1.03.1 Be admitted into the APPEL program;
- 5-1.03.2 Be assigned to an APPEL program satellite site for instructional modules and successfully complete all required APPEL program instructional modules, including the summer instructional modules.
 - 5-1.03.2.1 To maintain the Provisional Teaching License, the candidate must continue and successfully complete the school year instructional modules;
- 5-1.03.3 Document employment as a teacher-of-record, teaching a minimum of three (3) hours per day in the appropriate licensure area(s), with a certified mentor approved by the Department in an Arkansas school, open-enrollment public charter school, or education service cooperative during the provisional licensure period.
 - 5-1.03.3.1 If appropriate employment is not secured by October 1 of the year of admission into the APPEL program, the candidate shall be maintained on “hold” (one year only), until the following year.
 - 5-1.03.3.2 A candidate on “hold” shall not be issued a license and shall be required to teach the following year. (The candidate shall still be required to complete two (2) years of teaching within a three-year period.);
- 5-1.03.4 Be mentored according to the requirements for mentoring of novice teachers under Chapter 6 of these rules;
- 5-1.03.5 Pass the appropriate state-mandated pedagogical assessment;
 - 5-1.03.5.1 If the pedagogical assessment is not successfully completed within the APPEL program period, the Provisional Teaching License will be revoked. The participant will be allowed to attend Department-scheduled remedial sessions for one (1) year, during which time the participant may attempt to pass the assessment and, if successful, will be issued a Standard Teaching License.

5-1.03.5.2 If the pedagogical assessment is not successfully completed within the remedial year as provided under Section 5-1.03.5.1, the participant will be administratively withdrawn from the program.

5-1.03.6 Adhere to and abide by all the policies and procedures as outlined in the published APPEL Program Handbook for the year of admission.

5-1.04 A Provisional Teaching License is issued to an APPEL program participant at the beginning of the first year of participation in the program for:

5-1.04.1 One (1) year if the participant is in a one-year program; and

5-1.04.2 Two (2) years, if the participant is in a two-year program.

5-1.05 A Provisional Teaching License under the APPEL program is issued to a participant in one (1) license area (except as follows) based upon the areas and levels of teaching assignment approved by the State Board of Education.

5-1.05.1 A Middle School APPEL participant must be licensed in two (2) or more of the four (4) middle school content areas of math, science, social studies, and language arts, and may have one (1) or more endorsements approved by the State Board of Education.

5-1.05.2 A Secondary APPEL participant may be issued a Provisional Teaching License in one (1) secondary licensure content area or in one (1) license content area with one (1) endorsement added.

5-1.05.2.1 To be licensed in two (2) areas, a Secondary participant must have successfully completed all state-mandated content specific licensure assessments for both areas, and have a teaching assignment in both licensure areas.

5-1.05.2.2 A participant wishing to add social studies must also complete the required three (3) college credit-hours of Arkansas History at an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation

or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS, in advance of licensure.

5-1.05.2.3 A Secondary participant with one (1) licensure area may add one (1) endorsement if the participant completes the required program of study, if applicable for the endorsement, successfully completes the state-mandated assessment for the endorsement, and has a teaching assignment in the endorsement area.

5-1.06 An APPEL participant may not file an ALP or teach in an out-of-licensure area while enrolled in the APPEL program.

5-1.07 There are two (2) tracks in the APPEL program: a one-year program or a two-year program.

5-1.07.1 Candidates with a four-year degree who have completed a program of study in the field of Education (all coursework with the exception of Student Teaching) may be eligible to complete a one-year program if their degree was awarded within five (5) years of the date of application.

5-1.07.2 Candidates with a four-year degree, who have not completed a program of study in the field of Education, or those whose Education degree was awarded more than five (5) years before the date of application, must complete a two-year program.

5-1.08 A Standard Teaching License will be issued to an APPEL participant upon the participant's successful completion of the APPEL program.

5-1.09 An applicant who is not a U.S. citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

5-1.10 Annual enrollment in the APPEL program may be limited by:

5-1.10.1 Licensure requirements.

5-1.10.2 Licensure area and level of candidates (shortage areas may be given preference).

5-1.09.3 Program capacity (in which case applications will not be accepted after capacity is reached).

5-2.0 PROVISIONAL PROFESSIONAL TEACHING LICENSE

5-2.01 A Provisional Professional Teaching License (PPTL) is:

5-2.01.1 A nonrenewable three-year provisional license issued to an experienced professional for the purpose of teaching on a part-time or full-time basis as teacher-of-record in an Arkansas public school.

5-2.01.2 Issued for one (1) or more licensure content areas.

5-2.02 To obtain a Provisional Professional Teaching License a candidate must:

5-2.02.1 Hold a bachelor's degree from an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

5-2.02.1.1 The candidate must provide documentation of a minimum cumulative undergraduate or graduate grade point average (GPA) of 2.50 or a minimum GPA of 2.75 for the last 60 credit hours of coursework.

5-2.02.2 Have a minimum of three (3) years of working experience in the content area of the class to be taught.

5-2.02.3 Be offered employment to teach classes for credit in an Arkansas public school.

5-2.02.4 Submit one (1) letter of justification from the applicant expressing the relevance of the applicant's credentials to teach the subject in question.

5-2.02.5 Have two (2) professional letters of recommendation submitted by references to the Office of Educator Licensure.

5-2.02.6 Pass all appropriate state-mandated basic skills and content-knowledge assessment(s) for the specific licensure area(s) sought.

5-2.02.7 Apply for and successfully complete all criminal background checks and Child Maltreatment Central Registry check within the immediately preceding twelve (12) months.

5-2.02.8 For applicants seeking licensure in Middle School (4-8), or Secondary Social Studies (7-12), document the successful completion of three (3) college credit-hours in Arkansas History at an accredited college or university or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS.

5-2.02.9 Document the completion of the following professional development through the Arkansas IDEAS Portal:

5-2.02.9.1 Two (2) hours of parental involvement;

5-2.02.9.2 Two (2) hours of child maltreatment training; and

5-2.02.9.3 Two (2) hours of teen suicide awareness and prevention; and

5-2.02.9.4 Dyslexia awareness.

5-2.03 An individual who receives a three-year Provisional Professional Teaching License shall complete, in the first year of provisional licensure, twenty-four (24) hours of training in pedagogy as determined by the Department of Education.

5-2.03.1 The twenty-four (24) hours of training in pedagogy are in addition to and not considered a part of the annual professional development required for a Standard Teaching License.

