INSTRUCTIONS for the ADE- APPEL Program 2018-2019 Application Process

Applications are accepted from March 1, 2018, through May 31, 2018, for Year ONE Summer Academy running June 11-29, 2018.

BEFORE you begin the online application be sure you have the documents listed below. Uploading a copy of the documents to your application will expedite the processing and approval time. If you are able to upload these, you SHOULD do so. If you do not have the documents ready to upload or have not already sent the documents to our office, then DO NOT apply at this time. Incomplete applications will be denied.

Eligibility for admission will not be considered until all documents and the application is received in the APPEL office.

For details on what is required go to www.arkansased.gov click "A" and click the APPEL link. See the 2018 Admission Overview document under Related Files.

Have the following items ready to upload to this application:

MINIMUM REQUIREMENTS:
1. PDF copies of your transcript(s) from each college/university attended including the transcript(s) showing degree(s) conferred. Save or scan all transcripts into one PDF file named Transcripts and upload that file.

NOTE: The uploaded copies are NOT considered official. An official transcript(s) MUST be submitted directly from the college/university via electronic submission or mailed to ADE. See FAQ on the APPEL webpage under Related Links for details.

2. PDF copy of your passing score report for the required Praxis Subject Assessment(s). The latest version of your score report received from ETS should show all Praxis tests you've taken. If not, save or scan all Praxis reports into one PDF file named Praxis and upload that file.

3. A pdf copy of the receipt(s) showing the payment for the Criminal Background Checks. Save or scan the document into a PDF file name BGC and upload that file.

4. A pdf copy of two professional letters of recommendation. These letters MUST be uploaded to the application (not optional). References should send the letters (with handwritten or electronic signature) directly to you. Letters MUST include the email or phone number of the reference. Letters SHOULD NOT be emailed or mailed directly to our office. Save or scan both letters into one PDF file named LOR and upload that file.

WEIGHTED CRITERIA
5. If you want test scores to be considered for points under Admission Test, then upload a copy of the Admission Test score report. If uploading a copy of the Praxis CORE report, then there is no need to mail in the original. Required threshold scores on the Praxis CORE are: Reading 156, Writing 162 and Math 150. If uploading a copy of any of the other tests we consider under this category, then you MUST mail in the original to us. See Chart 1 in the 2018 APPEL Participant Handbook for threshold scores required on these other tests. Save or scan the score report into one PDF file named Admission Test and upload that file.

6. If you want experience to be considered for points under Teaching Experience, then upload a copy of your Work History. For each position listed, include the name of the entity where employed, the supervisor's name with a phone number and/or email address, the title of the position and a detailed description of the daily work. Save or scan this document into one PDF file named Work History and upload that file.

Points for the Degree, GPA and Course Grades categories will be verified from the transcript(s). If an interview is necessary, then you will be notified to include information on how to prepare for and schedule the interview.

If you have all documentation ready to submit and/or have directed entities to send this documentation to ADE, then complete and submit the following APPEL application. You will find the link directly below. Once submitted, you will receive a confirmation email with copy of the application for your records.

https://acrosser.wufoo.com/forms/p1hl0tdl033sply/