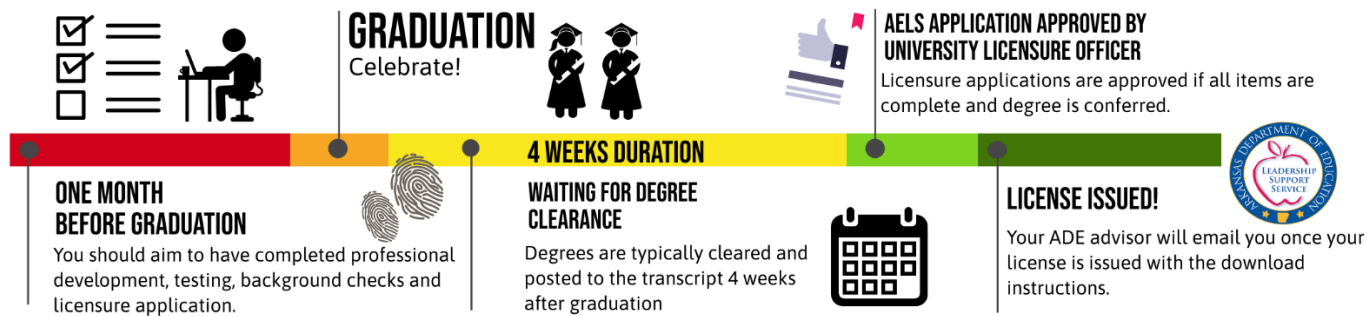


## Detailed Licensure Checklist and Timeline (Personal Planner)

If you are completing a teacher preparation program at the University of Arkansas and need to know how to obtain your Arkansas license, the Licensure office communicates with you every step of the way. Starting prior to admission to your teacher preparation program and throughout your internship year, we are here to provide you with helpful tools, resources and information!



### My anticipated graduation date:

Licensure Item to Complete	Who is responsible?	When?	Date Completed
<p><b>Complete the Consent Form.</b> ADE and school districts frequently request information about our graduates and their licensure status. Please indicate your consent on the licensure site linked below:</p> <p><a href="#">Consent Form</a></p>	<p><i>You, the teacher candidate</i></p>	<p><i>Complete once admitted into your teacher preparation program.</i></p> <p><i>My personal deadline:</i></p>	

<p><b>Complete Professional Development Requirements.</b> Documentation of professional development completion may be obtained through the Arkansas IDEAS Portal and is required for anyone seeking first-time teacher licensure in Arkansas.</p> <p>Specific instructions are located here: <b>Arkansas IDEAS (pdf)</b></p> <p><a href="#">IDEAS Professional Development Modules(google doc)</a></p> <p>Submit your record of learning here:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> <p><b>SUBMIT RECORD OF LEARNING PDF</b></p> </div>	<p><i>You, the teacher candidate.</i></p>	<p><i>Complete once admitted into your teacher preparation program.</i></p> <p><i>My personal deadline:</i></p>	
<p><b>Complete All Testing for Licensure Area.</b> All test scores must be available to the teacher licensing officer (Dr. Myra Haulmark) You can look for specific <b>Arkansas Testing Requirements</b> on the Praxis website.</p> <p><a href="#">How to Know if We Have Your Scores (video)</a></p>	<p><i>You, the teacher candidate.</i></p>	<p><i>Complete once admitted into your teacher preparation program but check with your program advisor for guidance or suggested timeline.</i></p> <p><i>My personal deadline:</i></p>	
<p>Submit an <i>online</i> application in the Arkansas Educator Licensure System along with payment of the 75.00 application fee.</p> <p><a href="#">Submitting the Arkansas Application for Licensure (video and step by step)</a></p>	<p><i>You, the teacher candidate.</i></p>	<p><i>Complete at least one month prior to graduation.</i></p> <p><i>My personal deadline:</i></p>	

<p><b>Check Background Check Status and/or Complete Background Checks.</b> Background checks are required for first time licensure and all renewals. You can schedule background checks at the below site:</p> <p><a href="#">Initiate and Schedule Background Checks</a></p> <p><a href="#">How to Check on Background Check Status (video)</a></p>	<p><i>You, the teacher candidate.</i></p>	<p><i>Complete at least one month prior to graduation.</i></p> <p><i>My personal deadline:</i></p>	
<p><b>Completed Program of Study/Official Transcript.</b> The Arkansas Department of Education requires an official transcript with the degree conferred. It should reflect the following:</p> <ul style="list-style-type: none"> <li>○ <b>All completed and posted degrees.</b></li> <li>○ Your internship/student teaching.</li> <li>○ Students in CHED, ELED, SEED-Social Studies students, or students adding any Middle School Social Studies endorsement, must have a course in Arkansas History posted.</li> <li>○ An <u>official</u> transcript from any other institution where you received a degree(s)</li> </ul>	<p>The official transcript <u>will be requested and paid for by the Director of Teacher Licensure</u> on your behalf once it is determined that degrees have been conferred. Please note we are only able to send a transcript to the Arkansas Department of Education.</p>	<p><i>Complete this item once your degree is conferred and posted to your transcript.</i></p>	

**Remember!** The Director of Teacher Licensure will recommend you for licensure to the Arkansas Department of Education when all requirements are complete.

Please let us know if you have questions about any of these items! [haulmark@uark.edu](mailto:haulmark@uark.edu)