

# ARKANSAS DEPARTMENT OF EDUCATION RULES GOVERNING TEACHER LICENSURE BY RECIPROCITY

September 2009

## 1.00 REGULATORY AUTHORITY

- 1.01** These rules shall be known as the Arkansas Department of Education Rules Governing Teacher Licensure by Reciprocity.
- 1.02** These regulations are enacted pursuant to the authority of the State Board of Education under Ark Code Ann. §§ 6-11-105, 6-17-402, 6-17-410, 6-17-424, 25-15-204, and Act 1178 of 2011 ~~Acts 733 and 1173 of 2009.~~

## 2.00 PURPOSE

- 2.01** These rules amend the previous Rules Governing the Certification Laws and Regulations. These rules govern provisional, initial, standard, or ~~standard/professional~~ advanced licensure through reciprocity.

## 3.00 DEFINITIONS- For the purpose of these Rules, the following terms shall mean:

- 3.01 Additional Licensure Plan (ALP)-** the recognized process for allowing a licensed teacher to be employed in an out-of-field teaching position while meeting the program of study requirements ~~at an Arkansas University/College~~ and/or assessment requirements for said position.
- 3.02 Advanced License-** a Standard Arkansas teaching license that is issued upon the request of a teacher who has documented the completion of a Master's Degree and three years of teaching experience or who has documented current National Board Certification.
- 3.032 Building Level Administrator-** a principal, assistant principal or vice principal. ~~(grade levels P-8 and/or 7-12)~~
- 3.043 Central Registry-** The Child Maltreatment Central Registry established within the Arkansas Department of Human Services which contains records of cases on all true investigation determinations of child maltreatment.
- 3.054 Content/Standard Teaching Area-** the specific subject areas listed under Integrated Curriculum Humanities, Integrated Science Curriculum, Integrated Visual and Performance Arts, Integrated Vocational Education, Integrated Physical Education and Health and Special Education as listed in the State Board Approved Levels and Areas of Licensure.
- 3.065 Curriculum/Program Administrator-** an individual who is responsible for program development and administration, and/or employment evaluation

decisions. Each Curriculum/Program Administrator license is limited to the following areas:

- 3.065.1** Special Education; ~~(grade levels P-4 and/or 4-12, or P-12)~~
- 3.065.2** Gifted & Talented Education; ~~(grade levels P-8 and/or 7-12)~~
- 3.065.3** Career and Technical Education; ~~(grade levels 4-8, 7-12 and/or Post-Secondary)~~
- 3.065.4** Content Area Specialist in an area approved by the State Board of Education; or ~~(grade levels P-8 and/or 7-12)~~
  - ~~**3.05.4.1** The areas of licensure for Content Area Specialist are listed in Appendix A.~~
- 3.065.5** Curriculum Program Administrator, ~~(grade levels P-8, and/or 7-12)~~

**3.076 District Level Administrator-** a superintendent, assistant or associate superintendent, or deputy superintendent. ~~(grade level P-12)~~

**3.087 Endorsement-** teaching or administrative licensure areas, which require an initial, ~~or standard,~~ or advanced teaching license, prior to the endorsement being added.

**3.098 Induction-**the period of time beginning with a teacher's or administrator's first employment as the ~~teacher-of-record~~ teacher-of-record or administrator in an Arkansas public school, cooperative, or agency that requires an Arkansas Initial teaching or initial administrator license.

**3.1009 Initial Teaching License-** a three (3)-year teaching license, issued by the State Board of Education, which allows the license holder to teach in Arkansas public schools.

**3.110 Level and Area of Licensure:**

**a.) Level** of licensure - the grade/age level parameters of the teaching license, such as P-4, 4-8, P-8, P-12, 7-12 and PS (post-secondary).

**b.) Area** of licensure- the particular content field, including but not limited to, Early Childhood, Middle Childhood Science/Mathematics, Social Studies, and Family and Consumer Sciences.

**3.121 Mentoring-** the act of a certified mentor providing support and focused feedback to a novice teacher/administrator through the state-adopted mentoring model as a part of the Induction process.

- 3.132 Novice teacher-** any licensed teacher-of-record with less than one (1) year of public school, or accredited private school, classroom teaching experience, not including student internship or substitute teaching.
- 3.143 Performance Assessment-**an assessment tool used for evaluation of the classroom performance of a novice teacher, as part of the Induction process.
- ~~**3.14 Professional License**— a standard Arkansas teaching license that is issued upon the request of a teacher who has documented the completion of a Master's Degree and three years of teaching experience or who had documented current National Board Certification.~~
- 3.15 Program of Study** - a state approved teacher preparation curriculum offered 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 an Arkansas college or university, based on the Arkansas Licensure Standards. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions for a particular licensure area and level.
- 3.16 Provisional License by Reciprocity-** one (1) year teaching license that (may be renewable or non-renewable) allows a teacher coming from out of state or out of country to be employed as a teacher while completing all requirements necessary for the Initial, Standard, or Standard/Professional Advanced teaching license. Applicants who have participated in, but not completed, an alternate route to licensure in another state are excluded from provisional licensure.
- ~~a.) A non-renewable teaching license issued to applicants holding an out-of-state license and that have been required to test and/or take Arkansas History; or~~
  - ~~b.) A non-renewable teaching license issued to applicant that have completed their degree in teacher preparation program out of state, but did not license, and that have been required to test and/or take Arkansas History; or~~
  - ~~c.) A non-renewable teaching license issued to applicant out of country that have met the provisions of section 4.02.6 of this Rule and have been required to test and/or take Arkansas History; or~~
  - ~~d.) A renewable teaching license issued to applicants from out of state when the teaching areas are not recognized by Arkansas, and they have been required to complete a program of study or additional coursework for Arkansas licensure. It may be renewed twice.~~
- 3.17 Reciprocity-** the recognition of a teaching license from another state or country based on the terms of the interstate contract agreement and National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement for Educator Licensure or Arkansas rules governing licensure by reciprocity.

- 3.18 Standard Non-Instructional License-** a five (5)-year renewable license, issued by the state, which allows one to practice in Arkansas public schools as a School Psychology Specialist or Speech Language Pathologist.
- 3.19 Standard Teaching License-** a five (5)-year renewable license, issued by the State Board of Education, which allows the license holder to teach in Arkansas public schools.
- 3.20 State Board Required Assessments-** specific performance –based assessments approved by the State Board of Education.
- 3.21 Teacher-of-Record-** ~~an instructional teacher employed under contract (in a licensed staff position) by a school district or other Arkansas agency or organization requiring an Arkansas teaching license~~ individual who has been assigned lead responsibility for a student's learning in a subject/course with aligned performance measures.
- 3.22 Teaching experience-** experience earned while employed as a licensed teacher, administrator, ~~librarian~~ library media specialist, or counselor for a public or private school, agency or organization in a pre-kindergarten through grade 12 setting.

#### **4.00 REQUIREMENTS FOR OBTAINING INITIAL, STANDARD, OR ADVANCED STANDARD/PROFESSIONAL TEACHING LICENSE BY RECIPROCITY**

##### **4.01 Eligibility**

**4.01.1** Applicants ~~shall hold~~ holding a valid or expired, initial or standard/professional teaching license from another state or country.

**4.01.1.1** Applicants licensing in Added Endorsement Areas as identified in the Areas and Levels of Licensure ~~shall hold holding or who~~ have held a “content teaching area” of licensure.

**4.01.1.2** Applicants holding a current, valid, standard teaching license or its equivalent issued by another state may choose to qualify for an Arkansas standard or advanced license under Section 12.0 of these Rules in lieu of the requirements of Section 4.0.

**4.01.2** Any applicant that has completed a teacher preparation program from another state or country but did not license.