5-2.04 To obtain a Standard Teaching License, an individual holding a Provisional Professional Teaching License must:

5-2.04.1 Undergo a summative evaluation at the end of three (3) years of provisional licensure;

5-2.04.1.1 The applicant must have been identified by the employing school district as proficient or above on the summative evaluation.

5-2.04.2 Submit passing scores on the state-required pedagogical assessment or its substantial equivalent for the content area in which the applicant seeks to teach;

5-2.04.2.1 The assessment shall be taken and passed before the expiration of the three-year provisional license.

5-2.04.3 Provide a recommendation from the superintendent of the employing school district for full licensure; and

5-2.04.4 Pay applicable licensure fees as established by the State Board of Education pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C).

5-2.04-5 An applicant who is not a U.S. citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

5-3.0 ACCELERATED TEACHING PROGRAM PROVISIONAL AND STANDARD LICENSURE

5-3.01 An Accelerated Teaching Program Provisional License is a nonrenewable provisional teaching license valid for the term of the accelerated teaching program issued to a participant in an accelerated teaching program who meets the following criteria:

5-3.01.1 Is a participant in an accelerated teaching program;

5-3.01.2 Passes a criminal background check and Child Maltreatment Central Registry check;

5-3.01.3 Submits an official score report reflecting passing scores, as approved by the State Board of Education, on all appropriate state-mandated content knowledge assessment(s) for the specific licensure area(s) sought;

5-3.01.4 Is teaching in an Arkansas public school; and

5-3.01.5 If required by the grade level or content area in which the participant is teaching, within one (1) year of the issuance of the provisional license successfully completes three (3) college credit-hours of Arkansas History at an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS.

5-3.02 So long as an individual possesses an Accelerated Teaching Program Provisional License, the individual must participate in mentoring as required for novice teachers under Chapter 6 of these rules or a substantial equivalent offered by the accelerated teaching program and approved by the Department.

5-3.03 To obtain a Standard Teaching License, an individual who has completed an accelerated teaching program must:

5-3.03.1 Submit an application for licensure;

5-3.03.2 Furnish evidence of successful completion of the accelerated teaching program;

5-3.03.3 Apply for and successfully complete a criminal background check and Child Maltreatment Central Registry check within twelve (12) months;

5-3.03.4 Submit an official score report reflecting passing scores, as approved by the State Board of Education, on all appropriate state-mandated pedagogical and content-area assessment(s); and

5-3.03.5 If required by the grade level or content area for which the applicant seeks licensure, furnish evidence of successful completion of three (3) college credit-hours of Arkansas History at an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS.

5-3.03.6 Applies for and successfully completed a criminal background check and Child Maltreatment Central Registry check within twelve (12) months as required by Chapter 8 of these rules;

5-3.03.7 An applicant who is not a U.S. citizen shall provide evidence satisfactory to the Department that the applicant meets the criteria of an exception under U.S.C. § 1261 for the state to issue a professional license.

5-3.04 An applicant who meets all requirements of Section 5-3.03 except completion of the Arkansas History requirement and who has not previously held an Accelerated Teaching Program Provisional License may complete the Arkansas History requirement under a one-year nonrenewable Provisional Teaching License. If the Arkansas History requirement is completed during the one-year provisional licensure period, the applicant may be issued a Standard Teaching License.

5-4.0 MASTER'S DEGREE IN TEACHING PROVISIONAL AND STANDARD LICENSURE

5-4.01 An individual enrolled in a master's degree in teaching program (MAT, M.Ed., or MTLL) may obtain a Provisional Teaching License if the individual:

5-4.01.1 Submits evidence of enrollment in a master's degree in teaching program that:

5-4.01.1.1 Is from an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation; and

5-4.01.1.2 Either has attained recognition from its affiliated Council for Accreditation of Educator Preparation (CAEP) Specialized Professional Association (SPA), is accredited by a CAEP recognized organization associated with the field of study, or is recommended for approval based upon results of a CAEP or state review of the program;

5-4.01.2 Maintains a cumulative grade point average in the master's degree in teaching program of no less than 2.5 (4.0 scale) until Fall 2015 and 2.7 (4.0 scale) beginning Fall 2015;

5-4.01.3 Applies for and successfully completed a criminal background check and Child Maltreatment Central Registry check;

5-4.01.4 Documents employment as a teacher-of-record, teaching a minimum of three (3) hours per day in the appropriate licensure area(s), and if employed in a public school, with a certified mentor during the provisional licensure period.

5-4.02 A Provisional Teaching License under this Section 5-4.0 is issued in one (1) license area (except as follows) based upon the areas and levels of teaching assignment approved by the State Board of Education.

5-4.02.1 A Provisional Teaching License under this Section 5-4.0 may be issued in two (2) secondary licensure content areas or in one (1) license content area with one (1) endorsement added.

5-4.02.2 An applicant for a provisional license in two (2) areas must successfully complete all state-mandated content specific

licensure assessments for both areas, and have a teaching assignment, in both licensure areas.

5-4.02.3 An applicant for a provisional license in one (1) licensure area may add one (1) endorsement if the applicant completes the required program of study, if applicable for the endorsement, successfully completes the state-mandated assessment for the endorsement, and has a teaching assignment in the endorsement area.

5-4.03 To obtain a Standard Teaching License under these Rules, an individual holding a master's degree in teaching (MAT, M.Ed., or MTLL) must:

5-4.03.1 Submit official transcript(s) documenting an awarded master's degree in teaching from an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, and whose teacher preparation program is:

5-4.03.1.1 Nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation;

5-4.03.1.2 Accredited by the Teacher Education Accreditation Council (TEAC) or Council for Accreditation of Educator Preparation (CAEP); or

5-4.03.1.3 Approved by a member entity of the National Association of State Directors of Teacher Education and Certification (NASDTEC);

5-4.03.2 Applies for and successfully completed a criminal background check and Child Maltreatment Central Registry check within twelve (12) months;

5-4.03.3 Submit an official score report reflecting passing scores, as approved by the State Board of Education, on the appropriate state-mandated pedagogical and content-area assessment(s);

5-4.03.4 If required by the grade level or content area for which the applicant seeks licensure, furnish evidence of successful completion of three (3) college credit-hours in Arkansas History at an institution of higher education that is regionally or nationally accredited by an accrediting organization

recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or a 45-hour professional development piece in Arkansas History through ArkansasIDEAS; and

5-4.03.5 If required by the grade level or content area for which the applicant seeks licensure, furnish evidence of successful completion of six (6) college credit-hours of instruction in reading that includes at a minimum theories and strategies for teaching reading, diagnosis of reading difficulties, intervention strategies for struggling readers, and disciplinary literacy, and either a 3-hour course in disciplinary literacy at an institution of higher education that is regionally or nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (completed with a grade of “B” or better) or a 45-hour professional development piece in disciplinary literacy through ArkansasIDEAS.

