

**ARKANSAS DEPARTMENT OF EDUCATION  
RULES GOVERNING INITIAL, STANDARD AND PROVISIONAL  
TEACHER LICENSURE**

August 2003

**1.0 REGULATORY AUTHORITY**

- 1.01** These shall be known as the Arkansas Department of Education Rules Governing Initial, Standard and Provisional Teacher Licensure.
- 1.02** These rules are enacted pursuant to the authority of the State Board of Education under Ark. Code Ann. § 6-11-105 (Rep 1999) and § 25-15-204 (Supp. 1999).

**2.0 PURPOSE**

- 2.01** The purpose of these rules is to establish the requirements and procedures for obtaining an Initial, Standard or Provisional Teaching License through a regionally accredited college or university and/or the Arkansas Department of Education.

**3.0 DEFINITIONS**

**For the purpose of these Rules**

- 3.01 Area of Licensure** - a particular content field as identified in Appendix A, Areas and Levels of Licensure.
- 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. It concludes with successful completion of the state-mandated performance assessment.
- 3.03 Initial Teaching License** - a three-year teaching license, issued by the state, which allows one to teach in Arkansas public schools.
  - 3.03.1** The Initial license is issued only in areas and levels of licensure as approved by the State Board of Education (Appendix A, Areas and Levels of Licensure).
  - 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 NCATE accredited college or university, or



- 3.12 Provisional Teaching License** - A temporary teaching license available to candidates who have not met all requirements for the Initial or Standard Arkansas teaching license.
- 3.13 Standard Non-Instructional License** - a five-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.
- 3.14 Standard Teaching License** - a five-year renewable license, issued by the state, which allows one to teach in Arkansas public schools. The Standard License is issued to:
  - 3.14.1** Initial License holders who have successfully completed the state required induction for novice teachers, or
  - 3.14.2** Provisional License holders (Non-traditional Teacher Licensure Program) who have successfully completed the state required induction for novice teachers, or
  - 3.14.3** teachers who have completed all requirements for Standard licensure through reciprocity.
- 3.15 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.

#### **4.0 REQUIREMENTS FOR OBTAINING AN INITIAL TEACHING LICENSE**

- 4.01** There are four routes for obtaining an Initial Arkansas teaching license.
  - 4.01.1** Completion of an approved, regionally and NCATE accredited Arkansas college or university, teacher preparation program,
  - 4.01.2** Completion of the Arkansas Department of Education Non-Traditional Teacher Licensure Program,
  - 4.01.3** Completion of a regionally and/or NCATE accredited out-of-state or out-of-country teacher preparation program by a candidate who did not license out-of-state or out-of-country.
  - 4.01.4** Conversion of a Provisional license.
- 4.02** An Initial Arkansas teaching license shall be issued when the following has been submitted to the office of Professional Licensure:
  - 4.02.1** A completed application for Initial licensure.
  - 4.02.2** An official score report reflecting current passing scores, as approved by the State Board of Education, on all state required assessments for Initial licensure (the basic skills assessment [all parts], the state required

- content area assessment(s) for the specific licensure area(s) sought, and the state required pedagogical assessment).
- 4.02.2.1** Participants in the Non-Traditional Teacher Licensure Program who possess exceptional experience and/or academic preparation may substitute previously taken assessment(s), relevant life experiences, accomplishments or achievements for the state required basic skills assessment and/or state required content area assessment.
  - 4.02.3** Documentation that the candidate has passed the required background checks by the Arkansas State Police and Federal Bureau of Investigation as required by Ark. Code Ann.§ 6-17-410.
  - 4.02.4** Documentation reflecting completion of a teacher preparation program. This can be:
    - 4.02.4.1** Official transcripts reflecting a Bachelor=s Degree (or Master=s Degree when required) from:
      - 4.02.4.1.1** A regionally and NCATE accredited Arkansas college or university, or
      - 4.02.4.1.2** A regionally and/or NCATE accredited out-of-state or out-of-country college or university (but never licensed),
    - 4.02.4.2** Verification from the Arkansas Non-Traditional Licensure Program.
  - 4.03** The Initial Arkansas Teaching License application must be signed and verified by the Licensure Officer from the Arkansas college or university where the approved teacher preparation program was completed, or by the designated representative of the Non-Traditional Teacher Licensure Program.
  - 4.04** The Initial Arkansas teaching license shall be issued only for those areas and levels of licensure that have been approved by the State Board of Education (Appendix A).
    - 4.04.1** The Initial Arkansas teaching license shall not be issued for the Added Endorsements, Educational Administration, Non-Instructional Student Services, and Professional & Technical areas.
  - 4.05** Candidates may obtain concurrent licensure in two general education areas, or in one general education area and one endorsement area.
  - 4.06** Candidates seeking Initial licensure in Early Childhood Education (P-4), both Middle School integrated areas (4-8) or Secondary Social Studies (7-12), shall complete a three-credit-hour course in Arkansas History.