##### **4.02 General Requirements**

**4.02.1** Teachers licensing through reciprocity with less than one year of teaching experience shall be issued an Initial / Provisional License and participate in the Induction Program (mentoring and the state mandated performance assessment)

**4.02.2** Any individual who holds a valid teaching license from another state, and who has not graduated from a college/university holding regional/national accreditation and/or a teacher preparation program that holds a national accreditation approved by the U.S. Department of Education, or that is a state approved preparation program, is not eligible for licensure in Arkansas.

**4.02.3** Specialty area assessments required for out-of state teacher licensure may be accepted for Arkansas teacher licensure.

**4.02.4** Required assessments for Arkansas licensure through reciprocity shall be waived upon providing the following documentation:

**4.02.4.1** Valid out-of-state teaching license as a teacher, administrator, **librarian library media specialist**, counselor or in other compatible licensure areas as identified in the areas and levels of licensure as adopted by the State Board of Education.

**4.02.4.2** Three years of teaching experience as documented on school district, agency or organization letterhead.

**OR**

**4.02.4.3** Score report reflecting a passing score for the Specialty Area Assessment(s) required for the out-of-state teaching license (OR) written verification from the licensing agency that the required Specialty Area Assessment(s) for licensure were successfully completed.

**4.02.5** All out-of-country applicants shall have their credentials evaluated by one of the ADE approved private credential evaluation agencies located in the United States.

**4.02.5.1** The private evaluation agency shall complete a course-by-course evaluation of the applicant's transcript, indicate the applicant's major area of study and document whether the applicant's degree is equivalent to one that would have been completed 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  
~~a regionally accredited institution or an institution of higher  
 education in the United States that holds national  
 accreditation that is approved by the U.S. Department of  
 Education.~~

- 4.02.5.2** The private evaluation agency shall also document whether the professional preparation for teacher licensure out-of-country and the areas of teacher licensure represented by the out-of-country license are equivalent to the a teacher preparation program in the United States that holds national accreditation approved by the US Department of Education, or that is state approved.
- 4.02.5.3** This evaluation will determine eligibility for teacher licensure in Arkansas.
- 4.02.6** Applicants from out of state or out of country with an expired license shall take and pass the Praxis II Specialty Area Test(s) for all areas of standard/professional licensure and the Praxis II Principles of Learning and Teaching for the appropriate level of teacher licensure to be eligible for a standard/professional Arkansas teaching license. Applicants with an expired license from out-of-state or out-of-country shall be eligible for a provisional license.
- 4.02.7** Out-of-state applicants for teacher licensure whose current license was granted without a specialty area assessment or who cannot document at least three years of teaching experience shall take and pass the Praxis II Specialty Area Test for all areas of standard licensure and endorsements and the Praxis II Principles of Learning and Teaching for one of their levels of teacher licensure.
- 4.02.8** All candidates with licensure areas/endorsements from other states with reciprocity agreements through NASDTEC the National Association of State Directors of Teacher Education and Certification (NASDTEC) shall receive the Arkansas equivalent licensure area(s)/endorsements, provided all other licensure requirements have been met.
- 4.02.9** Applicants from out-of-state or out-of-country with a license in special education or a related service area(s), i.e. Visual Specialist or Hearing Specialist, seeking a standard teaching license shall initially meet the standards established for such licensure in Arkansas to receive a standard teaching license. A one year, renewable twice, provisional teaching license shall be available for those applicants not meeting the established standards for special education licensure. The applicant shall meet the standards established for special education

licensure within three years of receiving a provisional license to be in keeping with the “highest standards” of the Individuals with Disabilities Education Act Amendments of 1997 pertaining to qualified personnel. The Office of Special Education will assist the Office of Professional Licensure in identifying the course of action for meeting Arkansas standards for licensure in special education or related service area(s). The provisional license shall be converted to a standard/professional or advanced license upon meeting the established standards including the required Praxis II Specialty Area Assessments for Arkansas special education licensure.

- 4.02.10** Teachers and/or administrators being licensed in Early Childhood P-4, Middle Childhood 4-8 or Secondary Social Studies, shall complete a three-hour course in Arkansas History before receiving a ~~an initial~~ standard, or advanced Arkansas teaching license. A one-year, non-renewable provisional teaching license shall be available for those that have not completed the three-hour Arkansas History course.
- 4.02.11** Applicants whose standard teaching area(s) are not recognized by Arkansas shall receive the teaching area and level that most closely parallels their out-of-state or out-of-country licensure area(s).
- 4.02.12** Applicants whose endorsement(s) are not equivalent to an Arkansas endorsement area, shall take the required Praxis II Specialty Area Exam(s) for the Arkansas endorsement area(s) that most closely parallels their out-of-state or out-of-country endorsement area(s) in order to add the Arkansas endorsement area(s) to their standard or advanced teaching license. In cases where the endorsement area does not have a subject specific Praxis II Specialty Area Exam, the applicant shall complete the prescribed program of study for the endorsement area and Praxis II Exam assigned to that endorsement area.
- 4.02.13** ~~Standard/professional~~ and advanced teaching licenses will become effective January 1 of the year the license is issued and shall expire December 31 of the last year the license is valid. A ~~standard/professional or advanced~~ teaching license ~~issued after January 1, 2002~~ shall be valid for five years.
- 4.02.14** Candidates who completed an out-of-state teacher preparation program but never licensed, shall meet the following requirements for their Initial Arkansas teaching license.
- 4.02.14.1** Submit an application for teacher licensure.

- 4.02.14.2** Submit documentation of having completed a teacher preparation program that holds national accreditation recognized by the U.S. Department of Education, or that is state approved.
- 4.02.14.3** Submit an official transcript(s) reflecting the completion of a Bachelor's Degree (Master's Degree when required), 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 ~~accredited or that holds national accreditation that is approved by the U.S. Department of Education.~~
- 4.02.14.4** Document successful passing of the state required basic skills assessment(s), specialty area assessment(s) for each licensure/endorsement area, and pedagogical assessment for one of their levels of licensure.
- 4.02.14.5** Successfully clear a background check through the **Arkansas State Police** and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.
- 4.02.14.6** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.
- 4.02.14.7** Successfully complete the three-hour, college level, Arkansas History course when required.
- 4.02.14.8** The initial teaching license shall be converted to the five-year, standard/professional Arkansas teaching license upon successful completion of Induction (mentoring and Praxis III-Performance Assessment).
- 4.02.15** Only the areas of licensure and/or endorsement listed on an out-of-state or out-of-country license shall be recognized for licensure through reciprocity.
- 4.02.16** Candidates from out of state that have completed a teacher education program and hold an initial or provisional teaching license shall meet the following requirements for their Arkansas three-year initial teaching license.
  - 4.02.16.1** Submit an application for teacher license.



- 4.02.16.2** Submit an official transcript reflecting the completion of a teacher preparation program with a minimum of a bachelor's degree ( Master's degree when required), 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 ~~accredited or that holds national accreditation recognized by the U.S. Department of Education~~, or that is state approved. The specific program, as well as the institution shall meet these criteria.
- 4.02.16.3** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), 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 ~~accredited or that holds national accreditation that is recognized by the U.S. Department of Education~~.
- 4.02.16.4** Document testing that was required for the out-of-state initial teaching license. When it cannot be documented that the applicant has met the requirements of Section 4.02.4 of these Rules, the applicant shall successfully complete the state required basic skills assessments(s), specialty area assessment(s) for each licensure/endorsement area and pedagogical assessment at one of their levels of licensure.
- 4.02.16.5** Successfully clear a background check through the **Arkansas State Police** and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.
- 4.02.16.6** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.
- 4.02.16.7** Candidates shall provide a copy of their out-of-state teaching license to the Office of Professional Licensure.
- 4.02.16.8** Candidates receiving the Initial Arkansas teaching license shall complete Induction (mentoring and Praxis III-Performance Assessment).
- 4.02.16.9** Candidates shall successfully complete the three-hour, college level, Arkansas History course when required.

