



Arkansas Department of Education
Division of Educator Effectiveness

APPEL
Frequently Asked Questions
December 2017

Arkansas Provisional Pathway to Educator Licensure

This fact sheet is intended to provide information pertaining to the APPEL route to Arkansas Licensure

What is the APPEL Provisional Teaching License?

A two-year provisional license issued to a **fully admitted** participant in the APPEL Program for the purpose of teaching on a part-time or full-time basis as teacher-of-record in an Arkansas public or private school. The license can be issued for one (1) or more licensure content areas for Elementary K-6 or Middle Childhood grades 4-8 or Secondary grades 7-12 content subject areas.

What is the APPEL Program and who can participate?

APPEL is an alternate route to obtaining an Arkansas teaching license for those holding at least a four-year degree in an area other than education. The program is administered by ADE. It is a two-year preparation track that includes:

- Instructional Modules,
- Appropriate employment as a classroom teacher,
- Assessments, and
- On-the-Job Professional Development

What are APPEL Instructional Modules and Assessments?

APPEL Instructional Modules are designed to provide participants the understanding of how to:

- design lessons, and
- provide instruction, and
- build classroom communities, and
- utilize assessments to facilitate student learning

Instruction includes pedagogy in the specific content/subject area and grade level. Participants are assessed utilizing a variety of formative and summative assessments. Each module is scored as pass/fail with attendance and participation being an integral part of the grading system.

Who facilitates and teaches the Instructional Modules?

Two or more, highly qualified facilitators direct each site. Facilitators and instructors are skilled practitioners who offer valuable insight into current, research-based best practices in teaching and learning.

When and how do participants attend Instructional Modules?

Instructional modules are offered at regional sites throughout the state both face-to-face (F2F) and online (OL) for the duration of two years. Participants choose the site when applying. Elementary K-6 is only available at certain APPEL sites. These sites will be announced on the APPEL webpage in March 2018.

Participants attend:

- three (3) weeks of modules in the month of June each year of the two-year program, and
- eight (8) monthly modules during the school year each year of the two-year program in September-April,
- June modules are F2F on Monday-Friday, 8:00am-4:00pm each day, and
- four (4) F2F modules, one Saturday, in the months of Sept., Nov., Feb., and April, and
- four (4) OL modules are completed in the months of Oct., Dec., Jan., and March

How is an APPEL participant eligible to work as a teacher while in the program?

APPEL participants may be employed as a part-time or full-time classroom teacher of record in an Arkansas public or private school while completing requirements of the program. Fully admitted participants receive an official acceptance letter and Employment Eligibility Form (EEF) indicating which subject area(s) and grade level they are eligible to teach, and upon completion of summer instruction **and** being hired, a current, valid, two-year Arkansas Provisional Teaching License.

What is On-the-Job Professional Development?

Participants hired as teacher of record are supported by the hiring school with opportunities for personalized growth and learning. These professional development opportunities provide the participant with additional supports to help hone their pedagogical skills.

What is needed to qualify for full admission to APPEL?

New legislation has resulted in Act 294 of 2017. Act 294 became effective on July 1. As a result, ADE is in transition from current rules to pending rules governing teacher licensure. These pending rules will affect how APPEL accepts candidates to participate in the program for 2018-2019. Refer to the APPEL 2018 Participant Handbook for details. See Appendix 1 (Current Admission Requirements) and Appendix 2 (New Proposed Admission Requirements). Applicants should refer to Appendix 2 when preparing to enter the program for 2018-2019.

If the new rules are not fully in place by March 1, then applicants can be accepted to the program on a Conditional Enrollment Agreement. See the Handbook for explanation. Once the new rules go into effect, then Appendix 2 (New Proposed) admission requirements will be fully implemented.

Where and when do I apply for APPEL?

Applications are accepted from March 1, 2018 to May 31, 2018. The APPEL online application is available during the application window at www.arkansased.gov, search APPEL. Full application includes completion of the **online application AND submission of documentation** as outlined per instructions on the application form.

How much does the program cost and when is payment due?

The APPEL program fee is \$1500.00 per year for the two-year program. The Year One fee payment is due **AFTER** attending Orientation and **BEFORE** attending any Year One summer instructional modules. Fee payment is available online via credit card, debit card or electronic check. Cashier's checks and money orders are also accepted. The fee covers all instruction, books, and materials for the program.

When is APPEL Orientation and how do I register?