5-4.03.6 Submit documentation of the completion of the following professional development, which may be obtained through the ArkansasIDEAS Portal, the applicant’s teacher education program, or other method of delivery approved by the Department under the Rules Governing Professional Development:

5-4.03.6.1 Two (2) hours of parental involvement;

5-4.03.6.2 Two (2) hours of child maltreatment training;

5-4.03.6.3 Two (2) hours of teen suicide awareness and prevention; and

5-4.03.6.4 Dyslexia awareness.

5-4.04 For an applicant who was not employed as a teacher-of-record and did not hold a Master’s Degree in Teaching Provisional License under this section, a one-year, non-renewable provisional teaching license shall be available for an applicant who holds a master’s degree in teaching if the applicant has completed all other requirements under Section 5-4.03 but has not successfully completed:

5-4.04.1 The Arkansas History requirement under 5-4.03.4; or

5-4.04.2 The instruction in reading and disciplinary literacy required under Section 5-4.03.5.

5-4.05 An individual receiving a Standard Teaching License under this Section 5-4.0 who was not employed in a public school while in a Master’s Degree

in Teaching program shall upon employment in a public school participate in mentoring as required for novice teachers by Chapter 6 of these rules, unless the individual has completed mentoring or a substantial equivalent in an in-state private school or border-state private or public school settings where Common Core and other content standards adopted by the State Board are taught and faculty are subject to an evaluation system that uses a framework substantially similar to Arkansas' TESS.

MARKKUP

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 6:
MENTORING

6-1.0 MENTORING REQUIREMENTS FOR NOVICE TEACHERS AND BEGINNING ADMINISTRATORS

6-1.01 Every novice teacher and beginning administrator employed in a public school, open-enrollment public charter school, or other public educational setting shall participate in mentoring for no less than one (1) year.

6-1.01.1 Mentoring for a novice teacher shall consist of a certified mentor providing support and focused feedback with regard to instructional skills, classroom management, and professional behaviors.

6-1.01.2 Mentoring for a beginning administrator shall consist of a certified mentor providing support and focused feedback with regard to skills, management, and professional behaviors.

6-1.01.3 Mentors, novice teachers, and beginning administrators shall attend all Department-mandated training, orientation, or informational meetings.

6-1.01.4 A beginning administrator working under an ALCP shall participate in mentoring for the duration of the ALCP.

6-1.01.5 A novice teacher in a licensed pre-kindergarten setting may in the alternative participate in mentoring offered pursuant to rules promulgated by the Arkansas Department of Human Services.

6-1.02 Every Arkansas public school district, open-enrollment public charter school, or other public educational setting that employs a novice teacher or beginning administrator shall:

6-1.02.1 Notify the Office of Educator Effectiveness (OEE), no later than September 1 of each year, of the appointment of an induction project director who will act as the liaison for the program to the Department;

6-1.02.1.1 Induction project directors are responsible for coordination of mentor assignments, oversight of mentor funding appropriations, adherence to state

rules and guidelines related to mentoring, and all written and fiscal reporting and communications to the Department;

6-1.02.1.2 Induction project directors must attend the annual Project Director Update meeting sponsored by the OEE, in order to have access to the Department's online data system and to be qualified to pair a novice teacher or beginning administrator with a certified mentor;

6-1.02.1.3 As funds are available, induction project directors shall be compensated with a stipend via a sliding scale (not to exceed \$1,000) based on the number of novice teachers and beginning administrators in the school or district;

6-1.02.2 Submit to the OEE via the OEE's online data system:

6-1.02.2.1 No later than September 30 of each year, a register of all novice teacher/mentor pairs and beginning administrator/mentor pairs employed by the school or district; and

6-1.02.2.2 No later than September 30 of each year, an assurance statement, signed by the induction project director, district superintendent, or charter-school director, that the school or district is in compliance with these Rules regarding mentoring.

6-1.02.3 Assign to each novice teacher, within three (3) weeks of the novice teacher's first contract day of the school year, a certified mentor teacher who is located in the same building, and who:

6-1.02.3.1 Has a compatible background in licensure content area and level of licensure;

5-1.02.3.2 Is trained and certified in the state-adopted mentoring model; and

6-1.02.3.3 Has at least three (3) years of successful teaching experience.

6-1.02.3.3.1 A teacher employed by a public charter school with only one (1)

year of teaching experience may mentor if the public charter school obtains a waiver from the Department;

6-1.02.3.4 The OEE may grant exceptions to these requirements on a case-by-case basis, including the requirement that the mentor teacher be located in the same building;

6-1.02.3.5 Only one (1) novice teacher may be assigned to each mentor teacher, except as allowed by the OEE;

6-1.02.4 Assign to each beginning administrator, within three (3) weeks of the beginning administrator's first contract day of the school year, a certified administrator mentor who has been certified in the state-adopted mentoring model.

6-1.02.4.1 The certified mentor for a beginning administrator shall have a minimum of one (1) year of experience in the area in which the beginning administrator is licensing.

6-1.02.5 Release the following persons for training, orientation, or informational meetings:

6-1.02.5.1 Mentors to attend the initial mentor training and any statewide informational meetings held by the Department;

6-1.02.5.2 Project directors to attend mandatory annual update meetings; and

6-1.02.5.3 Beginning administrators to attend induction training and any statewide informational meetings held by the Department;

6-1.02.6 Provide released time during the contract day for a novice teacher and mentor to work together on the mentoring modules;

6-1.02.7 Assist a novice teacher and mentor to schedule focused observations and professional development activities, and provide activities for mentors and novice teachers, which

engage them in collaborative dialogue, problem solving, and professional development.

6-1.02.7.1 Mentor teachers shall perform a minimum of one (1) formal classroom observation per semester for each novice teacher and shall provide feedback focused on increased professional growth.

6-1.02.7.2 Novice teachers shall observe the mentor in the mentor's classroom a minimum of one (1) observation during the first semester;

6-1.02.8 Notify OEE, via the OEE's online data system, within fifteen (15) days of any personnel changes that might affect annual mentoring budget allocations (such as hiring of a novice teacher midyear, or a novice teacher resigning midyear and being replaced by an experienced teacher for whom mentoring is not appropriate); and

6-1.02.9 Submit, via the OEE's online data system, the end-of-year budget report reflecting mentor stipend expenditures, no later than July 15 of each year.