**4.02.16.10** The initial teaching license shall be converted to the five-year, standard/~~professional~~ or advanced Arkansas teaching license upon the successful completion of mentoring and the Praxis III – Performance Assessment.

**4.02.17** The Office of Professional Licensure, as authorized by the State Board of Education, reserves the right to amend and/or rescind any Arkansas teaching license that has been issued in error.

**4.02.18** Candidates from out of state that have completed a teacher preparation program and hold a standard teaching license shall meet the following requirements for their five-year, standard or advanced Arkansas teaching license.

**4.02.18.1** Submit an application for teacher licensure.

**4.02.18.2** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), 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 ~~accredited or that holds national accreditation that is recognized by the U.S. Department of Education.~~

**4.02.18.3** Successfully clear a background check through the **Arkansas State Police** and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.

**4.02.18.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.

**4.02.18.5** Provide verification of three years of teaching experience or verification of having successfully passed a specialty area assessment(s) required for the out-of-state teaching license.

**4.02.18.6** Candidates that cannot verify experience or testing shall successfully pass the state required specialty area assessment(s) for each licensure/endorsement area and pedagogical assessment at one of their levels of licensure.

**4.02.18.7** Candidates shall provide a copy of their out-of-state teaching license.

**4.02.18.8** Candidates shall pass the three-hour Arkansas History course when required.

**4.02.19** Candidates from out-of –state that have completed a teacher preparation program and hold either an expired initial or expired standard teaching license, shall complete the following requirements for their initial, standard, or advanced ~~standard/professional~~ teaching license.

**4.02.19.1** Submit an application for teacher licensure.

**4.02.19.2** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), 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 ~~accredited or that holds national accreditation that is recognized by the U.S. Department of Education.~~

**4.02.19.3** Successfully clear a background check through the **Arkansas State Police** and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.

**4.02.19.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.

**4.02.19.5** Submit a copy of their expired out-of-state-teaching license.

**4.02.19.6** Successfully pass the state required specialty area assessment for each licensure/ endorsement area, and the state required pedagogical assessment for one of their levels of licensure.

**4.02.19.7** Candidates shall successfully pass a three-hour, Arkansas history course when required.

**4.02.19.8** Candidates receiving the initial Arkansas teaching license shall complete Induction (mentoring and Praxis III-Performance Assessment).

- 4.02.19.9** The initial license shall be converted to the five-year, standard/~~professional~~ or advanced Arkansas teaching license upon the successful completion of mentoring and the Praxis III- Performance.
- 4.02.19.10** Candidates holding an expired teaching license shall be eligible for a provisional teaching license.
- 4.02.20** Candidates who completed an out-of-country teacher preparation program shall meet the following requirements for their initial, Arkansas teaching license.
- 4.02.20.1** Submit an application for teacher licensure.
- 4.02.20.2** Document successful passing of the state required basic skills assessment, specialty area assessment(s) for each licensure/endorsement area, and pedagogical assessment at one of their levels of licensure.
- 4.02.20.3** Successfully clear a background check through the **Arkansas State Police** and the Federal Bureau of Investigation as required by Ark. Code Ann § 6-17-410.
- 4.02.20.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.
- 4.02.20.5** Meet the requirements of section 4.02.6 of these rules.
- 4.02.20.6** Successfully pass the three-hour college level Arkansas History course when required.
- 4.02.20.7** The initial teaching license shall be converted to the five-year, standard/~~professional~~ or advanced Arkansas teaching license upon successful completion of Induction (Mentoring and Praxis III-Performance Assessment).
- 4.02.21** Candidates adding additional licensure/endorsement areas by reciprocity to a current Arkansas teaching license, shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement.
- 4.02.22** Candidates choosing not to transfer all licensure/endorsement areas by reciprocity when licensing initially in Arkansas, shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement if/when the candidate

chooses to add those licensure/endorsement areas at a later date.

**4.02.23** All candidates for licensure by reciprocity shall clear the required **State Police** and Federal Bureau of Investigation background checks regardless of previous background checks already completed.

**4.02.24** All candidates for licensure by reciprocity shall clear a child maltreatment central registry check to be conducted by the Department of Human Services.

**4.02.25** ~~Effective May 1, 2007, teachers~~ Teachers licensing in P.E./Wellness/Leisure by reciprocity, shall be given the licensure code numbers of 227 and/or 228 upon documentation of one year or more of prior coaching experience or eligibility to be employed as a coach.

**4.02.25.1** A coaching endorsement will not be added automatically to license with these codes, but the teacher will be allowed to coach.

**4.02.26** When prior coaching experience or eligibility to be employed as a coach cannot be documented, the new licensure code numbers for P.E./Wellness/Leisure of 235 and/or 236 shall be assigned.

**4.02.26.1** Teachers holding the new licensure code numbers of 235 and/or 236 shall not be automatically approved to be employed as a coach in the public schools of Arkansas.

**4.02.26.2** Teachers holding the new licensure code of 235 and/or 236, employed as coaches shall work under the ALP (Additional Licensure Plan) for the coaching endorsement (7-12).

**4.02.27** Individuals licensing as a Speech Language Pathologist shall meet the following requirements.

**4.02.27.1** Document completion of a Master's Degree in Speech Language Pathology from a regionally accredited college/university.

**4.02.27.2** Document successful passing of the required specialty area assessment.

**4.02.27.3** Successfully clear the required **State Police** and FBI background checks.

**4.02.27.4** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.

**4.02.28** Individuals licensing as a School Psychology Specialist shall meet the following requirements.

**4.02.28.1** Document completion of an advanced degree in School Psychology 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; a regionally accredited college/university or

**4.02.28.2** Document completion of a Master's Degree in Counseling/Psychology with a graduate level program of study in School Psychology 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 a regionally accredited college/university.

**4.02.28.3** Document successful passing of the required Specialty area assessment.

**4.02.28.4** Successfully clear the required **State Police** and FBI background checks.

**4.02.28.5** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.

**4.02.29** The Office of Professional Licensure reserves the right to license individuals by Reciprocity that have met their state's degree/program of study requirements and testing requirement but have not fulfilled other ancillary requirements for licensure.

## **5.00 REQUIREMENTS FOR OBTAINING A PROVISIONAL TEACHING LICENSE BY RECIPROCITY**

**5.01** A one-year non-renewable provisional teaching license shall be issued to:

**5.01.1** Out-of state or out-of country applicants who:

- 5.01.1.1** Have completed a teacher preparation but have not licensed or,
- 5.01.1.2** Hold a provisional, initial, or standard teaching license and,
- 5.01.1.3** Have been required to take Arkansas History or State-required licensure assessments.

**5.02** The one-year non-renewable provisional teaching license shall be issued upon providing the following documentation, to the Office of Professional Licensure.

- 5.02.1** A completed licensure application form
- 5.02.2** Written documentation of transcript evaluation by a State approved, independent Evaluation agency located in the United States that meets the requirements of Section 4.02.6 of these rules.
- 5.02.3** Successfully clear the **Arkansas State Police** and Federal Bureau of Investigation background checks required by Ark. Code Ann. § 6-17-410.
- 5.02.4** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services
- 5.02.5** Official transcripts
- 5.02.6** Copy of out-of state or out-of country teaching license.
- 5.02.7** Proof of employment on the Verification of Provisional Licensure Eligibility Form that reflects the employing school district and hire date.

