

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING THE REQUIREMENTS AND PROCEDURES FOR
RENEWING A STANDARD ARKANSAS TEACHING LICENSE

January 10, 2005

1.00 PURPOSE

1.01 The purpose of these rules is to establish the requirements and procedures for renewing a standard Arkansas teaching license.

2.00 REGULATORY AUTHORITY

2.01 These rules are promulgated pursuant to the authority of the State Board of Education under Ark. Code Ann. §§ 6-11-105 Rep1999), 25-15-204 (Supp.1999) and Ark. Code Ann. § 6-17-402.

3.00 DEFINITIONS- For purposes of this rule the following terms shall be defined as follows:

3.01 Teaching Experience- That time period of experience gained while working in an educational setting as a teacher, librarian counselor, administrator, educational consultant, or substitute teacher, etc.

3.02 Educational Setting- The employment setting where one is working as a teacher, librarian, counselor, administrator, educational consultant, or substitute teacher. This may be a public or private school, college/ university, educational co-op, Department of Education, adult education setting, or other agency or organization that employs licensed teachers in an educational setting.

3.03 Professional - Development A coordinated set of planned, research-based, learning activities for teachers and administrators employed in positions directly related to instructional activities that is tied to the improvement of student achievement, the teachers/administrators personal improvement plan and the overall school improvement plan. Professional development for licensed employees in positions, not directly related to instructional activities shall be prorated among those

areas specifically related to their job assignment.

- 3.04** Year of Teaching Experience - A year of teaching experience shall be a minimum of 120 days per school year or calendar year while employed in an educational setting.
- 3.05** Immediate Previous Year - The spring and fall semester of the current calendar year, (OR) the spring semester of the current calendar year and the prior fall semester.
- 3.06** College Level Coursework - Coursework taken from a regionally or nationally accredited college/university that is in the area of licensure (OR) professional education coursework at the current level of licensure (OR) educational technology/computer courses (OR) a combination of the above mentioned.
- 3.07** Three-Quarter Time - That period of time employed during a school or calendar year that equals three fourths of the contracted/work time for that school, agency or other organization that employs licensed teachers. Teachers employed three-quarter time, shall have completed 45 hours of professional development.
- 3.08** One-Half Time - That period of time employed during a school or calendar year that equals one half of the contracted/work time for that school, agency or other organization that employs licensed teachers. Teachers employed one-half time, shall have completed 30 hours of professional development.
- 3.09** One-Quarter Time - That period of time employed during a school or calendar year that equals one quarter of the contracted/work time for that school, agency or other organization that employs licensed teachers. Teachers employed one-quarter time,

shall have completed 15 hours of professional development.

3.10 Grace Period

- That period of time immediately following the expiration of a standard teaching license, not to exceed one calendar year or one school year, for which a teacher is granted a provisional license in order to satisfy general renewal requirements.

4.00 GENERAL RENEWAL REQUIREMENTS FOR A STANDARD ARKANSAS TEACHING LICENSE

4.01 Teachers holding a current, valid five-year standard Arkansas teaching license may renew that license provided they meet the following general renewal requirements.

4.01.1 Teachers not teaching in a public school setting or teachers that have not met requirements for the automatic renewal of their teaching license shall submit an application for the renewal of their teaching license to the Office of Professional Licensure.

4.01.2 The teacher shall document at least two years of teaching experience during the previous five (5) years or one (1) year of teaching experience for the immediate previous year.

4.01.3 The teacher shall have successfully all background checks as required by law.

4.01.4 If employed full time, the teacher shall document sixty (60) hours of professional development for each year of experience during the previous five (5) years.

4.01.5 Professional development for teachers employed part time shall be pro-rated on the basis of three-quarter time, half-time or one-quarter time.

4.01.6 A teacher may add partial years of experience over the previous five years to document the two years of teaching experience necessary to renew their teaching license.

4.02 Teachers holding a valid, six (6) or ten (10) year standard teaching license, shall meet the following general renewal requirements:

- 4.02.1 Teachers not teaching in a public school setting, or teachers that have not met requirements for the automatic renewal of their teaching license shall submit an application for the renewal of their teaching license to the Office of Professional Licensure.
- 4.02.2 The teacher shall document at least two (2) years of teaching during the previous five (5) years or one (1) year of teaching experience for the immediate previous year.
- 4.02.3 If employed full-time, the teacher shall document sixty (60) hours of professional development for each year taught beginning with the 2005-2006 school year.
- 4.02.4 The teacher shall have successfully completed all background checks as required by law.
- 4.02.5 Professional development for teachers employed part time shall be pro-rated on the basis of three-quarter time, half-time or one-quarter time.
- 4.02.6 A teacher may add partial years of experience over the previous five years to document the two years of teaching experience necessary to renew their teaching license.

5.00 REQUIREMENTS FOR THE RENEWAL OF A STANDARD FIVE (5), SIX (6) OR TEN (10) YEAR TEACHING LICENSE THAT HAS BEEN EXPIRED FOR ONE (1) YEAR OR LONGER.