6-1.02.9.1 Mentor stipends shall be distributed and disbursed within the parameters established by the Department.

6-1.03 A mentee shall complete all modules, observations, and professional growth targets required by the Department in the state-adopted mentoring system .

6-1.04 The OEE will monitor the quality of each public school or district's mentoring program by reviewing all mentoring documentation.

6-1.04.1 All required mentoring and observation documentation shall be uploaded to the OEE's online data system and verified by the induction project director.

6-1.04.2 Mentoring and observational information shall not be utilized in any way for employment or evaluation decisions unless students are at risk, either physically or emotionally.

6-1.05 School districts or open-enrollment public charter schools that do not comply with these rules shall be placed in accredited-cited status for licensure deficiencies. Licensure deficiencies for this purpose includes without limitation:

6-1.05.1 Failure to register all mentors, novice teachers, and beginning administrators with the OEE;

6-1.05.2 Failure to comply with established guidelines for assignment, support, and monitoring of mentors and novice teachers or beginning administrators; and

6-1.05.3 Failure to submit all appropriate documentation.

6-2.0 MENTORING REQUIREMENTS FOR SUPERINTENDENTS

6-2.01 General Provisions

6-2.01.1 These rules apply to a first-year Arkansas superintendent, that is, a licensed educator who will become a superintendent in Arkansas for the first time during the 2011-2012 school year or each school year thereafter. The term does not refer to other district level administrators, such as deputy superintendents, assistant superintendents or associate superintendents. The term does not refer to acting superintendents or interim superintendents unless the acting superintendents or interim superintendents become the permanent superintendents of the district.

6-2.01.2 Beginning with the 2011-2012 school year, a first-year Arkansas superintendent shall complete the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent to maintain his or her superintendent's license.

6-2.01.2.1 Except as noted in subsection 5-2.01.2.2 below, the twelve (12) month superintendent mentoring program period shall begin upon the first day that the first-year Arkansas superintendent obtains employment with an Arkansas public school district, as evidenced by the effective date contained in the signed employment contract between the superintendent and an Arkansas public school district.

6-2.01.2.2 For an interim or acting superintendent of a school district who becomes the permanent superintendent of the same school district, the twelve (12) month superintendent mentoring

program period shall begin upon the date the interim or acting superintendent becomes the permanent superintendent pursuant to official action of the school district's board of directors.

6-2.01.3 The Department of Education shall, in conjunction with the Arkansas Association of Educational Administrators, develop all curriculum and training materials for the superintendent mentoring program.

6-2.01.4 Membership in the Arkansas Association of Educational Administrators, or any other organization, is not required in order for a superintendent to successfully complete the requirements of the program.

6-2.01.5 The requirements contained in these rules are in addition to those contained in other areas of Arkansas law or in other rules of the State Board of related to administrator licensure, including without limitation, the Arkansas Department of Education Rules Governing Initial and Standard/Advanced Level Administrator and Administrator – Arkansas Correctional School Licensure.

6-2.02 Program Requirements

6-2.02.1 The superintendent mentoring program shall include the following components:

6-2.02.1.1 Curriculum and instruction;

6-2.02.1.2 Ethics;

6-2.02.1.3 Facilities;

6-2.02.1.4 Human resources;

6-2.02.1.5 Leadership;

6-2.02.1.6 School funding;

6-2.02.1.7 Technology;

6-2.02.1.8 School board relations;

6-2.02.1.9 Standards for Accreditation of Arkansas Public Schools and School Districts;

6-2.02.1.10 Understanding reports and trend data; and

6-2.02.1.11 Legal issues.

6-2.02.2 The required course of study for the superintendent mentoring program shall not consist of less than thirty (30) hours of instruction. Twelve (12) of the thirty (30) hours of instruction shall consist of documented interaction between the mentor and superintendent mentee.

6-2.02.3 A first-year Arkansas superintendent who completes the requirements of the superintendent mentoring program may use the training toward fulfillment of the Initial Tier 1 training set forth by Ark. Code Ann. § 6-20-2204 and the Arkansas Department of Education Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements. A first-year Arkansas superintendent who has previously completed Initial Tier 1 training must nevertheless complete the requirements of the superintendent mentoring program.

6-2.02.4 Instruction under the superintendent mentoring program may take place in person, through distance learning, through Compressed Interactive Video (CIV), or a combination thereof.

6-2.02.5 The superintendent mentor and superintendent mentee shall keep a signed, written record of progress that includes a description of:

6-2.02.5.1 The subject of instruction and areas covered;

6-2.02.5.2 Whether the instruction took place in person, through distance learning, through Compressed Interactive Video (CIV), or a combination thereof; and

6-2.02.5.3 The amount of time of instruction during each session.

6-2.02.6 In order to successfully complete the superintendent mentoring program, a superintendent must:

6-2.02.6.1 Take and pass an assessment for each of the program components described in Section 6-2.02.1 of these rules; and

6-2.02.6.2 Complete a final assessment or project covering the entire program.

6-2.02.3 Upon proof of successful completion of the superintendent mentoring program, a superintendent will receive a certificate of program completion from the Department of Education.

6-2.03 Sanctions

6-2.03.1 A first-year Arkansas superintendent who does not complete the requirements of the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent shall be ineligible to maintain his or her superintendent's license.

6-2.03.2 If, due to the physical or mental disability of the superintendent or other extenuating circumstances as may be recognized by the State Board, a superintendent does not complete the requirements of the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent, the State Board may permit the superintendent up to an additional twelve (12) months to complete the program.

6-2.04 Mentor Qualifications

6-2.04.1 For the purposes of these rules, a mentor shall meet the following basic qualifications:

6-2.04.1.1 A practicing Arkansas superintendent or retired Arkansas superintendent;

6-2.04.1.2 Successfully completes an application and screening process as set forth by the Department of Education; and

6-2.04.1.3 Successfully completes a mentor training program as set forth by the Department of Education.

6-2.04.2 The Department of Education will certify mentors who meet the qualifications outlined in Section 6-2.04.1 of these rules.

6-2.05 Funding

6-2.05.1 This Section 6-2.0 is subject to the appropriation and availability of funding.

6-2.05.2 The Department of Education may, through the use of contracts, grants, or sub-grants, coordinate with qualified entities to provide training under the superintendent mentoring program to superintendents in Arkansas.