**5.03** Eligibility for a one-year renewable (two times) provisional teaching license:

**5.03.1** Out-of-state or out-of-country applicants who

- 5.03.1.1** Completed a teacher preparation program but have not licensed or,
- 5.03.1.2** Holds an initial, provisional, or standard teaching license and,





- 5.06** A provisional teaching license shall become effective for one year from the date the teacher/administrator is hired.
- 5.07** A provisional license shall not be issued to any person possessing a valid ~~Arkansas standard/initial~~ initial, standard, or advanced teaching license.

**6.00 REQUIREMENTS FOR CONVERTING A PROVISIONAL TEACHING LICENSE TO AN INITIAL, STANDARD, OR ~~STANDARD/PROFESSIONAL~~ ADVANCED TEACHING LICENSE BY RECIPROCITY**

- 6.01** The one-year non-renewable provisional teaching license shall be converted to the three-year Initial or five-year ~~Standard/Professional~~ or Advanced teaching license when the following documentation has been submitted to the Office of Professional Licensure.
  - 6.01.1** A completed application for licensure requesting the conversion of the provisional teaching license.
  - 6.01.2** Score reports reflecting successful completion of the state required basic skills assessment (all parts), specialty area assessment(s) and pedagogical assessment when required.
  - 6.01.3** Official transcript(s) reflecting the successful completion of a three (3)-hour Arkansas History course when required.
- 6.02** The one-year renewable provisional teaching license shall be converted to the three-year initial or ~~standard/professional~~ five-year standard or advanced teaching license when the following documentation has been submitted to the Office of Professional Licensure.
  - 6.02.1** A completed application for licensure requesting conversion of the provisional to the three-year initial or five-year ~~standard/professional~~ or advanced teaching license.
  - 6.02.2** Official transcript reflecting successful completion of a three (3) hour Arkansas History course when required.
  - 6.02.3** Score report reflecting successful completion of state required content assessment(s), pedagogical assessment and basic skills assessments (all parts) when required.
  - 6.02.4** Official transcript and documentation of successful completion of program of study (coursework) when required.

**7.00 REQUIREMENTS FOR CONVERTING AN INITIAL TEACHING LICENSE TO A STANDARD/~~PROFESSIONAL~~ OR ADVANCED TEACHING LICENSE.**

**7.01** The three-year, initial teaching license shall be converted to the five year standard/~~professional~~ or advanced teaching license upon providing the following documentation.

**7.01.1** Verification of the successful completion of Induction (Mentoring and the Praxis III-Performance Assessment).

**8.00 REQUIREMENTS FOR OBTAINING AN INITIAL BUILDING LEVEL OR CURRICULUM PROGRAM ADMINISTRATOR LICENSE BY RECIPROCITY**

**8.01 ELIGIBILITY**

**8.01.1** The applicant shall hold or have previously held a standard “teaching area” of licensure in another state or country.

**8.01.2** The applicant shall hold a valid Initial Administrator license or its equivalent in another state or country.

**8.01.2.1** There are two Initial Administrator licenses.

**8.01.2.1.1** Building Level Administrator,

AND

**8.01.2.1.2** Curriculum Program Administrator

**8.01.3** Applicants shall have completed a graduate degree from a college/university holding regional/national accreditation recognized by the U.S. Department of Education 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.

**8.01.4** If the graduate degree is not in Educational Leadership, the applicant shall have completed in addition to the degree: a graduate level Educational Leadership program of study 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 ~~holding regional/national accreditation recognized by the U.S. Department of Education in addition to the degree.~~

**8.01.5** If the applicant's graduate degree and program of study are not from a college/university holding NCATE or TEAC national

accreditation as recognized by the US Department of Education then:

~~8.01.5.1~~ An applicant with at least one year of administrative experience, in the licensure area sought, shall receive an appropriate (Initial / Standard) Administrator's License.

~~An applicant with less than one year of administrative experience, in the licensure area sought, shall complete an Administrator Licensure Completion Plan (ALCP) of study from an approved Arkansas College/University.~~

~~8.01.6~~ The applicant seeking licensure as an Initial Building Level Administrator shall have a minimum of four years of teaching experience, with three years of classroom teaching experience at the level of licensure being sought.

~~8.01.56.1~~ Four (4) years of experience as a school counselor or librarian library media specialist may be counted toward the total of four (4) years of classroom teaching experience for Building Level Administrator only.

~~8.01.67~~ The applicant seeking licensure as an Initial Curriculum Program Administrator shall have a minimum of four years of teaching experience with at least three years of teaching experience at the level or in the area in which the applicant is seeking licensure.

~~8.01.78~~ Applicants for licensure as an Initial Curriculum Program Administrator shall also hold Arkansas licensure in the specialty area where applicable.

~~8.01.78.1~~ If the specialty area is an added endorsement area gained without a program of study, it will not serve as a platform for gaining the Curriculum Program Administrator License.

## **9.00 CONVERTING THE INITIAL BUILDING LEVEL ADMINISTRATOR LICENSE TO A STANDARD BUILDING LEVEL ADMINISTRATOR LICENSE**

**9.01** The Initial Building Level Administrator License shall be converted to a Standard Building Administrator license when:

**9.01.1** A minimum of one-year work experience as a Building Level Administrator is verified.

**9.01.2** The applicant has completed one year of the state mentoring program for Building Level Administrators.

**9.01.3** The applicant has passed and submitted a score report for the School Leaders Licensure Assessment.

**9.02** If experience and/or testing and/or mentoring were completed out of state, and/or verified, they shall be waived in Arkansas.

## **10.00 CONVERTING THE INITIAL CURRICULUM PROGRAM ADMINISTRATOR LICENSE TO A STANDARD CURRICULUM PROGRAM ADMINISTRATOR LICENSE**

**10.00** The Initial Curriculum Program Administrator license shall be converted to a Standard Curriculum Program Administrator license when:

**10.00.1** A minimum of one-year work experience as a Curriculum Program Administrator is verified.

**10.00.2** The applicant has completed one year of the state mentoring program for Curriculum Program Administrator.

**10.00.3** The applicant has passed and submitted a score report for the School Leaders Licensure Assessment.

**10.02** If experience and/or testing and/or mentoring were completed out of state, and/or verified, they shall be waived in Arkansas.

## **~~11.00 REQUIREMENTS FOR OBTAINING A STANDARD/PROFESSIONAL BUILDING LEVEL OR CURRICULUM PROGRAM ADMINISTRATOR LICENSE BY RECIPROCITY~~**

### **~~11.01 ELIGIBILITY~~**

**~~11.01.1~~** The applicant shall hold or shall have previously held a Standard teaching area of licensure in another state or country.

**~~11.01.2~~** The applicant shall hold a valid Standard Building Level or Curriculum Program Administrator license or the equivalent in another state or country.

**~~11.01.3~~** Applicants shall have satisfied all requirements in Section 8.01 of these Rules.

**11.01.4** The applicant shall have successfully completed a specialty area assessment in Educational Leadership.

**11.01.4.1** If no assessment was required out of state, but the applicant has completed three years of employment as an administrator, the Arkansas-required assessment shall be waived.

**11.01.4.2** If no assessment was required out of state and the applicant has completed **less than** three years of employment as an administrator, he/she shall take and successfully complete the Arkansas required assessment for these areas of administration.

**11.01.5** When licensed as an Administrator in Arkansas, and employed as such, the administrator shall attend the Beginning Administrator Induction and Follow-up training sessions conducted as part of the State Mentoring Program for Administrators.

## **12.00 REQUIREMENTS FOR OBTAINING A STANDARD/PROFESSIONAL DISTRICT LEVEL ADMINISTRATOR LICENSE BY RECIPROCITY**

**12.01** Applicants shall hold or shall have previously held a Standard teaching area of licensure in another state or country.

