

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

February 2010

1.00 PURPOSE

- 1.01** The purpose of these rules is to establish the requirements and procedures for renewing a standard/professional 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, 6-17-402 et seq., 25-15-201 et seq., and Act 1173 of 2009.

3.00 DEFINITIONS- For purposes of these rules, the following terms shall be defined as follows:

- 3.01 Automatic Renewal** - The process of renewing the standard/professional teaching license for those teachers employed in a public school setting, who were teaching the school year prior to the expiration of their teaching license, and who have cleared at least one background check with Arkansas State Police and FBI, and who have met the requirements for professional development.
- 3.02 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.
- 3.03 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 (OR) coursework taken to add additional areas to a current teaching license.
- 3.04 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.
- 3.05 Grace Period** - That period of time immediately following the expiration of a standard teaching license, not to exceed one calendar year, to meet general renewal requirements without additional penalties or assessments.

- 3.06 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.
- 3.07 Initial Teaching License** refers to a three-year teaching license, issued by the state, which allows one to teach in Arkansas public schools.
- 3.08 Standard Teaching License** refers to a five- year renewable license, issued by the state, which allows one to teach in Arkansas public schools.
- 3.09 Teacher** - An individual who holds a standard/professional Arkansas teaching license (including expired and current), inclusive of educational administration, standard teaching areas, approvals, non-instructional student services, adult education, added endorsements and professional and technical licensure areas.
- 3.10 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.
- 3.11 Professional Development** - A coordinated set of planned, learning activities for teachers that are standards based and that meet the required Focus Areas for Professional Development and the Approved Professional Development Activities requirements as identified in the Arkansas Department of Education Rules Governing Professional Development (July 2005).
- 3.12 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.
- 3.13 Retired Teacher** - A teacher who has retired and is actively drawing benefits from the Teacher Retirement System.
- 3.14 Professional Teaching 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.
- 3.15 Initial Licensure** – The first license issued to an applicant for teacher licensure. The first license issued may be a provisional, initial, or standard teaching license.
- 4.00 GENERAL RENEWAL REQUIREMENTS FOR A STANDARD/PROFESSIONAL ARKANSAS TEACHING LICENSE AND FOR A LICENSE THAT HAS BEEN EXPIRED LESS THAN ONE YEAR AND FOR RETIRED TEACHERS.**
- 4.01** Teachers holding a current, standard/professional Arkansas teaching license may renew that license upon meeting 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** At the time of application, the teacher shall provide verification of the following requirements.
- 4.01.2.1** Teachers shall provide verification of sixty (60) clock hours of professional development annually, beginning with the 2005-2006 school year.
- 4.01.2.1.1** Teachers retiring prior to or after July 31, 2007, while holding a valid Arkansas teaching license, shall have professional development waived when:
- 4.01.2.1.1.1** The teacher has provided written documentation of having retired from teaching. This documentation shall be provided by the Arkansas Teacher Retirement System.
- 4.01.2.1.1.2** A teaching license that was valid at time of retirement has been expired less than one (1) year.
- 4.01.2.1.2** A teacher who retires while holding a valid teaching license, and returns to a licensed employment position with the public school district shall complete within the school year of the return to employment, the professional development required for the year in which the teacher returns and for each year thereafter while employed in the licensed position.
- 4.01.3** The teacher shall have successfully cleared all background checks as required by law.
- 4.01.3.1** Teachers who have successfully cleared the State Police and FBI background checks for licensure shall not be subject to another background check for the renewal of their teaching license.
- 4.01.4** The teacher shall also successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services as required by law.
- 4.01.4.1** Central registry checks are required for initial licensure and the teacher's first renewal.
- 4.01.4.2** Those teachers holding a one-year provisional teaching license who have never completed a child maltreatment central registry check shall do so at

the conversion of their provisional teaching license to the standard teaching license.