MARKKUP

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 7:
LIFETIME TEACHING LICENSE

7-1.0 ELIGIBILITY REQUIREMENTS FOR OBTAINING THE LIFETIME TEACHING LICENSE

7-1.01 Applicants for the Standard Lifetime shall meet the following eligibility requirements:

7-1.01.1 Hold a current, or expired standard Arkansas teaching license;

7-1.01.2 Be at least (62) years of age; and

7-1.01.3 Either:

7-1.01.3.1 Have worked in an educational setting while maintaining an Arkansas teaching license, or

7-1.01.3.2 Have made significant contributions to education, educational research, or the profession of teaching through scholarly endeavors, teaching experience, excellence in teaching or educational innovation;

7-1.02 Applicants shall apply for and successfully complete the criminal background checks and Child Maltreatment Central Registry check required under Chapter 8 of these rules upon application for the Lifetime Teaching License.

7-1.02.1 The required background check or Child Maltreatment Central Registry check cannot be older than one year at the time of application.

7-2.0 GENERAL POLICIES AND PROCEDURES RELATING TO THE LIFETIME TEACHING LICENSE

7-2.01 The Department shall issue a Lifetime Teaching License upon:

7-2.01.1 The applicant submitting to the Office of Educator Licensure at the Department a completed application requesting the Lifetime Teaching License, using the application form developed by the Department;

7-2.01.2 The applicant meeting the eligibility requirements in Section 7-1.0 of these rules; and

7-2.01.3 The application being approved by the State Board.

7-2.02 The Lifetime Teaching License shall reflect the applicant's licensure areas at the time of the application.

7-2.03 A teacher holding a Lifetime Teaching License is not required to renew his or her teaching license.

7-2.04 A Lifetime Teaching License is subject to the same laws for revocation as any Arkansas teaching license.

7-2.05 A lifetime teaching license holder is not subject to the requirements for annual professional development unless employed pursuant to subsection 7-3.02 of this rule.

7-2.06 The lifetime teaching license shall terminate upon the death or legal incapacity of the license holder.

7-3.0 EMPLOYMENT OF LIFETIME TEACHING LICENSE HOLDERS

7-3.01 A lifetime teaching license holder is eligible to serve a school district, educational services cooperative or the Department in the following capacities:

7-3.01.1 Substitute teacher

7-3.01.2 Tutor

7-3.01.3 Mentor

7-3.01.4 Test Investigator

7-3.01.5 Scholastic Audit Consultant

7-3.01.6 Others as defined by the Department

7-3.02 A lifetime teaching license holder who becomes employed full-time or part-time by a school district, education service cooperative as a licensed educator, or by the Department in a position that requires a current license issued by the State Board shall:

7-3.02.1 Apply for and successfully complete the criminal background checks and Child Maltreatment Central Registry check required under Chapter 8 of these rules; and

7-3.02.2 Participate in the professional development programs as required by the employing school district, cooperative or Department.

7-3.02.2.1 A lifetime teaching license holder who has not taught or been employed in an educational setting for which a license is required for one (1) or more years shall be required to provide the Department verification of twenty (20) hours of relevant professional development prior to reentering the educational setting.

7-3.02.3 A school district that hires a lifetime teaching license holder shall notify the Department of the within thirty (30) days of the employment of the lifetime teaching license holder.

MARKED

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING EDUCATOR LICENSURE

CHAPTER 8:
BACKGROUND CHECK REQUIREMENTS

8-1.0 REGULATORY PURPOSE

8-1.01 It is the purpose of these rules to set forth the requirements for a criminal background check and a Child Maltreatment Central Registry check for:

8-1.01.1 Each first-time applicant for a license issued by the State Board of Education;

8-1.01.2 Each applicant for his or her license renewal;

8-1.01.3 Each applicant for initial employment in a licensed staff position with an educational entity; and

8-1.01.4 Each preservice teacher.

8-1.02 It is further the purpose of these rules to:

8-1.02.1 Prescribe the procedure for revocation, suspension, or placing on probation of an educational license.

8-1.02.2 Clarify that superintendents and charter school directors shall have the responsibility of reporting licensure violations of teachers and fraudulent acts by Fiscal Officers to the State Board; and

8-1.02.3 Provide a procedure for applying to the State Board for a waiver of a disqualifying offense.

8-2.0 REQUIREMENTS FOR LICENSURE

8-2.01 Except as otherwise provided herein, an Applicant may not be issued a first-time license or license renewal without the successful completion of a criminal records check and the successful completion of a Child Maltreatment Central Registry check as required by these Rules.

8-2.02 The background check must be obtained during the twelve (12) months before the license is issued.

8-2.03 The Applicant shall be responsible for the payment of any fees associated with the criminal records check and Child Maltreatment Central Registry check.

8-2.04 Applicants for a first-time license or renewal of a license issued by the State Board

8-2.04.1 Each first-time Applicant for a license and each Applicant for renewal of a license issued by the State Board shall be required to apply to:

8-2.04.1.1 The Identification Bureau of the Department of Arkansas State Police for a criminal records check; and

8-2.04.1.2 The Department of Human Services for a Child Maltreatment Central Registry check.

8-2.04.2 The Applicant should begin the process of obtaining the criminal records check and Child Maltreatment Central Registry check by July 1 of the year in which the Applicant's license expires.

8-2.04.3 The Applicant shall be responsible for the payment of any fees associated with the criminal records check and Child Maltreatment Central Registry check.

8-2.05 Preservice teachers

8-2.05.1 Each Applicant who is a preservice teacher shall apply to:

8-2.05.1.1 The Identification Bureau of the Department of Arkansas State Police for a criminal records check; and

8-2.05.1.2 The Department of Human Services for a Child Maltreatment Central Registry check.

8-2.05.2 The Applicant shall be responsible for the payment of any fees associated with the criminal records check and Child Maltreatment Central Registry check.

8-2.05.3 These rules do not require an institution of higher education to bar a student from enrollment due to a disqualifying criminal

conviction or a true report in the Child Maltreatment Central Registry.

8-3.0 REQUIREMENTS FOR EMPLOYMENT

8-3.01 Each Applicant for initial employment or non-continuous reemployment in a licensed staff position for an educational entity shall be required as a condition of employment to apply to:

8-3.01.1 The Identification Bureau of the Department of Arkansas State Police for a criminal records check; and

8-3.01.2 The Department of Human Services for a Child Maltreatment Central Registry check.

8-3.02 The board of directors of a receiving or resulting public school district in a consolidation, annexation, or detachment may waive the requirements of this Section 8-3.0 for personnel who were employed by an affected district immediately prior to the annexation, consolidation, or detachment and who had a complete criminal records check conducted as a condition of the person's most recent employment with the affected district as required under this section.