**12.02** Applicants shall hold a valid Standard District Level Administrator license in another state or country.

**12.03** Applicants shall hold a valid Standard Building or Curriculum Program Administrator license in another state or country, or

**12.03.1** Document a minimum of five years experience as a District Level Administrator

**12.04** Applicants shall have satisfied all requirements contained in Section 8.01 of these Rules.

**12.04.1** The preparation for District Level Administrator shall consist of an advanced degree in Educational Leadership, or a graduate level degree with an advanced program of study in Educational Leadership.

**12.05** District Administrator licensure requires the School Superintendent's Assessment. This test may be waived if:

**12.05.1** The applicant successfully completed an assessment out of state for this area.

OR

**12.05.2** The applicant has completed three years or more of employment as a District Administrator.

### **113.00 REQUIREMENTS FOR ADDING ADDITIONAL AREAS OF LICENSURE/ENDORSEMENT BY RECIPROCITY**

**113.01** Applicants shall submit a completed application requesting the addition of the area(s) of licensure or endorsement.

**113.02** Applicants seeking to add content teaching areas, adult education, added endorsement areas, non-instructional student services areas, and professional and technical areas to an Arkansas license by reciprocity shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement and/or rules governing a particular licensure/endorsement area.

**113.02.1** Applicants shall meet degree, program of study (coursework), Praxis Assessment and experience requirements when required for adding areas of licensure/endorsement.

**113.03** Arkansas required Praxis Assessment(s) shall be waived upon providing documentation of having completed the specialty area assessment required for the out-of-state licensure area.

**113.03.1** When testing was not required for the out-of-state teaching license, or the licensure area being added by reciprocity is incompatible with the equivalent Arkansas licensure/endorsement area, the applicant shall successfully complete the required Arkansas Praxis Assessment(s).

**113.04** A Master's Degree in an area other than Education Leadership shall be a Master's Degree in Education or a Master's Degree in a content/added endorsement area as identified in the areas and levels of licensure as approved by the State Board of Education.

### **12.0 ACT 1178 OF 2011 STANDARD LICENSE RECIPROCITY**

**12.01** A teacher holding a current, valid, standard teaching license or its equivalent from another state may apply for and receive an Arkansas

five-year Standard or Advanced Teaching License upon meeting the following requirements:

**12.01.1** Provide a copy of the out-of-state teaching license to the Office of Professional Licensure;

**12.01.2** Submit proof that the applicant is in good standing with the licensing state, and that the applicant has been in good standing with the licensing state during the most recent two (2) years of the applicant's teaching experience, if any;

**12.01.2.1** For the purpose of this section, "good standing" is defined as holding a current, unrestricted, non-probationary, non-provisional license to teach in the licensing state, with no ethics or similar proceedings pending against the license;

**12.01.3** Successfully pass a criminal background check, Child Maltreatment Central Registry check, and other background checks as required by law;

**12.01.4** Submit higher education transcripts evidencing the award of at least a bachelor's degree by 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;

**12.01.5** Submit reports evidencing all test scores required for licensing in the licensing state;

**12.01.5.1** This requirement to submit test scores may be waived by submitting documentation of three (3) years of teaching experience as documented on school district, agency, or organization letterhead;

**12.01.6** Submit documentation of one (1) of the following:

**12.01.6.1** Completion of a program of teacher education 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

**12.01.6.2** Completion of a program of teacher education 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

**12.01.6.3** Certification from the National Board of  
Professional Teaching Standards; and

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

**12.02** An applicant seeking licensure in Early Childhood P-4, Middle  
Childhood 4-8 or Secondary Social Studies, shall successfully  
complete 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 before receiving an Arkansas five-year Standard or  
Advanced Teaching License.

**12.02.1** A one-year, non-renewable provisional teaching license  
shall be available for an applicant who has not completed  
the three-hour *Arkansas History* course.

**12.03** An applicant whose standard teaching area(s) are not recognized by  
Arkansas shall receive the teaching area and level that most closely  
parallels their out-of-state licensure area(s).

**12.03.1** If none of the Applicant's standard teaching area(s) parallel  
an Arkansas teaching area, the Office of Professional  
Licensure shall issue a license reflecting the same area  
reflected on the out-of-state license, with a notation that the  
identified license area is by reciprocity and is not an  
approved Arkansas teaching area.

**12.04** Standard or advanced teaching licenses will become effective  
January 1 of the year the license is issued and shall expire December  
31 of the last year the license is valid. A standard or advanced  
teaching license shall be valid for five years.

**12.05** The areas of licensure and/or endorsement listed on an out-of-state  
license shall be recognized for licensure through reciprocity.

**12.06** The Office of Professional Licensure, as authorized by the State  
Board of Education, reserves the right to amend and/or rescind any  
Arkansas teaching license that has been issued in error.



**ARKANSAS DEPARTMENT OF EDUCATION  
RULES GOVERNING THE NON-TRADITIONAL  
LICENSURE PROGRAM**

**July 2007**

**1.0 PURPOSE**

- 1.01** The purpose of these rules is to establish the requirements and procedures for obtaining teacher licensure through the Arkansas Department of Education (ADE) Non-Traditional Licensure Program.

**2.0 REGULATORY AUTHORITY**

- 2.01** These rules shall be known as the Arkansas Department of Education Rules Governing The Non-Traditional Licensure Program.
- 2.02** These rules are enacted pursuant to the authority of the State Board of Education under Ark. Code Ann. §§ 6-11-105, ~~Ark. Code Ann. § 6-17-401, Ark. Code Ann. § 6-17-409 and Ark. Code Ann. § 25-15-204;~~ and Act 1178 of 2011.

**3.0 DEFINITIONS**

For the purpose of these Rules the following terms shall be defined to mean:

- 3.01 Area of Licensure** - a particular content field as approved by the State Board of Education identified in Appendix A, Areas and Levels of Licensure/Endorsement.
- 3.02 Induction** - the period of time beginning with a teacher's first employment as the teacher of record in an Arkansas public school, cooperative or agency that requires an Arkansas teaching license. The novice teacher, operating under an Initial License, is provided mentoring support and accelerated professional development during the Initial license period. The induction period concludes with successful completion of the state mandated performance assessment.
- 3.03 Initial Teaching License** - a three-year teaching license, issued by the State Board of Education, which allows one to teach in Arkansas public schools and is issued only in areas and levels of licensure as approved by the State Board of Education.
- ~~**3.03.1** The Initial license is issued only in areas and levels of licensure as approved by the State Board of Education as referenced in Appendix A, Areas and Levels of Licensure/Endorsement, which are hereby incorporated into these rules.~~
- ~~**3.03.2** The Initial license may be issued to:~~
- ~~**3.03.2.1** Teachers who have completed an approved teacher education program from a regionally and/or National Council for Accreditation of Teacher Education accredited~~

~~college or university (including the appropriate state-mandated assessments)~~

~~3.03.2.2 Teachers who have completed the Non-Traditional Licensure Program (including the appropriate state-mandated assessments).~~

~~3.03.2.3 Teachers who were prepared out of state but did not license.~~

**3.04 Level of Licensure** - the grade/age level parameter of the teaching license content area as approved by the State Board of Education identified in Appendix A, Areas and Levels of Licensure/Endorsement.

**3.05 Mentor** - a licensed master teacher with a minimum of three years successful teaching experience who is trained in the state-adopted mentoring model. Mentors are assigned in their districts to assist a novice teacher by providing focused feedback with regard to instructional skills, classroom management and professional behaviors.

**3.06 Mentoring** - the act of a certified mentor providing support and focused feedback to a novice teacher (through the state-adopted mentoring model) with the goal of enhanced instructional skills, competency and professional development.