4.01.5 Teachers renewing a standard/professional teaching license shall pay the required fee for renewal.

4.02 A one year, non-renewable provisional teaching license shall be issued to teachers that have not met general renewal requirements and to teachers whose license has been expired for less than one year, upon meeting the following requirements.

4.02.1 Submission of a completed licensure application form requesting the provisional license.

4.02.2 Teachers who have not successfully cleared the required State Police and FBI background checks shall do so.

4.02.2.1 Teachers who have successfully cleared the required State Police and FBI background checks for licensure, shall not be subject to another background check.

4.02.3 Teachers who have not requested and successfully clear a child maltreatment central registry check through the Department of Human Services shall do so as required by law.

4.02.3.1 Central registry checks are required for initial licensure and the teacher's first renewal.

4.02.3.2 Those teachers holding a one-year provisional teaching license who have never completed a child maltreatment central registry check shall do so at the conversion of their provisional teaching license to the standard teaching license.

4.02.4 The teacher shall verify employment on the Verification of Eligibility for Provisional Licensure form.

4.03 The one year, non-renewable provisional teaching license, shall be converted to the five year standard/professional teaching license upon meeting the following requirements

4.03.1 Submission of a licensure application form requesting the provisional teaching license be converted to the standard teaching license.

4.03.2 Written verification of completion of sixty (60) hours of professional development that was completed within one year of applying for the renewal of the teaching license, or within the year of provisional licensure if a provisional license was issued for employment.

4.03.3 Paying the required fee for renewal.

4.03.4 Documentation of having successfully cleared the child maltreatment central registry check when required.

5.00 REQUIREMENTS FOR THE RENEWAL OF A STANDARD/PROFESSIONAL TEACHING LICENSE THAT HAS BEEN EXPIRED FOR ONE (1) YEAR OR LONGER.

5.01 Teachers holding a standard/professional teaching license that has been expired for one (1) year or longer, shall 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 the teaching license to the Office of Professional Licensure.

5.01.2 Teachers shall successfully clear at least one State Police and FBI background check for their teaching license.

5.01.2.1 Teachers who have successfully cleared the required State Police and FBI background checks for licensure shall not be subject to another background check for the renewal of their teaching license.

5.01.3 The teacher shall also successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services as required by law.

5.01.3.1 Central registry checks are required for initial licensure and the teacher's first renewal.

5.01.3.2 Those teachers holding a one-year provisional teaching license who have never completed a child maltreatment registry check shall do so at the conversion of their provisional teaching license to the standard teaching license.

5.01.4 Teachers who have successfully completed a specialty area assessment in at least one licensure/endorsement area shall complete the following requirements:

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

OR

5.01.4.1.1 Successfully complete six hours of college level coursework from a nationally/regionally accredited college or university.

5.01.4.2 Teachers who have successfully completed the current Praxis II Specialty Area assessment for a licensure/endorsement area shall not be allowed to retake that assessment to meet renewal requirements.

5.01.5 Teachers who 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.

5.01.6 Teachers whose license expired after 2005 shall provide verification of sixty (60) clock hours of professional development completed within one year of application for renewal or within the year of provisional licensure if a provisional license is issued for employment.

5.01.6.1 A teacher that was holding a valid Arkansas teaching license prior to or after July 31, 2007, at the time of retirement, but whose license has been expired longer than one (1) year, shall also meet requirements of 5.01.5.

5.01.7 Teachers shall pay the required fee for renewal.

5.01.8 A one year, non-renewable provisional teaching license shall be available for teachers not meeting general renewal requirements, and whose standard/professional Arkansas license has been expired for one year or longer upon meeting the following requirements.

5.01.8.1 The teacher shall submit a completed application for the provisional teaching license to the Office of Professional Licensure.

5.01.8.2 The teacher shall have successfully cleared the State Police and FBI background checks as required by law.

5.01.8.2.1 Teachers who have successfully cleared the required State Police and FBI background checks for licensure shall not be subject to another background check.