8-3.03 An educational entity shall not employ in a licensed staff position any individual who has a true report in the Child Maltreatment Central Registry, unless the State Board granted a waiver by awarding a license or renewal under Section 8-5.0 herein.

8-3.04 An educational entity shall not employ in a licensed staff position any individual who has pled guilty, pled nolo contendere to, or been found guilty of any offense that will or may result in license revocation under Ark. Code Ann. § 6-17-410, unless the State Board granted a waiver by awarding a license or renewal under Section 8-5.0 herein.

8-3.05 An educational entity may offer provisional employment to an affected Applicant pending receipt of the results of the nationwide criminal records or Child Maltreatment Central Registry checks.

8-3.06 The Applicant shall be responsible for the payment of any fees associated with the criminal records check and Child Maltreatment Central Registry check, unless the board of directors of the employing educational entity chooses to pay the fees.

8-4.0 BACKGROUND CHECK PROCEDURES

- 8-4.01 The criminal records check and Child Maltreatment Central Registry check required by these Rules shall be initiated by the submission to the educational entity of a release of information to the Department signed by the Applicant.
- 8-4.01.1 For the purposes of these Rules, a criminal records check shall consist of a statewide criminal records check to be conducted by the Department of Arkansas State Police and a nationwide criminal records check to be conducted by the Federal Bureau of Investigation.
- 8-4.01.2 Criminal records checks shall conform to the applicable federal or state standards and shall include the taking of fingerprints.
- 8-4.01.3 Each applicant shall provide fingerprints by completing the State Police fingerprint card in the presence of a law enforcement officer, and shall have the law enforcement officer sign the fingerprint card and give his/her jurisdiction, the date and his/her badge number, or by any other method approved by the Department of Education.
- 8-4.01.4 If a legible set of fingerprints, as determined by the Identification Bureau of the Department of Arkansas State Police, cannot be obtained after a minimum of three (3) attempts, the Department of Education shall determine eligibility for licensure or employment based upon a name check by the Identification Bureau of the Department of Arkansas State Police and the Federal Bureau of Investigation.
- 8-4.01.5 To be valid for consideration, a criminal records check or Child Maltreatment Central Registry check must have been completed no earlier than twelve (12) months prior to the application for licensure, renewal, student teaching internship, or employment.
- 8-4.02 Any information received by the Department from the Department of Arkansas State Police, the Department of Human Services, or the Federal Bureau of Investigation pursuant to these Rules shall not be available for examination except by the affected applicant or his or her duly authorized representative, and no record, file, or document shall be removed from the custody of the Department of Education.

8-4.02.1 Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that applicant only.

8-4.02.2 Rights of privilege and confidentiality established under this section shall not extend to any document created for purposes other than this background check.

8-4.03 New or existing employees of an educational entity who have a contract with or work for more than one (1) educational entity in one (1) school year shall be required to have only one (1) criminal records check and one (1) Child Maltreatment Central Registry check to satisfy the requirements of all employing educational entities for that year.

8-5.0 NOTICE; WAIVER

8-5.01 Before denying an application for licensure or renewal, or taking action against an existing license, the Department shall provide to the Applicant or licensee a written notice of the reason for the action and shall afford the Applicant or licensee the opportunity to request a hearing before the State Board under this Section 8-5.0.

8-5.02 Upon receiving the written notice required by Section 8-5.01 a person may:

8-5.02.1 Decline to answer the notice, in which case the State Board shall hold a hearing to establish by a preponderance of the evidence that cause for the proposed action exists;

8-5.02.2 Contest the allegations of fact and request a hearing in writing, in which case the person shall be given an evidentiary hearing before the State Board if one is requested;

8-5.02.3 Admit the allegations of fact and request a hearing before the State Board to request a waiver; or

8-5.02.4 Stipulate or reach a negotiated agreement, which must be approved by the State Board.

8-5.03 A preservice teacher who receives notice under this section and who desires to request a hearing before applying for licensure shall submit to the Department the following items with the written request for a hearing:

8-5.03.1 Proof of acceptance or enrollment in a teacher preparation program approved by the Department; and

8-5.03.2 A written recommendation from the teacher preparation program.

8-5.04 A written request for hearing by the Applicant, licensee, or board of directors of a school district or open-enrollment public charter school must be received by the Department's Office of Legal Services no more than thirty (30) days after the receipt of the notice of denial, nonrenewal, or other action by the Applicant or licensee.

8-5.04.1 If the person requesting a hearing fails to appear at the hearing, the hearing shall proceed in the manner described in Section 8.5.01.1 above.

8-5.05 Any hearing shall comply with the procedures set forth in Section 8-6.0 herein.

8-5.06 Circumstances for which a waiver may be granted after a hearing pursuant to this Section 8-5.0 shall include without limitation the following:

8-5.06.1 The age at which the crime or incident was committed;

8-5.06.2 The circumstances surrounding the crime or incident;

8-5.06.3 The length of time since the crime or incident;

8-5.06.4 Subsequent work history;

8-5.06.5 Employment references;

8-5.06.6 Character references; and

8-5.06.7 Other evidence demonstrating that the applicant does not pose a threat to the health or safety of school children or school personnel.

8-5.07 After a hearing, the State Board may take one (1) or more of the following actions:

8-5.07.1 Revoke a license permanently;

8-5.07.2 Suspend a license for a terminable period of time or indefinitely;

8-5.07.3 Place or grant a license on probationary status for a terminable period of time with the license to be revoked or suspended if the probationary period is not successfully completed;

8-5.07.4 Impose a monetary penalty not to exceed five hundred dollars (\$500.00) for each violation;

8-5.07.5 Require a licensee to complete appropriate professional development programs, education courses, or both;

8-5.07.6 Require a licensee to successfully complete a licensing examination, credentialing examination, or any other examination required by law or rule to obtain a permit, license, endorsement, or licensure area;

8-5.07.7 Impose conditions or restrictions on the teaching or educational activities of the licensee;

8-5.07.8 Impose any other requirement or penalty as may be appropriate under the circumstances of the case and which would achieve the Board's desired disciplinary purposes, but which would not impair the public health or welfare; or

8-5.07.9 Take no action against a license.

8-5.08 If, after a hearing, the State Board approves a waiver for a preservice teacher:

8-5.08.1 The individual may obtain a license only upon:

8-5.08.1.1 Successful completion of the teacher preparation program for which the preservice teacher has provided proof of acceptance or enrollment under Section 8-5.03.1; and

8-5.08.1.2 Fulfillment of all other requirements for licensure.