**3.07 Non-Traditional Licensure Program (NTLP)** - 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 school via a Provisional license. The program requirements consist of two years of teaching and instructional modules, which must be completed within three years.

**3.08 Non-Traditional Provisional License** – the provisional teaching license issued to participants in the Non-Traditional Licensure Program.

**3.09 Novice Teacher** - any licensed teacher-of-record with less than one year of public school, or accredited private school, classroom-teaching experience, not including student internship or substitute teaching.

~~**3.10 Out-of-Country Candidate** – a person from a foreign country who holds the equivalent of a four-year degree, and who comes from a foreign country that does not have reciprocity with Arkansas.~~

**3.101 Performance Assessment** - an assessment tool used for evaluation of the classroom performance of a novice teacher, conducted by a trained assessor who utilizes a framework of essential teaching skills in which the novice teacher must demonstrate competency in an authentic classroom setting.

**3.11.1 Successful completion of the performance assessment is defined as meeting the state-adopted cut score/minimum passing score.**

**3.112 Professional Teaching Permit** – a one-year permit issued to an experienced professional to teach one or two classes per semester as teacher-of-record in an Arkansas public school. This may be issued under the auspices of the Non-Traditional Licensure Program to any active or retired professional in the field related to the teaching/licensure subject area or any retired professional with at least three years of experience in the field related to the teaching/licensure subject area.

**3.123 Program of Study** - a ~~state-approved teacher preparation~~ curriculum offered 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 ~~Arkansas college or university, based on the Arkansas Licensure Standards.~~ The program requires a candidate to demonstrate and document competency in the specific knowledge, skills and dispositions for a particular licensure area and level.

**3.13 Provisional Professional Teaching License** - 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.

**3.14 Provisional Teaching License** - a temporary teaching license available to candidates who have not completed all requirements for the Initial or Standard Arkansas teaching license.

**3.15 Standard Teaching License** - a five-year renewable license, issued by the State Board of Education, which allows one to teach in Arkansas public schools. The Standard License is issued to:

- 3.15.1** Initial License holders who have successfully completed the state required induction for novice teachers and the performance assessment.
- 3.15.2** Provisional License holders who have successfully completed the Non-Traditional Licensure Program (including all appropriate assessments); and the state required induction for novice teachers; and the performance assessment.
- 3.15.3** Teachers who have completed all requirements for standard licensure through reciprocity.
- 3.15.4** Individuals holding a Provisional Professional Teaching License who complete the requirements set forth in Section 5.05 of these Rules.
- 3.15.5** Teach for America participants who complete the requirements set forth in Section 10.0 of these Rules.
- 3.15.6** Individuals receiving a master's degree in teaching who complete the requirements set forth in Section 11.0 of these Rules.

**3.16 Teach for America** – the nationally-established program operated by Teach for America, Inc., consisting of recent college graduates and professionals of all academic majors and career interests who commit to a minimum of two (2) consecutive years of classroom teaching in a low-income urban or rural public school.

**3.16 3.17 Teacher of Record** - an instructional teacher, who is officially responsible for a class and its grades, employed under contract (in a licensed staff position) by a school, school district or other Arkansas agency or organization requiring an Arkansas teaching license individual who has been assigned lead responsibility for a student's learning in a subject/course with aligned performance measures.

#### 4.0 REQUIREMENTS FOR ADMISSION TO THE NTL PROGRAM

**4.01** The following is required for admission to the NTL program:

**4.01.1** A completed Non-Traditional Licensure Program application with all required accompanying documentation.

**4.01.2** 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. ~~a regionally and/or National Council for Accreditation of Teacher Education (NCATE) accredited institution.~~

**4.01.2.1** 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 ~~accredited~~ 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 degree is to be evaluated by a private credential evaluation agency. This 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).

**4.01.3** Documentation of a minimum cumulative undergraduate or graduate grade point average (GPA) of 2.50 or a minimum GPA of 2.75 on the last 60 credit hours of coursework.

**4.01.3.1** Candidates for the NTLP may be exempt from the standard minimum GPA requirement if all the following conditions are met:

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

- 4.01.3.1.2 Demonstrate a minimum of a 2.0 undergraduate or graduate grade point average.
    - 4.01.3.1.3 Submit one (1) letter of justification from the applicant expressing the relevance of the applicants' credentials to teach the subject in question.
    - 4.01.3.1.4 Have two (2) professional letters of recommendation submitted by references to the NTL office.
    - 4.01.3.1.5 Complete the regular NTL application process.
  - 4.01.4 An official score report reflecting passing scores, as approved by the State Board of Education, on the following state required assessments:
    - 4.01.4.1 The basic skills assessment (all parts)
      - 4.01.4.1.1 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).
    - 4.01.4.2 The state required subject-content-area assessment(s) for the specific licensure area(s) sought.
  - 4.01.5 Documentation of passing 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.
  - 4.01.6 Payment of the Non-Traditional Licensure Program Fee which is established ~~annually~~ by the ~~Arkansas Department~~ State Board of Education pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C).
  - 4.01.7 Applicable college/university coursework (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 ~~a regionally/nationally accredited institution recognized by the U. S. Department of Education or the Council for Higher Education Accreditation.~~ Required coursework includes:
    - 4.01.7.1 Three (3) college credit-hours of *Arkansas History* (in advance) for the licenses of: Early Childhood Education (P-4), Middle Childhood Education (4-8), and Social Studies (7-12). Ark. Code Ann. § 6-17-418
    - 4.01.7.2 Six (6) college credit-hours in *Methods of Teaching Reading* (in advance, completed with a grade of "C" or better) for the licenses of: Early Childhood Education (P-4) and/or Middle Childhood Education (4-8).

## 5.0 PROFESSIONAL TEACHING PERMIT OR LICENSE

- 5.01** A Professional Teaching Permit (PTP):
- 5.01.1** Is a one-year permit issued to an experienced professional for the purpose of teaching one or two classes per semester as teacher-of-record in an Arkansas public school.
  - 5.01.2** Is issued for licensure content areas in grades 9-12 only.
  - 5.01.2.1 5.01.3** Any candidate who teaches for three (3) years with a PTP and applies to the Non-Traditional Licensure Program (NTLP) would be eligible for the NTLP “one-year” track.
- 5.02** To obtain a Professional Teaching Permit a candidate must:
- 5.02.1** ~~A Bachelors~~ Hold a bachelor’s degree with a minimum of three years of working experience in the content area of the class to be taught.
  - 5.02.2** Be offered employment to teach one (1) or no more than two (2) regularly scheduled, for-credit classes in an AR public school.
  - 5.02.3** Submit to the Office of Teacher Quality a complete PTP application.
  - 5.02.4** Submit one (1) letter of justification from the applicant expressing the relevance of the applicants’ credentials to teach the subject in question.
  - 5.02.5** Have two (2) professional letters of recommendation submitted by references to the Office of Teacher Quality.
  - 5.02.6** Pass the appropriate Praxis II Content Knowledge test state-mandated content-knowledge assessment(s) for the class to be taught.
  - 5.02.7** Pass a ~~non~~-criminal background check, Child Maltreatment Central Registry check, and other background checks required by law.
  - 5.02.8** Successfully complete a thirty (30)-hour PTP pedagogy training within the first year of teaching. Reinforcement of pedagogical skills will be scheduled as needed by the ADE, Office of Teacher Quality.
- 5.03** A Provisional Professional Teaching License (PPTL):
- 5.03.1** Is 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.
  - 5.03.2** Is issued for a licensure content area(s).
- 5.04** To obtain a Provisional Professional Teaching License a candidate must:
- 5.04.1** 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.
  - 5.04.2** Have a minimum of three (3) years of working experience in the content area of the class to be taught.
  - 5.04.3** Be offered employment to teach classes for credit in an Arkansas public school.
  - 5.04.4** Submit one (1) letter of justification from the applicant expressing the relevance of the applicants’ credentials to teach the subject in question.