5.01.8.3 The teacher shall also successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services as required by law.

5.01.8.3.1 Central registry checks are required for initial licensure and the teacher's first renewal.

5.08.3.2 Those teachers holding a one-year provisional teaching license who have never completed a child maltreatment registry check shall do so at the conversion of their provisional teaching license to the standard teaching license.

5.01.8.4 The teacher shall verify employment on the Eligibility for Provisional Licensure form.

5.02 The one year, non-renewable provisional teaching license shall be converted to the Standard/Professional teaching license upon meeting the following requirements:

5.02.1 For teachers who have successfully completed a specialty area assessment in at least one licensure/endorsement area:

5.02.1.1 Submission of a licensure application form requesting the conversion of the provisional teaching license.

AND

5.02.1.2 Verification of having successfully completed the required specialty area assessment,

OR

5.02.1.3 Verification of having successfully completed the six (6) hours of college level coursework,

AND

5.02.1.4 Verification of having completed sixty (60) hours of professional development within one year of application for renewal or within the year of provisional licensure if a provisional license is issued for employment.

5.02.1.5 Verification of having paid the required fee for renewal.

5.02.2 For teachers who have not completed a specialty area assessment in at least one licensure/endorsement area:

5.02.2.1 Verification of having successfully completed the required specialty area assessment,

AND

5.02.2.2 Verification of having successfully completed the required pedagogy assessment at their level of licensure,

AND

5.02.2.3 Verification of having completed sixty (60) hours of professional development within one year of application for renewal or within the year of provisional licensure if a provisional license is issued for employment.

5.02.2.4 Verification of having paid the required fee for renewal

6.00 POLICIES AND PROCEDURES FOR RENEWAL OF A QUALIFIED CANDIDATE'S STANDARD/PROFESSIONAL ARKANSAS TEACHING LICENSE

6.01 The Arkansas standard/professional 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. See section 6.11.

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 A one year non-renewable provisional teaching license shall be available for teachers who have not met general renewal requirements, hold an expired teaching license, and are employed in a position by schools, and other agencies and organizations that require a current teacher license. Teachers shall have successfully cleared all background checks as required by law.

6.04.1 The one-year provisional teaching license shall be available to those individuals employed as Teachers, Pathwise Mentors, Pathwise Monitors, Praxis III Assessors, Praxis III Assessor Trainers, Test Investigators, Scholastic Audit consultants, and others as defined by the Arkansas Department of Education.

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** The expiration date of a renewed standard/professional teaching license shall be December 31st of the fifth year.
- 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 cleared all background checks as required by law and shall have successfully cleared the child maltreatment central registry check through the Department of Human Services as required by law.
- 6.10** There shall be a grace period immediately following the expiration of a standard/professional teaching license, not to exceed one calendar year, to meet general renewal requirements without additional penalties or assessments.
- 6.11** Applications for the renewal of a standard/professional Arkansas teaching license may be submitted to the Office of Professional Licensure as early as January 1 of the year of expiration.
- 6.12** Coursework used for the renewal of a standard/professional 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 (OR) coursework taken to add additional areas to a standard teaching license.
- 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** Teachers who did not meet renewal requirements that were established under Arkansas Code § 6-17-601 and 6-17-602 shall meet the renewal requirements that will be required of all teachers and shall be eligible for a one-year provisional teaching license.
- 6.16** 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.

- 6.17** Teachers shall not lose areas or levels of licensure at renewal as a result of transitioning to the new areas and levels of licensure.
- 6.18** Professional development required for the renewal of a standard/professional teaching license shall not be in addition to professional development required to meet standards for accreditation.
- 6.19** Teachers shall be able to add partial years of experience during the previous five years to meet the general renewal requirements.
- 6.20** Professional development shall be required for the renewal of a standard/professional teaching license.
- 6.21** Teachers shall pay the required fee for the renewal of a standard/professional Arkansas teaching license.