**4.07** Candidates seeking Initial licensure in Special Education must complete concurrent licensure in a general education area at the same level as the Special Education license.

**4.07.1** If the Special Education level is 4-12, the individual shall have a choice of concurrent licensure in a general education area at the 4-8 or 7-12 levels.

**4.08** Candidates who completed an Arkansas teacher preparation program but had never licensed, or who received an Initial license but did not teach or complete induction (when it has been **longer than five years** since program completion) shall meet current requirements for an Initial license.

**4.09** Candidates who completed an out-of-state or out-of-country teacher preparation program but never licensed, shall meet the following requirements for their Initial Arkansas teaching license.

**4.09.1** Submit an application for teacher licensure,

**4.09.2** Submit an official transcript reflecting the completion of a NCATE or regionally accredited out-of-state or out-of-country teacher preparation program and a minimum of a Bachelor's Degree (Master's when required),

**4.09.2.1** When it has been **longer than five years** since program completion the applicant shall have his/her transcripts evaluated by an Arkansas college or university against current requirements for Initial license.

**4.09.3** Document successful completion (passing) of the state required basic skills assessment(s), specialty area assessment(s) and pedagogical assessment,

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

## **5.0 GENERAL POLICIES AND PROCEDURES RELATING TO AN INITIAL TEACHING LICENSE**

**5.01** The Initial Arkansas teaching license:

**5.01.1** is valid for no less than one and no more than three years,

**5.01.2** expires three years from the effective date, unless requirements for a Standard license are met.

**5.01.3** requires that all Novice Teachers participate in Induction.

**5.02** Additional areas and levels of licensure may be added to the Initial Arkansas teaching license.

- 5.03** The beginning and expiration dates of an Initial teaching license shall not change upon adding additional licensure areas or advanced degrees
- 5.04** The grade level and license/teaching area are reflected on the Initial Teaching license.
- 5.05** The degree area a teaching license is based upon shall be reflected on the Initial teaching license.
- 5.06** Advanced degrees shall not be reflected on the Initial teaching license unless that degree is designated on the official transcript as an education degree, is from a regionally and/or NCATE accredited college or university, and is in an area and level of licensure as approved by the State Board of Education.
- 5.07** Teachers who hold an Initial teaching license shall complete induction while teaching in a general education area.
- 5.07.1** Upon successful completion of induction, the candidate shall be awarded a standard license for all general education and endorsement areas reflected on the initial teaching license.
- 5.08** Candidates receiving Initial, concurrent licensure in a general education area and the endorsement area of coaching shall complete Induction in the general education area. Coaching shall not be the primary area of teaching during induction.
- 5.09** The Initial Arkansas teaching license shall become effective upon date of issue. The Initial license shall expire three years from the effective date as reflected on the Initial teaching license.
- 5.10** Teachers holding an Initial teaching license, who have not been employed as teacher-of-record for up to three years (and have therefore not successfully completed Induction) may re-apply for the three-year Initial teaching license through the office of Professional Licensure.
- 5.11** The Initial teaching license shall become null and void and shall not be renewed at such time as the teacher has been employed as teacher-of-record for three years and has not successfully completed Induction.

## **6.0 REQUIREMENTS FOR OBTAINING A STANDARD TEACHING LICENSE**

- 6.01** There are two routes for obtaining a Standard teaching license. These are:

- 6.01.1 converting an Initial license by completing all Induction requirements,
  - 6.01.2 converting an out-of-state or out-of-country license through reciprocity.
- 6.02 Professional Licensure will issue the Standard teaching license upon receiving official documentation of:
  - 6.02.1 the successful completion of Induction, or
  - 6.02.2 completion of requirements for Standard licensure through reciprocity.
- 6.03 Requirements for a Standard teaching license are:
  - 6.03.1 transcripts reflecting a Bachelor=s Degree (Master=s Degree when required) from a regionally and/or NCATE accredited college or university,
  - 6.03.2 passing the required basic skills assessment (all parts),
  - 6.03.3 passing the required content area assessment(s) for the specific licensure area and level sought,
  - 6.03.4 passing the required pedagogical assessment(s),
  - 6.03.5 passing the required performance assessment, and
  - 6.03.6 passing a background check by the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.
- 6.04 Candidates for a Standard teaching license in the areas of Early Childhood Education (P-4), both Middle School integrated areas (4-8) or Secondary Social Studies (7-12) must have completed a three-credit-hour course in Arkansas History.
- 6.05 Candidates for a Standard license in the Non-Instructional Student Service areas of School Psychology Specialist or Speech Language Pathologist shall have completed a Master=s Degree in the respective area, and the State Board required assessment(s).
  - 6.05.1 A standard teaching area may be added by completing a program of study, the required specialty area exam and required pedagogical assessment.
  - 6.05.2 A standard teaching area as identified in the areas and levels of licensure, as approved by the State Board of Education, shall be required to add additional licensure areas, added endorsements, or areas of educational administration.
- 6.06 Candidates who completed an Arkansas teacher preparation program **prior to January 1, 2002**, who never licensed, (when it has been **five years or less** since program completion) shall meet the requirements for Standard licensure, including:

- 6.06.1** Submit documentation of having successfully completed the pedagogical and specialty area assessment(s) that were required at the time of completion of the teacher education program.
- 6.06.1.1** For those assessment(s) that were not successfully completed, the applicant shall successfully complete the current required assessment(s) for all areas and levels of licensure sought.
- 6.06.2** Successfully complete a current background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.

## **7.0 GENERAL POLICIES AND PROCEDURES RELATING TO A STANDARD TEACHING LICENSE**

- 7.01** The Standard Arkansas teaching license shall be issued only for those areas and levels of licensure that have been approved by the State Board of Education.
- 7.02** The Standard Arkansas teaching license shall be a renewable teaching license, valid for a period of five years.
- 7.03** The Standard Arkansas teaching license shall become effective January 1 of the year it is issued, and shall expire December 31 of the fifth year.
- 7.04** The Standard license will reflect all general education and endorsement areas reflected on the Initial teaching license.
- 7.05** Additional areas and levels of licensure may be added to the Standard Arkansas teaching license.
- 7.06** The beginning and expiration dates of a Standard teaching license shall not change upon adding additional licensure areas or advanced degrees.
- 7.07** The degree a teaching license is based upon shall be reflected on the Standard teaching license.
- 7.08** Advanced degrees shall not be reflected on the Standard teaching license unless that degree is designated on the official transcript as an education degree, is from a regionally and/or NCATE accredited college or university, and is in an area and level of licensure as approved by the State Board of Education.
- 7.09** Teachers holding a Standard teaching license in Adult Education shall be eligible to add additional licensure areas by completing a program of study and the required content area assessment(s).

**7.10** Teachers with less than one-year of teaching experience who hold a Standard license (or Provisional teaching license through reciprocity) shall participate in the Mentoring component of Induction in their first year as the teacher-of-record.

**7.10.1** The performance assessment is not required of these individuals.

## **8.0 REQUIREMENTS FOR OBTAINING A PROVISIONAL TEACHING LICENSE**

**8.01** A one-year (**1084**) non-renewable provisional teaching license shall be available for graduates of an Arkansas teacher preparation program who have not completed the following requirements:

**8.01.1** All required subject-specific and pedagogical Assessments, and/or

**8.01.2** A three-credit-hour Arkansas History course when required.

**8.02** A one-year (**1084**) non-renewable provisional teaching license shall be issued upon providing the following documentation.

**8.02.1** A completed application reflecting completion of an approved teacher preparation program from an Arkansas college or university,

**8.02.2** Official transcripts reflecting the completion of a Bachelor's Degree (Masters Degree when required),

**8.02.3** Successful completion of both parts of the required background checks (Arkansas State Police and Federal Bureau of Investigation),

**8.02.4** Score report reflecting successful completion of the state required basic skills assessment (all parts), and

**8.02.5** Proof of employment on the verification of provisional licensure eligibility form indicating employing school district and hire date.

**8.03** A one-year (**1085**) non-renewable provisional teaching license shall be available to out-of-state or out-of-country applicants who have completed a teacher preparation program but have not licensed.

**8.04** A one-year (**1085**) non-renewable provisional teaching license shall be issued upon providing the following documentation.

**8.04.1** A completed application for licensure.

**8.04.2** Official transcripts reflecting the completion of a Bachelor's Degree (Master's Degree where required) from a regionally and/or NCATE accredited out-of-state or out-of country teacher preparation program.

**8.04.3** Successful completion of both parts of the required background checks (Arkansas State Police and Federal Bureau of Investigation).