- 5.04.5 Have two (2) professional letters of recommendation submitted by references to the Office of Professional Licensure.
- 5.04.6 Pass all appropriate state-mandated content-knowledge assessment(s) for the specific licensure area(s) sought.
- 5.04.7 Pass all appropriate state-mandated pedagogical assessment(s).
- 5.04.8 Pass a criminal background check, Child Maltreatment Central Registry check, and other background checks required by law.

**5.05** To obtain a Standard Teaching License, an individual holding a Provisional Professional Teaching License must:

- 5.05.1 Undergo a summative evaluation at the end of three (3) years of provisional licensure.
- 5.05.2 Successfully complete a **performance assessment** that includes student achievement.
  - 5.05.2.1 The assessment shall be administered no earlier than the completion of the first academic school year of teaching and before the expiration of the three-year provisional license.
- 5.05.3 Pay applicable licensure fees as established by the State Board of Education pursuant to Ark. Code Ann. § 6-17-422(h)(3)(C).

**6.0 REQUIREMENTS FOR OBTAINING A (NON-TRADITIONAL) PROVISIONAL TEACHING LICENSE**

**6.01** To obtain a Provisional Teaching License through NTLP a candidate must:

- 6.01.1** Be admitted into the Arkansas Department of Education's Non-Traditional Teacher Licensure Program (NTLP);
- 6.01.2** Successfully complete the summer instructional modules; and
- 6.01.3** Document appropriate employment as teacher-of-record, teaching a minimum of five hours per day in the appropriate licensure area(s), with a certified mentor approved by the ADE in an Arkansas public school or a private school within the state of Arkansas accredited by a nationally recognized accrediting association during the provisional licensure period.
  - 6.01.3.1** If employment is not secured by September 1, of the year of admission into the NTLP, the participant shall accept teaching employment (if offered) working in conjunction with the ADE Office of Teacher Recruitment.
  - 6.01.3.2** If the candidate does not accept said employment, he or she may be administratively withdrawn from the program.
  - 6.01.3.3** If appropriate employment is not found by the candidate or the Office of Teacher Recruitment, the candidate shall be maintained on "hold" (one year only), until the following year.
  - 6.01.3.4** 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 years of teaching within a three-year period.)

- 6.02** A one-year Provisional teaching license is:
  - 6.02.1** Issued to NTL participants at the beginning of each year of the program;
  - 6.02.2** Effective as of August first of the year of issue; and
  - 6.02.3** Active for one year.
  
- 6.03** Provisional licenses are issued to participants (in one license area, except as follows) based upon the areas and levels of teaching assignment approved by the State Board of Education according to Appendix A, NTL Teaching Areas and Levels of Licensure/Endorsement.
  - 6.03.1** Secondary NTLP participants teaching in the content licensure areas of Mathematics, English, Science, Social Studies, Speech/ Drama, or any Foreign Language may be issued a license in two (2) of these areas. Participants may be licensed in both areas if they have successfully completed all content specific licensure Praxis exams, and have a teaching assignment, in both licensure areas. (Those candidates wishing to add social studies must also complete the required three (3) college credit-hours of *Arkansas History*, in advance of licensure.)
    - 6.03.1.1** A Journalism endorsement may be added as the second area of licensure to any of these five areas if the required program of study for Journalism has been successfully completed (including the required Praxis II assessment) and the teacher has a teaching assignment in Journalism.
    - 6.03.1.2** An English Second Language (ESL) endorsement (grades 7-12) may be added as the second area of licensure to any of these five areas if the required program of study for ESL, or the ESL Academy for college credit, has been successfully completed (including the required Praxis II assessment) and the teacher has a teaching assignment in ESL.
  - 6.03.2** An ESL endorsement (P-8) may be added to an Early Childhood (P-4) or Middle Childhood (4-8) provisional license if the required program of study for ESL, or the ESL Academy for college credit, has been successfully completed and the teacher has a teaching assignment in ESL.
    - 6.03.2.1** The ESL endorsement does not allow teachers licensed in Early Childhood or Middle Childhood to “test-out” in any Secondary Licensure area.
  - 6.03.3** A Coaching endorsement may be added as the second area of licensure to any license area if the required program of study for Coaching and the appropriate Praxis II assessment are successfully completed and the teacher has a position that requires a Coaching endorsement.
  
- 6.04** NTLP participants may not file an ALP or teach out-of- licensure area while enrolled in the NTLP.



## **7.0 GENERAL POLICIES AND PROCEDURES RELATING TO THE NON-TRADITIONAL LICENSURE PROGRAM PROVISIONAL TEACHING LICENSE**

- 7.01** There are two tracks in the NTLP, a one-year program or a two-year program.
- 7.01.1** 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 years of the date of application.
  - 7.01.2** 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 years before the date of application, must complete a two-year program.
- 7.02** Participants in the Non-Traditional Licensure Program shall:
- 7.02.1** Be employed as the teacher of record in an Arkansas school;
  - 7.02.2** Teach a minimum of five hours per day in their licensure area(s);
    - 7.02.2.1** Teach for one year, if in the one-year program; or
    - 7.02.2.2** Teach for two years, if in the two-year program;
  - 7.02.3** Be assigned to, and attend a Non-Traditional Licensure Program satellite site for instructional modules;
  - 7.02.4** Be mentored according to the Arkansas Department of Education Teacher Induction Guidelines;
  - 7.02.5** Complete all instructional modules prescribed by the Arkansas Department of Education;
  - 7.02.6** Pass the appropriate state mandated pedagogical assessment; and
  - 7.02.7** ~~Become eligible to participate in the state mandated performance assessment in their final semester in the program, after the pedagogical assessment has been successfully completed~~
  - ~~**7.02.8** Adhere to and abide by all the policies and procedures as outlined in the published NTL Handbook for the year of admission.~~
- 7.03** The required NTL program prescribed by the Arkansas Department of Education includes:
- 7.03.1** Required Instructional Modules during the summer;
  - 7.03.2** Required Instructional Modules during the school year;
  - 7.03.3** Development of a professional portfolio;
  - 7.03.4** Novice Teacher Induction (which includes Mentoring by a trained and certified mentor); and
  - 7.03.5** Teaching a minimum of five hours per day (or the equivalent) in the licensure area(s).
- 7.04** Successful completion of the Non-Traditional Licensure Program may yield either an Initial or a Standard Teaching license:
- 7.04.1** To receive an Initial teaching license, the participant shall:

- 7.04.1.1 Complete all NTL program requirements prescribed by the Arkansas Department of Education, and
- 7.04.1.2 Pass the appropriate state mandated pedagogical assessment(s).
- 7.04.2 To receive a Standard teaching license, the participant shall:
  - 7.04.2.1 Complete all NTL program requirements prescribed by the Arkansas Department of Education;
  - 7.04.2.2 Pass the appropriate state mandated pedagogical assessment(s); and
  - 7.04.2.3 Successfully complete Induction ~~and the state required performance assessment.~~
- 7.04.3 If the pedagogical assessment is not successfully completed within the NTL program period, a subsequent license will not be issued. The participant will be allowed to attend ADE-scheduled remedial sessions for one year, during which time the participant may attempt to pass the assessment and, if successful, will be issued an Initial license.
- 7.04.4 If the pedagogical assessment is not successfully completed within the remedial year, the participant will be administratively withdrawn from the program.
- 7.05 Annual enrollment in the NTL program may be limited by:
  - 7.05.1 Licensure requirements.
  - 7.05.2 Licensure area and level of candidates (shortage areas may be given preference).
  - 7.05.3 Program capacity (in which case applications will not be accepted after capacity is reached).