8-5.08.2 A waiver granted under this Section 8-5.08 shall also operate as a waiver under Ark. Code Ann. § 6-17-414 for the preservice teacher to work for a school district as a student teacher.

8-6.0 STATE BOARD HEARING PROCEDURES

- 8-6.01 Each party shall exchange exhibits and witness lists thirty (30) calendar days before the scheduled hearing date, unless both parties agree to a shorter period of time.
- 8-6.02 Requests for subpoenas must be received in the Office of Legal Counsel not less than ten (10) calendar days before the hearing date.
- 8-6.03 Each party will have the opportunity to present an opening statement of no longer than five (5) minutes, beginning with the representative of the Department of Education. The Chair of the State Board may, only for good cause shown and upon the request of either party, allow either party additional time to present their opening statements.
- 8-6.04 Each party will be given twenty (20) minutes to present their cases, beginning with the representative of the Department of Education. The Chair of the State Board may, only for good cause shown and upon the request of either party, allow either party additional time to present their cases.
- 8-6.05 Every witness giving oral testimony must be sworn under oath by the court reporter and shall be subject to direct examination, cross examination, and questioning by the State Board.
- 8-6.06 For the purposes of the record, documents offered during the hearing by the Department of Education shall be clearly marked in sequential, numeric order (1, 2, 3).
- 8-6.07 For the purposes of the record, documents offered during the hearing by the appealing Applicant or licensee shall be clearly marked in sequential, alphabetic letters (A, B, C).
- 8-6.08 The Department of Education shall have the burden of proving, by a preponderance of the evidence, that cause for the proposed licensure action exists, and that the recommended disposition from the Department be adopted.
- 8-6.09 While the scope of each party's presentation ultimately lies within the State Board Chair's discretion, case presentation should be arranged in such a way as to avoid redundant testimony.
- 8-6.10 After both parties have presented their cases, the State Board may allow each party to present limited rebuttal testimony.

8-6.11 After making its decision, the State Board shall reduce its decision to writing and shall mail copies of the decision to each party, each party's attorney, and the superintendent or director of any interested educational entity.

8-6.12 The State Board's written decision shall constitute the final agency action for purposes of judicial review pursuant to the Arkansas Administrative Procedure Act, Ark. Code Ann. § 25-15-201 et seq.

MARKKUP

Appendix A: LEVELS AND AREAS OF LICENSURE

CHART FOR TESTING OUT

INITIAL LICENSURE LEVEL	LICENSURE LEVEL TO TEST OUT OF					
	B-K	K-6	4-8	4-12	7-12	K-12
B-K		X				
P-4*		X	X			
K-6		X	X			
1-6		X	X			
4-8		X	X	X	X	
4-12		X	X	X	X	
7-12			X	X	X	
P-8		X	X	X	X	
K-12			X	X	X	X

* The reference to P-4 here applies only to an applicant who entered a P-4 teacher education program before Fall 2015.

EDUCATORS WITH AN INITIAL LEVEL OF LICENSURE IDENTIFIED UNDER INITIAL LICENSURE LEVEL MAY TEST OUT OF OTHER STANDARD AREAS AND LEVELS OF LICENSURE MARKED WITH THE "X".

EDUCATORS MAY TEST OUT OF LICENSURE AREAS THAT ARE ONE GRADE LEVEL ABOVE OR BELOW THEIR INITIAL LICENSURE AREA AND LEVEL. AREAS OF LICENSURE BEING ADDED BY TESTING OUT SHALL HAVE A SUBJECT SPECIFIC ASSESSMENT TO BE ELIGIBLE FOR TESTING OUT. AREAS OF LICENSURE TO THE INITIAL LICENSURE AREA CANNOT BE USED TO EXPAND THE LEVELS OF LICENSURE THAT CAN BE ADDED BY TESTING OUT. EDUCATOR LICENSURE WILL ADD THE NEW AREA OF LICENSURE ONCE IT HAS RECEIVED A COMPLETED APPLICATION WITH A COPY OF THE PRAXIS SCORE REPORT REFLECTING A PASSING SCORE.

EXCEPTION AREA ENDORSEMENTS, SPECIAL EDUCATION, EDUCATIONAL LEADERSHIP & SUPERVISION, ANCILLARY LICENSES, AND CAREER AND TECHNICAL AND ADULT EDUCATION CANNOT BE ADDED BY TESTING OUT. THEY CAN BE ADDED ONLY BY COMPLETING COURSEWORK AND THE REQUIRED PRAXIS ASSESSMENT.

EDUCATORS INTERESTED IN ADDING AN ADDITIONAL AREA OF LICENSURE ARE ENCOURAGED TO REFER TO THE RULES GOVERNING EDUCATOR LICENSURE AS ADOPTED BY THE STATE BOARD OF EDUCATION.

WHEN TESTING OUT OF ELEMENTARY K-6 THE EDUCATOR SHALL DOCUMENT SIX (6) HOURS OF INSTRUCTION IN READING THAT INCLUDES AT A MINIMUM THEORIES AND STRATEGIES FOR TEACHING READING, DIAGNOSIS OF READING DIFFICULTIES, INTERVENTION STRATEGIES FOR STRUGGLING READERS, AND DISCIPLINARY LITERACY, AND EITHER A 3-HOUR COURSE IN DISCIPLINARY LITERACY OR A 45-HOUR PROFESSIONAL DEVELOPMENT PIECE IN DISCIPLINARY LITERACY THROUGH ARKANSAS IDEAS.

WHEN TESTING OUT OF MIDDLE CHILDHOOD 4-8, THE EDUCATOR SHALL DOCUMENT THE COMPLETION OF EITHER A 3-HOUR COURSE IN DISCIPLINARY LITERACY OR A 45-HOUR PROFESSIONAL DEVELOPMENT PIECE IN DISCIPLINARY LITERACY THROUGH ARKANSAS IDEAS.

WHEN TESTING OUT OF A LICENSURE AREA BELOW 7-12, AN EDUCATOR WHO IS LICENSED IN THE 7-12 LICENSURE LEVEL SHALL DOCUMENT SIX (6) HOURS OF INSTRUCTION IN READING THAT INCLUDES AT A MINIMUM THEORIES AND STRATEGIES FOR TEACHING READING, DIAGNOSIS OF READING DIFFICULTIES, INTERVENTION STRATEGIES FOR STRUGGLING READERS, AND DISCIPLINARY LITERACY, AND EITHER A 3-HOUR COURSE IN DISCIPLINARY LITERACY OR A 45-HOUR PROFESSIONAL DEVELOPMENT PIECE IN DISCIPLINARY LITERACY THROUGH ARKANSAS IDEAS.