**8.04.4** Out-of-county applicants shall present documentation of transcript evaluation by an independent evaluation agency in the United States. The transcript evaluation must document that the out-of-county degree is

equivalent to a Bachelor's Degree or higher from a regionally accredited college or university in the United States, is an education degree and the major area of concentration.

**8.04.5** Proof of employment on the verification of provisional licensure eligibility form indicating employing school district and hire date.

**8.05** A one-year (**1282**) renewable (two times) provisional teaching license shall be available to out-of-state or out-of-country applicants who have:

**8.05.1** completed a teacher preparation program but did not license, and

**8.05.2** have a licensure area(s) that is not compatible with an Arkansas licensure area(s).

**8.06** A one-year (**1282**) renewable (two times) provisional teaching license shall be issued upon providing the following documentation.

**8.06.1** A completed application for licensure.

**8.06.2** Official transcripts reflecting the completion of a Bachelor's Degree (Master's Degree where required) from a regionally and/or NCATE accredited out-of-state or out-of-country teacher preparation program.

**8.06.3** Successful completion of both parts of the required background checks (Arkansas State Police and Federal Bureau of Investigation).

**8.06.4** Proof of employment on the verification of provisional licensure eligibility form indicating employing school district and hire date.

**8.06.5** Out-of-county applicants shall present documentation of transcript evaluation by an independent evaluation agency in the United States. The transcript evaluation must document that the out-of-county degree is equivalent to a Bachelor's Degree or higher from a regionally accredited college or university in the U.S., is an education degree, and reflects the major area of concentration.

## **9.0 REQUIREMENTS FOR CONVERTING A PROVISIONAL TEACHING LICENSE TO AN INITIAL TEACHING LICENSE**

**9.01** The one-year (**1084**) non-renewable provisional teaching license shall be converted to the three-year Initial teaching license when the following documentation has been submitted:

**9.01.1** A completed application for licensure requesting conversion of the provisional license

**9.01.2** Score reports reflecting successful completion of the required assessment(s), and/or

**9.01.3** Official transcript reflecting the successful completion of a three-credit-hour Arkansas History course when required.

- 9.02** The one-year (**1085**) non-renewable provisional teaching license shall be converted to the three-year Initial teaching license when the following documentation has been submitted.
- 9.02.1** A completed application for licensure requesting the conversion of the provisional license.
  - 9.02.2** Score reports reflecting successful completion of the required basic skills assessment (all parts), specialty area assessment(s) and pedagogical assessment.
  - 9.02.3** Official transcript reflecting the successful completion of a three-credit-hour Arkansas History course when required.
- 9.03** The one-year (**1282**) renewable provisional teaching license shall be converted to the three-year Initial teaching license when the following documentation has been submitted:
- 9.03.1** A completed application for licensure requesting conversion of the provisional to the three-year Initial teaching license
  - 9.03.2** Official transcript reflecting successful completion of a three-credit-hour Arkansas History course when required
  - 9.03.3** Score report reflecting successful completion of state required content assessment(s) and pedagogical assessment and basic skills assessment when required
  - 9.03.4** Official transcript and documentation of successful completion of a Program of Study when required.

## **10.0 RULES PERTAINING TO NOVICE TEACHER INDUCTION**

- 10.01** All **Novice Teachers** employed as teacher-of-record in an Arkansas public school or agency shall participate in Induction for no less than one year and no more than three years.
- 10.02** Induction includes:
- 10.02.1** mentoring, and
  - 10.02.2** successful completion of the state mandated performance assessment.
- 10.03** All Arkansas School Districts shall complete and submit the ADE required District Mentoring Plan Signature and Assurances form to the office of Professional Quality Enhancement at the Arkansas Department of Education no later than September 15 of each year.
- 10.04** All Arkansas public schools or agencies who employ any novice teacher as a licensed teacher-of-record shall:

- 10.04.1** register all novice teachers in their employ with the office of Professional Quality Enhancement, using the required form no later than September 15<sup>th</sup> of each year,
  - 10.04.2** assign to the novice teacher a mentor teacher who is located in the same building, and who, as much as possible, has a compatible background in level of licensure, is trained and certified in the state adopted mentoring model, and has at least three (3) years of successful teaching experience,
    - 10.04.2.1** The Mentoring Program Advisor in the office of Professional Quality Enhancement will consider exceptions to these requirements for approval on an individual basis.
      - 10.04.2.1.1** Districts shall submit written requests for such waivers on district letterhead. The District Superintendent must submit waiver requests with an explanation of the reasons for such a request.
  - 10.04.3** assign the mentor to the novice teacher within three weeks of the hire date of the Novice Teacher,
  - 10.04.4** assign only one novice teacher per mentor teacher unless the mentor is given released time from other contract duties (the equivalent of one instructional period per additional novice teacher assigned to a single mentor) to accommodate the additional mentoring responsibility,
  - 10.04.5** appoint an Induction Project Director who will act as the liaison for the program to ADE.
    - 10.04.5.1** Project Directors are responsible for coordinating mentor assignments, oversight of mentoring funding appropriations and the district mentoring plan, approval of appropriate professional development expenditures for the novice teacher, and all written and fiscal reporting and communications to the ADE,
  - 10.04.6** release mentors, novice teachers, and/or the Induction Project Director from the district to attend any mandatory statewide orientation or informational meetings held by the ADE,
  - 10.04.7** notify the ADE, office Professional Quality Enhancement within 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),
  - 10.04.8** submit the end-of-year report, reflecting Induction expenditures, no later than June 30<sup>th</sup> each year.
- 10.05** Induction shall be completed within three years, while employed as teacher of record, to be eligible for the Standard Arkansas teaching license.
- 10.06** Novice teachers become eligible to participate in the state-mandated performance assessment after a minimum of six months employed as teacher-of-record.

- 10.06.1** To take the performance assessment candidates shall notify the office of Professional Quality Enhancement by following current standard application procedures.
- 10.07** 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.
  - 10.07.1** Implementation of the district mentoring plan shall include
    - 10.07.1.1** selecting mentor candidates according to the Arkansas Mentor Qualifications form
    - 10.07.1.2** providing a trained mentor for each novice teacher.
  - 10.07.2** Support includes:
    - 10.07.2.1** providing a minimum of 2 hours every two weeks of released time (on average) during the contract day for the mentor and novice teacher to work together,
    - 10.07.2.2** assisting the novice and mentor to schedule focused observations and professional development activities, and
    - 10.07.2.3** providing activities for mentors and novice teachers, which engage them in collaborative dialogue, problem solving, and professional development.
  - 10.07.3** Monitoring of the quality of the district program is achieved by review of the Mentor/Novice Teacher Mentoring Log and the Novice Teacher's Professional Growth and Development Plan by the district Project Director.
  - 10.07.4** All other mentoring documents are the sole possession of the novice teacher and shall not be utilized for employment decisions or employment evaluation decisions.
    - 10.07.4.1** The intent is to protect mentors from any legal responsibilities or repercussions associated with employment decisions and also to protect the integrity of the mentor/novice teacher relationship.
- 10.08** Mentoring observational information shall not be shared with the novice teacher's employer or utilized in any way for employment decisions unless students are at risk, either physically or emotionally.
- 10.09** School districts shall distribute any associated mentoring support funding within the parameters established by the Arkansas Department of Education.
- 10.10** Mentor teachers shall perform a minimum of three (3) formal classroom observations per school year for novice teachers and provide feedback focused on increased professional growth.
  - 10.10.1** All observations, both formal and informal, shall be noted on forms designated by the Arkansas Department of Education.

**10.11** Mentoring allocations for the novice teachers shall follow the novice teacher to a new teaching assignment if the novice teacher continues teaching in an Arkansas public school.

**10.11.1** If the novice teacher chooses to teach in a non-public school, leave the profession of teaching, or teach out of the state of Arkansas, materials bought with state mentoring allocations shall remain in the public school district in which the novice teacher was last employed.

**10.12** School districts shall provide released time for the novice teacher to participate in the performance assessment for Standard licensure.

**10.13** School districts shall release Assessors from the district to attend mandatory statewide meetings required by the Arkansas Department of Education.

**10.14** School districts that do not comply with these rules shall be placed in accredited-cited status for licensure deficiencies. Licensure deficiencies for these purposes are defined as:

**10.14.1** failure to submit and implement an approved district mentoring plan,

**10.14.2** failure to register all novice teachers with the office of Professional Quality Enhancement, and/or

**10.14.3** failure to comply with established guidelines for assignment, support, and monitoring of mentor teachers and novice teachers.

## **11.0 GENERAL POLICIES PERTAINING TO ALL LICENSES**

**11.01** Teachers who need a duplicate Arkansas teaching license must submit a completed application form (indicating “duplicate”) to the office of Professional Licensure.

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

**11.02** All information and documentation submitted for an Arkansas teaching license must be accurate, authentic, and unaltered.

**11.02.1** Any license issued as a result of a violation of the above-mentioned will be null and void.

**11.03** 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.