- 5.01 Teachers holding a standard five (5), six (6), or ten (10) year teaching license that has been expired for one (1) year or longer, may have their license renewed provided they meet the following renewal requirements:
 - 5.01.1 The teacher shall submit a completed application for the renewal of their teaching license to the Office of Professional Licensure.
 - 5.01.2 The teacher shall have successfully completed all background checks as required by law.

5.01.3 Teachers that have completed a previous specialty area assessment in at least one licensure/endorsement area may choose to complete the following requirements:

5.01.3.1 Successfully complete the current state required specialty area assessment in at least one licensure/endorsement area;

[AND]

5.01.3.2 Successfully complete the current state required pedagogy assessment at their level of licensure. When the teacher holds licensure areas at different levels, they may take the pedagogy assessment at the level of their choice.

[OR]

5.01.3.3 Complete six hours of college level coursework from a nationally/regionally accredited college or university.

5.01.4 Teachers that have never successfully completed a specialty area assessment in at least one licensure/endorsement area shall successfully complete the current, state required specialty area assessment in at least one of their licensure/endorsement areas and successfully complete the current state required pedagogy assessment at their level of licensure. When the teacher holds licensure at different levels, they may complete the pedagogy assessment at the level of their choice.

6.00 POLICIES AND PROCEDURES FOR RENEWAL OF A QUALIFIED CANDIDATES STANDARD ARKANSAS TEACHING LICENSE

6.01 The Arkansas standard teaching license shall be renewed for a period of five years.

6.02 The effective date of a renewed teaching license shall be January 1 of the year following the expiration date of the license.

6.03 The effective date of a renewed teaching license that has been expired longer than one year shall be January 1 of the year renewed.

- 6.04** The expiration date of a renewed standard teaching license shall be December 31 of the fifth year.
- 6.05** The effective date of a one-year, non-renewable, provisional teaching license shall be the hire date as documented by the employer.
- 6.06** The expiration date of a one-year, non-renewable, provisional teaching license shall be one year from the hire date.
- 6.07** There shall be a grace period of one year immediately following the expiration date of a standard teaching license to meet general renewal requirements.
- 6.08** Individuals not teaching in a public school setting or individuals that have not met requirements for the automatic renewal of their teaching license shall submit an application for the renewal of their teaching license to the Office of Professional Licensure.
- 6.09** Teachers applying for the renewal of their teaching license shall have successfully completed all background checks as required by law.
- 6.10** A one-year, non-renewable provisional teaching license shall be available for teachers that have not met general renewal requirements and hold an expired teaching license. Individuals shall have successfully completed all background checks as required by law.
- 6.11** Applications for the renewal of a standard Arkansas teaching license may be submitted to the Office of Professional Licensure as early as six-months prior to the expiration date of the license.
- 6.12** Coursework used for the renewal of a standard teaching license shall be college level and from a regionally/nationally accredited college/university. The coursework shall be in the licensure area(s) held by the teacher (OR) professional education courses at the level of licensure held by the teacher (OR) basic computer/education technology courses.
- 6.13** Documentation of experience for renewal purposes shall be provided by a public school superintendent, director of human resources, or director of other agency/organization employing licensed teachers.

- 6.14 Documentation of the required professional development for the renewal of a teaching license shall be provided by a public school superintendent, human resources director, or director of other agency/ organization employing licensed teachers.
- 6.15 Professional development shall be required for those years taught during the previous five year period or for the one year of teaching experience for the immediate previous year.
- 6.16 Teachers that did not meet renewal requirements under Act 350 of 1985 shall meet the renewal requirements that are required of all other teachers and shall be eligible for a one-year provisional teaching license.
- 6.17 Teachers employed part-time shall be able to add partial years of experience during the previous five years to meet the general renewal requirements.
- 6.18 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.

7.00 REQUIRMENTS FOR OBTAINING A ONE-YEAR NON-RENEWABLE PROVISIONAL TEACHING LICENSE.

- 7.01 The teacher shall hold an expired five (5), six (6) or ten (10) year standard Arkansas teaching license.
- 7.02 The teacher shall have submitted a completed application for the provisional teaching license to the Office of Professional Licensure.
- 7.03 The teacher shall have successfully completed all background checks as required by law.

8.00 REQUIREMENTS FOR CONVERTING THE ONE-YEAR, NON RENEWABLE PROVISIONAL TEACHING LICENSE TO THE STANDARD, FIVE-YEAR TEACHING LICENSE.

- 8.01 When a teachers license has been expired for one year or longer, a provisional license granted pursuant to section 6.10 may be converted to a standard, five year license provided the teacher has completed the requirements of section 5.00 of these rules.

9.00 REQUIREMENTS FOR RENEWING A STANDARD TEACHING LICENSE DURING THE ONE-YEAR GRACE PERIOD.

9.01 The teacher shall have submitted a completed application for the provisional teaching license to the Office of Professional Licensure.

9.02 Teachers shall be employed for one school or calendar year in an educational setting the year immediately following the expiration of their teaching license.

9.03 Teachers shall complete sixty hours of staff development.