

**ARKANSAS DEPARTMENT OF EDUCATION  
RULES GOVERNING INITIAL, STANDARD AND PROVISIONAL  
TEACHER LICENSURE  
July 2007**

**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.

**3.0 DEFINITIONS**

**For the purpose of these Rules the following definitions shall apply.**

- 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. Induction shall not be less than one year and no more than three years
- 3.03 Initial Teaching License** - a three-year teaching license, issued by the state, which allows one to teach in Arkansas public schools.
- 3.04 Level of Licensure** - the grade/age level parameter of the teaching license as identified in Appendix A, Areas and Levels of Licensure.
- 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** - the teacher training program approved and administered by the Arkansas Department of Education, whose participants hold a minimum of a baccalaureate degree and are allowed to teach in an Arkansas school via a Non-Traditional Provisional license.
- 3.08 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.
- 3.09 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.
- 3.09.1 Successful completion of the performance assessment is defined as meeting the state-adopted cut-score.
- 3.10 Program of Study** - a state-approved teacher preparation curriculum offered at 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.
- 3.11 Provisional Teaching License** - A temporary teaching license available to candidates who have not met all requirements for the Initial or Standard Arkansas teaching license.
- 3.12 Standard Non-Instructional Student Services 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.
- 3.13 Standard Teaching License** - a five-year renewable license, issued by the state, which allows one to teach in Arkansas public schools.
- 3.14 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.
- 3.15 Content/Standard Teaching Area** refer to 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.

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

**4.01** There are five routes for obtaining an Initial Arkansas teaching license.

**4.01.1** Completion of a regionally accredited and NCATE approved, Arkansas college/university teacher preparation program,

OR

**4.01.2** Completion of a college/university teacher preparation degree program that holds regional/national accreditation recognized by the U.S. Department of Education or Council for Higher Education Accreditation and whose teacher preparation program is accredited by a national accrediting body that is recognized by the U.S. Department of Education, Council for Higher Education Accreditation or that is state approved.

OR

**4.01.3** Completion of the Arkansas Department of Education Approved Non-Traditional Licensure Program,

OR

**4.01.4** By Reciprocity

OR

**4.01.5** 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).

**4.02.3** Documentation that the candidate has successfully completed 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 shall 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 accredited and NCATE approved, Arkansas college/university teacher preparation program

OR

**4.02.4.1.2** Completion of a college/university teacher preparation degree program that holds regional/national accreditation recognized by the U.S. Department of Education or Council for Higher Education Accreditation and whose teacher preparation program is accredited by a national accrediting body that is recognized by the U.S. Department of Education, Council for Higher Education Accreditation or that is state approved.

OR

**4.02.4.1.3** 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, Areas and Levels of Licensure).
- 4.05** Candidates may obtain concurrent licensure in more than one licensure/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 in addition to the required testing and program of study when applicable.
- 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 never received a Standard teaching license (when it has been **longer than five years** since program completion) shall meet current requirements for an Initial license.

## **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 teaching license are met; and
  - 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 Arkansas Teaching license.
- 5.05** The degree a teaching license is based upon shall be reflected on the Initial Arkansas 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 or a degree in a content teaching area as approved by the State Board of Education. The degree must be from an institution of higher education holding regional/national accreditation recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation. If the degree is a teacher preparation degree it must be from a program that holds national accreditation recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or be state approved.
- 5.07** Teachers who hold an Initial Arkansas teaching license shall complete induction while teaching primarily in the general education area of licensure.
  - 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 Arkansas teaching license shall expire three years from the effective date as reflected on the Initial teaching license.
- 5.10** Teachers holding an Initial Arkansas 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 Arkansas teaching license through the Office of Professional Licensure.

- 5.11** A teacher shall have three years while employed as teacher of record to successfully complete Induction (mentoring and Praxis III - performance assessment) and convert the three-year Initial Arkansas teaching license to the Standard five-year teaching license.
- 5.12** Teachers that were employed for three years as teacher of record while holding an Initial Arkansas teaching license and did not successfully complete Induction shall be eligible for a one-time, non-renewable, One-Semester Permit upon meeting the following requirements:
- 5.12.1** The teacher shall submit an application for the One-Semester Permit.
- 5.12.1.1** The Initial Arkansas teaching license shall not have been expired longer than two years at the time of application.
  - 5.12.1.2** The teacher shall provide verification of having been employed as the teacher of record for three years.
  - 5.12.1.3** The application shall not be processed when received later than the registration deadline for the state mandated performance assessment for either the Fall or Spring Semester.
  - 5.12.1.4** The teacher shall be employed as teacher of record.
  - 5.12.1.5** The teacher shall pay the current fee that covers the cost of the state mandated performance assessment.
- 5.13** Teachers employed under the One-Semester Permit shall not be deemed Highly Qualified for the semester employed.
- 5.14** The One-Semester Permit shall be effective for only the Fall or Spring semester of the school year issued.
- 5.15** The Standard teaching license shall be issued to the holder of the One-Semester Permit upon verification by the Arkansas Department of Education that the Induction requirements have been completed.
- 5.16** The Initial Arkansas teaching license shall not be issued for the Non-Instructional Student Services and Professional & Technical areas.
- 5.17** Beginning May 1, 2007, all teachers licensing in P.E./Wellness/Leisure shall receive the new licensure code numbers 235 for (P-8) and 236 for (7-12).