NOTE: PROGRAMS OF STUDY RELATED TO NEW/REVISED LEVELS AND AREAS OF LICENSURE WILL BE IMPLEMENTED BEGINNING FALL 2014.

Appendix A: LEVELS AND AREAS OF LICENSURE

EXCEPTION AREA ENDORSEMENTS	ADD-ON TO A STANDARD LICENSE				
	Pre-K	K-6	5-6	8	K-12
LIBRARY MEDIA SPECIALIST					X
READING SPECIALIST					X
GUIDANCE & COUNSELING					X
GIFTED & TALENTED					X
ENGLISH AS A SECOND LANGUAGE					X
EDUCATIONAL EXAMINER					X
COACHING					X
INSTRUCTIONAL FACILITATOR					X
GRADE 5-6 ENDORSEMENT (FOR 7-12 TEACHER LICENSED IN A CORE CONTENT AREA(S) OF MATH, SCIENCE, LANG ARTS OR SOCIAL STUDIES)			X		
AGE 3-4 ENDORSEMENT (FOR TEACHERS HOLDING AN ELEMENTARY K-6 LICENSE)	X				
CONTENT SPECIALIST (FOR MATH, SCIENCE AND LITERACY FOR TEACHERS HOLDING A K-6 LICENSE)		X			

EXCEPTION AREA ENDORSEMENTS CANNOT BE ADDED TO A STANDARD TEACHING LICENSE BY TESTING OUT. THESE AREAS OF LICENSURE SHALL BE ADDED TO A STANDARD TEACHING LICENSE BY MEETING ALL REQUIREMENTS AS IDENTIFIED ON THE ADDITIONAL LICENSURE PLAN AND IN THESE RULES FOR THE AREA BEING ADDED. ENDORSEMENTS CANNOT BE USED AS PLATFORMS FOR TESTING OUT OF OTHER AREAS AND LEVELS OF LICENSURE. EDUCATORS ADDING THE GRADE 5-6 ENDORSEMENT TO A 7-12 LICENSURE CONTENT AREA OF MATH, SCIENCE, ENGLISH, OR SOCIAL STUDIES SHALL DOCUMENT SUCCESSFUL COMPLETION OF EITHER A 3-HOUR COURSE IN DISCIPLINARY LITERACY OR A 45-HOUR PROFESSIONAL DEVELOPMENT PIECE IN DISCIPLINARY LITERACY THROUGH ARKANSAS IDEAS.

EDUCATIONAL LEADERSHIP & SUPERVISION	P-12
DISTRICT ADMINISTRATOR	X
BUILDING ADMINISTRATOR	X
CURRICULUM PROGRAM ADMINISTRATOR	X

THESE AREAS OF LICENSURE CANNOT BE ADDED TO A STANDARD LICENSE BY TESTING OUT. THESE AREAS OF LICENSE SHALL BE ADDED TO A STANDARD LICENSE BY MEETING ALL REQUIREMENTS AS IDENTIFIED IN THESE RULES AND ON THE ADDITIONAL LICENSURE PLAN FOR THE AREA BEING ADDED.

	INITIAL AREA OF LICENSURE OR ADD-ON TO A STANDARD LICENSE
ANCILLARY STUDENT SERVICES	K-12
SCHOOL PSYCHOLOGY SPECIALIST	X
SPEECH LANGUAGE PATHOLOGY	X

AN ANCILLARY LICENSE MAY BE OBTAINED AS AN INITIAL AREA OF LICENSURE OR MAY BE OBTAINED AS AN ADD-ON TO A STANDARD LICENSE. THESE AREAS OF LICENSURE CANNOT BE ADDED TO A STANDARD LICENSE BY TESTING OUT.

NO OTHER AREA OF LEVEL OF LICENSURE CAN BE ADDED TO AN ANCILLARY LICENSE BY TESTING OUT.

REQUIREMENTS FOR ANCILLARY LICENSURE CAN BE FOUND IN THE RULES GOVERNING EDUCATOR LICENSURE.

Appendix A: LEVELS AND AREAS OF LICENSURE

LICENSURE CONTENT AREA	AS AN INITIAL LICENSURE AREA							AS AN ADD-ON TO STANDARD LICENSE						
	B-K	K-6	4-8	7-12	K-12	4-12	PS	B-K	K-6	4-8	7-12	K-12	4-12	PS
*ECH/SP.ED INTEGRATED	X							X						
ELEMENTARY		X							X					
MIDDLE CHILDHOOD (MATH, SCIENCE, LANG ARTS, SOCIAL STUDIES) MUST CHOOSE ANY TWO OF THE FOUR CONTENT AREAS LISTED FOR INITIAL LICENSURE. ANY AREA MAY BE ADDED INDIVIDUALLY TO A STANDARD LICENSE.			X							X				
LIFE SCIENCE				X							X			
PHYSICAL SCIENCE				X							X			
EARTH SCIENCE											X			
ENGLISH LANG ARTS				X							X			
SOCIAL STUDIES				X							X			
PHYSICS/MATHEMATICS				X							X			
MATHEMATICS				X							X			
BUSINESS TECHNOLOGY						X							X	
MARKETING TECHNOLOGY				X							X			
AGRICULTURE SCIENCE & TECH				X							X			
FAMILY & CONSUMER SCIENCE				X							X			
INDUSTRIAL TECHNOLOGY				X							X			
DRAMA				X							X			
SPEECH				X							X			
JOURNALISM											X			
ART					X				X		X			
VOCAL MUSIC					X				X		X			
INSTRUMENTAL MUSIC					X				X		X			
DRAMA / SPEECH					X							X		
PHYSICAL EDU / HEALTH					X				X		X			
* SPECIAL EDUCATION					X							X		
* VISUAL SPECIALIST					X							X		
* HEARING SPECIALIST					X							X		
FOREIGN LANGUAGES					X				X		X			
* GUIDANCE & COUNSELING					X							X		
*ADULT EDUCATION							X							X

* THESE AREAS OF LICENSURE CANNOT BE ADDED TO A STANDARD LICENSE BY TESTING OUT.

NOTE: B-K=BIRTH TO KINDERGARTEN; ECH=EARLY CHILDHOOD; SP.ED=SPECIAL EDUCATION; PS=POST-SECONDARY