## 8.0 RULES PERTAINING TO NOVICE TEACHER INDUCTION FOR NON-TRADITIONAL NOVICE TEACHERS

- 8.01 All Arkansas School Districts shall implement, support, and monitor the quality of mentoring as outlined in ADE Induction Guidelines and the district's approved plan for mentoring.
  - 8.01.1 Implementation of the district mentoring plan shall include:
    - 8.01.1.1 Selecting mentor candidates according to the Arkansas Mentor Qualifications form; and
    - 8.01.1.2 Providing a trained mentor for each NTL enrollee.
  - 8.01.2 Support includes:
    - 8.01.2.1 Providing a minimum of two (2) hours every two weeks of released time (on average) during the contract day for the mentor and novice teacher to work together.
    - 8.01.2.2 Assisting the novice and mentor to schedule focused observations and professional development activities, and
    - 8.01.2.3 Providing activities for mentors and novice teachers, which engage them in collaborative dialogue, problem solving, and professional development

**8.01.3** Monitoring of the quality of the district program is achieved by review of the required mentoring documentation by the District Project Director.

**8.01.4** All ~~other mentoring~~ observation documents shall ~~become the sole possession of the novice teacher and shall not be utilized for employment decisions or employment evaluation decisions~~ be collected and maintained by the District's Project Director. At the ~~conclusion of Induction all documentation, exclusive of the timesheets, end of the school year, the Professional Growth Plan and Observation forms shall~~ become the sole possession of the Novice Teacher and shall not be utilized for employment decisions or employment evaluation decisions.

**8.02** Mentoring observational information shall not be utilized in any way to make employment decisions unless students are at risk, either physically or emotionally.

## **9.0 GENERAL POLICIES PERTAINING TO LICENSES**

**9.01** NTL participants are issued the Provisional License in level(s)/area(s) of licensure based on having passed the assessment(s) in that licensure level(s)/area(s) and securing appropriate teaching employment in that level(s)/area(s) in accordance with the published NTL Handbook for the year of admission.

**9.02** NTL participants will be issued either the Initial or Standard Teaching License in the level(s)/area(s) of licensure based on having passed the assessment(s) in that licensure level(s)/area(s) and successfully completing two years of employment in that level(s)/area(s) in accordance with the published NTL Handbook for the year of admission. (One year of teaching is permitted for those candidates who have been identified in the "one-year" program).

**9.03** NTL teachers must teach in a traditional classroom setting. An ESL endorsement is granted to allow the NTL teacher to work with ELL students in the regular classroom environment. (This excludes the NTL teacher from being assigned to a transitional or any other non-regular classroom setting.)

**9.04** Teachers who need a duplicate Arkansas teaching license must submit a completed application form (indicating "duplicate") to the Office of Professional Licensure.

**9.04.1** A duplicate license will be issued only for a license that is current.

**9.05** All information and documentation submitted for an Arkansas Teacher License must be timely, accurate, authentic and unaltered in any way.

**9.05.1** Any license issued as a result of information submitted that is not in compliance with section ~~8.04~~ 9.05 will be null and void and shall be rescinded by the Office of Professional Licensure, as authorized by the State Board of Education.

- 9.06** The Office of Professional Licensure, as authorized by the State Board of Education, reserves the right to amend and/or rescind any Arkansas Teacher License that has been issued in error.
- 9.07** The Office of Professional Licensure, as authorized by the State Board of Education, reserves the right to non-renew a Non-Traditional Provisional License if the licensee does not successfully complete the required preparation modules, and non-renewal is recommended by the Non-Traditional Licensure Office. The Office of Professional Licensure shall not convert a provisional license to an initial license if the candidate fails to meet all criteria of the NTL program.

## **10.0 TEACH FOR AMERICA PROVISIONAL AND STANDARD LICENSURE**

- 10.01** A Teach for America Provisional License is a provisional license issued to participants in Teach for America and is valid for up to two (2) years as long as the individual:
- 10.01.1** Is a participant in Teach for America;
  - 10.01.2** Passes a criminal background check, Child Maltreatment Central Registry check, and other background checks required by law;
  - 10.01.3** 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;
  - 10.01.4** Is teaching in an Arkansas public school; and
  - 10.01.5** Successfully completes three (3) college credit-hours of *Arkansas History*, if required by the grade level or content area in which the participant is teaching, 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, within one (1) year of the issuance of the provisional license.
- 10.02** So long as an individual possesses a Teach for America Provisional License, the individual must participate in mentoring as provided in Section 8.0 of these Rules, or its substantial equivalent as offered by Teach for America.
- 10.03** To obtain a Standard Teaching License, an individual holding a Teach for America Provisional License must:
- 10.03.1** Submit an application for licensure;
  - 10.03.2** Furnish evidence of successful completion of the two-year Teach for America program;
  - 10.03.3** Pass a criminal background check, Child Maltreatment Central Registry check, and other background checks required by law;

- 10.03.4** 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
- 10.03.5** 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.
- 10.03.6** A one-year, non-renewable provisional teaching license shall be available for an applicant who has never held a Teach for America Provisional License under Section 10.01 and who has not completed the three-hour *Arkansas History* course, but who meets the remaining qualifications of this Section 10.03.

## **11.0 MASTER'S DEGREE IN TEACHING STANDARD LICENSURE**

- 11.01** To obtain a Standard Teaching License under these Rules, an individual holding a master's degree in teaching (MAT, M.Ed., or MTLL) must:
  - 11.01.1** 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:
    - 11.01.1.1** Nationally accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation;
    - 11.01.1.2** 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
    - 11.01.1.3** Approved by a member entity of the National Association of State Directors of Teacher Education and Certification (NASDTEC);
  - 11.01.2** Pass a criminal background check, Child Maltreatment Central Registry check, and other background checks required by law;
  - 11.01.3** 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);
  - 11.01.4** 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; and

**11.01.5** 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 in *Methods of Teaching Reading* (completed with a grade of “C” or better) 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.

**11.01.6** A one-year, non-renewable provisional teaching license shall be available for an applicant who holds a master’s degree in teaching but has not successfully completed the required three (3) hours of *Arkansas History* or six (6) hours of *Methods of Teaching Reading*.

**11.02** An individual receiving a Standard Teaching License under these Rules shall participate in mentoring as provided in Section 8.0 of these Rules, unless the individual has completed mentoring or its substantial equivalent within one (1) year prior to the date of licensure.

**Appendix A**  
**Arkansas Department of Education**  
**NTL Teaching Areas and Levels of Licensure/Endorsement**

<b>Areas of Licensure</b>	<b>Grade Levels*</b>		
Early Childhood	P-4	-	-
Middle Childhood: Math/Science	4-8	-	-
Middle Childhood: English Lang Arts/Social Studies	4-8	-	-
Mathematics	-	7-12	-
English	-	7-12	-
Social Studies	-	7-12	-
Physical/Earth Science	-	7-12	-
Life/Earth Science	-	7-12	-
Drama/Speech	-	7-12	-
P.E., Wellness & Leisure	P-8	7-12	
Art	P-8	7-12	
Music, Vocal, & Instrumental	P-8	7-12	
Spanish	P-8	7-12	
French	P-8	7-12	
German	P-8	7-12	
Family & Consumer Science	4-8	7-12	4-12
Agriculture	4-8	7-12	4-12
Industrial Technology	4-8	7-12	4-12
Business Technology	4-8	7-12	4-12
Marketing Technology	4-8	7-12	4-12
<b>Areas of Endorsement</b>	-	-	-
Coaching		7-12	
ESL	P-8	7-12	
Journalism	-	7-12	-
Mandarin Chinese		7-12	

\* Level of licensure issued is determined based on grade level(s) taught in the NTL program.