- 5.17.1** Teachers holding the new licensure code numbers 235 and/or 236 shall not be automatically approved to be employed as a coach in the public schools of Arkansas.
- 5.17.2** Teachers holding the new licensure code numbers 235 and/or 236 shall work under the ALP (Additional Licensure Plan) for the coaching endorsement (7-12) when employed as a coach.

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

**6.01** Requirements for a Standard teaching license are:

**6.01.1** Transcripts reflecting the completion of a Bachelor=s Degree (Master=s Degree when required) from a regionally accredited and NCATE approved, Arkansas college/university teacher preparation program.

OR

6.01.1.1 Transcripts reflecting the completion of a Bachelor’s Degree (Master’s Degree when required) from a college/university holding regional/national accreditation recognized by the U.S. Department of Education or the Council for Higher Education Accreditation and whose teacher preparation program is accredited by a national accrediting body recognized by the U.S. Department of Education, Council for Higher Education Accreditation or that is state approved.

**6.01.2** Passing the required basic skills assessment (all parts),

**6.01.3** Passing the required content area assessment(s) for the specific licensure area and level sought,

**6.01.4** Passing the required pedagogical assessment(s),

**6.01.5** Successful completion of Induction (mentoring and performance assessment), and

**6.01.6** Successful completion of background checks performed by the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.

**6.02** 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 in addition to the required testing and program of study when applicable.

- 6.03** Candidates for a Standard teaching license in the Non-Instructional Student Service areas of Speech Language Pathologist shall complete the following requirements:
- 6.03.1** Completion of a Master’s Degree in Speech Pathology from a college/university holding regional/national accreditation recognized by the U.S. Department of Education or the Council for Higher Education Accreditation and whose Speech Pathology program holds national accreditation recognized by the U.S. Department of Education or Council for Higher Education Accreditation.
  - 6.03.2** Successful completion of the state required specialty area assessment for Speech Pathology.
  - 6.03.3** Successfully clearing the required State Police and FBI background checks.
  - 6.03.4** Candidates for licensure in Speech Pathology shall not be eligible for a provisional teaching license.
- 6.04** Candidates for a Standard teaching licensed in the Non-Instructional Student Services Area of School Psychology Specialist shall meet the following requirements:
- 6.04.1** Completion of an advanced degree in School Psychology or completion of an advanced degree in counseling with a graduate level program of study in School Psychology from a college/university holding regional /national accreditation recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
  - 6.04.2** The School Psychology program shall hold national accreditation recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
  - 6.04.3** Successful completion of the state required specialty area assessment.
  - 6.04.4** Successfully clearing the required State Police and FBI background checks.
  - 6.04.5** Candidates for licensure as a School Psychology Specialist shall not be eligible for a provisional teaching license.
- 6.05** A content/standard teaching area may be added to the Speech Pathology or School Psychology specialist teaching license by meeting the following requirements.
- 6.05.1** Completion of a program of study to include an internship in the teaching area.

**6.05.2** Successful completion of the required basic skills assessments, the required specialty area assessment(s) & the required pedagogical assessment at the appropriate level of licensure.

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

- 7.01** The standard 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 teaching license shall be a renewable teaching license, valid for a period of five years.
- 7.03** The standard 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 teaching 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 teaching license.
- 7.06** The beginning and expiration dates of a Standard teaching license shall not change upon adding 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, or a degree in a content teaching area as approved by the State Board of Education. The degree must be from an institution of higher education holding regional/national accreditation recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation. If the degree is a teacher preparation degree it must be from a program that holds national accreditation recognized by the U.S. Department of Education, the Council for Higher Education Accreditation or be state approved.
- 7.09** Teachers licensing by reciprocity with less than one-year of teaching experience who hold a Standard teaching license shall participate in the Mentoring component of Induction in their first year as the teacher-of-record.
  - 7.08.1** 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 (Master's 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.

## **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.

## **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 mentoring, and successful completion of the state mandated performance assessment.

**10.03** The School District Induction Assurances Form is to be submitted to the Office of Teacher Quality at the Arkansas Department of Education no later than September 15 of each year.

**10.04** All Arkansas public schools or agencies who employ a novice teacher as a licensed teacher-of-record shall:

**10.04.1** Register all novice teachers in their employ and their mentors with the Office of Teacher Quality using the Induction Pairing 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. Districts shall contact the Induction Program Advisor in the Office of Teacher Quality for consideration of any exceptions to these requirements.

**10.04.3** Assign the mentor to the novice teacher within three weeks of the novice teacher's first contract day of the school year,

**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, as approved by the Induction Program Advisor.

**10.04.5** Contact the Induction Program Advisor and provide information on the Induction Project Director that has been appointed by the school district no later than August 1 of each year, appoint an Induction Project Director at the school district by August 1 of each year, 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 of Teacher Quality 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); and
  - 10.04.8** Submit the End-of-Year Budget Report Form, reflecting Induction expenditures, no later than June 30<sup>th</sup> each year.
- 10.05** For the teacher to be eligible for the Standard Teaching license, Induction shall be completed by the teacher within three years, while the teacher is employed as teacher of record.
- 10.06** Novice teachers become eligible to participate in the state-mandated performance assessment after a minimum of six months employed and mentored as teacher-of-record.
- 10.06.1** To take the performance assessment candidates shall notify Office of Teacher Quality 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.
- 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; and
    - 10.07.1.2** Providing a trained certified 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** The quality of the District Induction Program is assessed by monitoring.

**10.07.3.1** A trained monitor, sent from the ADE, interviews the Project director and novice teacher-mentor pair.

**10.07.3.2** The required mentoring documentation shall be collected by the district Project Director, and reviewed by the ADE monitor.

**10.07.4** All mentoring documents shall be collected by the Project Director.

**10.07.4.1** At the end of the school year the Professional Growth Plan and Observation forms would become the sole possession of the novice teacher and shall not be utilized for employment decisions or employment evaluation decisions.

**10.08** Mentoring observational information shall not be 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** Materials purchased by the novice with mentoring funding 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** Performance Assessment School districts shall:

**10.12.1** Provide released time for the novice teacher to participate in the performance assessment for Standard licensure.

- 10.12.2** Provide released time for Assessors from the district to attend mandatory statewide meetings required by the Arkansas Department of Education.
- 10.12.3** Provide released time for Assessors from the district to conduct a minimum of two performance assessments per semester.
- 10.12.4** Not dictate when the novice teacher takes the performance assessment; and
- 10.12.5** Not use the performance assessment results for contract renewal or dismissal purposes.
- 10.12.6** Provide released time for the novice teacher to participate in the performance assessment for Standard licensure

**10.13** Novice

- 10.13.1** A novice teacher applying for the performance assessment must teach in an Arkansas public or private school in grades P-12
- 10.13.2** Teachers in distance learning labs will follow the protocol for distance learning lab observations.
- 10.13.3** Novice teachers must teach a class or small group of students without any other licensed teacher present (except the Assessor)
- 10.13.4** A novice teacher may have an instructional aide (non teacher-license) present in the room if he or she is normally schedule to be present and does not contribute to class discipline.
- 10.13.5** Any novice teacher who is unsuccessful in the performance assessment will automatically be assigned a highly trained mentor and will receive mentoring with financial support for another year.
- 10.13.6** A novice teacher-may re-take the performance assessment each semester until the three year license expires.
- 10.13.7** Arkansas Department of Education Office of Teacher Quality will fund the first two attempts to pass Praxis III assessment. Any remaining attempts will be paid for by the Novice Teacher.
- 10.13.8** The novice teacher will receive copies of the assessment summary statements and the Superintendent receives the scores by domain.

- 10.13.9** If a novice whose teacher's Initial license expires prior to passing the performance assessment the novice teacher may apply through the Office of Professional Licensure for a one semester permit.
- 10.13.10** The novice teacher-must take the performance assessment within that six month window.
- 10.13.11** The novice teacher will incur the cost of the performance assessment plus a financial penalty.
- 10.13.12** If the novice teacher is not successful at the performance assessment within the six months, the novice teacher will not be allowed another opportunity. This results in the permanent loss of licensure.
- 10.14** School districts shall release Assessors from the district to attend mandatory statewide meetings required by the Arkansas Department of Education.
- 10.15** 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:

  - 10.15.1** Failure to register all novice teachers with the Office of Teacher Quality, and/or
  - 10.15.2** Failure to comply with established guidelines for assignment, support, and monitoring of mentor teachers and novice teachers.
  - 10.15.3** Failure to submit all appropriate documentation.
- 10.16** Project Director's Stipend

  - 10.16.1** As funds are available school district personnel who serve as Project Directors for the Induction programs will be compensated with a stipend via a sliding scale (currently not to exceed \$1,000) based on the number of novice teachers and beginning administrators in the district.
  - 10.16.2** Stipends will be issued after there is assurance that the Project Director has completed requirements for submitting the End-of-Year Budget Report to the ADE Office of Teacher Quality.

## **11.00 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.