APPEL Orientation will be held in Little Rock in early June 2018. Applicants will receive information on how to register for Orientation once they are accepted to the program. There are two, identical sessions: morning and afternoon. Applicants must attend one of these sessions. Applicants are given information on how to pay the fee at Orientation.

Which documentation is required for admission and how do I submit documents?

Submit the **following documentation (in bold) as required below**. If mailing documents, place all documents in one packet, and mail to: Arkansas Department of Education-APPEL, #4 Capitol Mall, Box 22, Little Rock, AR 72201.

- **Official transcript(s) documenting degree(s) conferred**
(see information below for further details)

What are the degree requirements and how can I submit a transcript?

A transcript documenting at least a bachelor's degree conferred is required for acceptance to APPEL. Refer to the Handbook for details on submitting a transcript.

What if I have out of country transcript(s)?

All out of country transcripts must be evaluated by a credentialing agency with an official report from the agency submitted to ADE. Refer to the Handbook for details on submitting an out of country transcript.

- **Passing scores on each *Praxis* Subject Assessment (formerly the *Praxis* II exam)**
(see information below for further details)

What is the *Praxis* Subject Assessments (formerly *Praxis* II exams) testing requirement?

These tests measure subject-specific content knowledge for beginning teaching. Successful completion of **all *Praxis* Subject assessments for the specific subject area and grade level is required for admission to APPEL.**

- If seeking licensure in Elementary K-6 applicants must take and pass all four subtests.
- If seeking licensure in Middle Childhood 4-8 applicants must take and pass at least two of the four available *Praxis* Subject Assessments for middle school.
- APPEL does NOT accept applicants for licensure in Gifted and Talented, Library Media Science, School Counselor, or Special Education.

What are the Arkansas Testing Requirements?

For more information about licensure requirements, visit the [state requirements section](#) and choose Arkansas for a list of exams specific for licensure in Arkansas.

- Applicants for APPEL may take any *Praxis* Subject Assessments in any area(s) for which a license is being sought and for which the program accepts applicants.

- ALWAYS make sure that registration for a test is for the specific test required for Arkansas licensure.
- Keep in mind that *Praxis* Subject Assessments are based on a college/university program of study in that particular discipline.
- It is advised that applicants seek out information on each test provided on the ETS website in the Store before deciding to register and pay.

How are passing *Praxis* Subject Assessment scores received by APPEL?

Educational Testing Service (ETS) develops and produces the Praxis Series Assessments, which are required for Arkansas educator licensure.

- Arkansas requires the social security number and date of birth when registering for tests.
- Failure to provide this information means that *Praxis* score(s) cannot be electronically downloaded, and the applicant will be required to submit the score report.
- If the test is taken in Arkansas, the score report will be sent automatically to ADE.
- If the test is taken outside of Arkansas, select state code 7031 as a Score Recipient when registering or when requesting an additional score report.
- For EACH registration for an exam indicate APPEL, select state code 7032, as the Attending Institution.

Areas for APPEL Teaching License:

Agricultural Science Technology 7-12 Art K-12 Business Technology 4-12 *Computer Science 4-12 Chemistry 7-12 Drama 7-12 Drama/Speech K-12 **Elementary K-6 English 7-12 Family & Consumer Science 7-12 French K-12 German K-12 Industrial Technology 7-12 Japanese K-12 Journalism 7-12 Latin K-12 Life Science 7-12 Earth Science 7-12 Mandarin Chinese K-12 Marketing Technology 7-12	Mathematics 7-12 Middle School English 4-8 Middle School Mathematics 4-8 Middle School Social Studies 4-8 Middle School Science 4-8 Music Instrumental and Vocal K-12 Physics 7-12 Physical Education/Health K-12 Physics/Mathematics 7-12 Social Studies 7-12 Spanish K-12 Speech 7-12 ***Coaching Endorsement K-12 ***ESL Endorsement K-12 *** Certain Career and Technical Permits
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*To increase the number of computer science teachers to support Arkansas's CS initiative, the ADE will pay tuition for up to 50 qualified candidates who enroll in the APPEL program. Qualified candidates must enroll by the application deadline. Funding is subject to availability and will be credited as the candidate completes the entire application process.

**Elementary K-6 is only available at certain APPEL sites. Not all sites will prepare K-6 candidates. These sites will be announced on the APPEL webpage in March 2018.

***Other conditions for endorsement areas/technical permits must be met as well. Contact the APPEL office at ade.appel@arkansas.gov for details.

- **Clearance of all required background checks for teacher licensure in Arkansas**
(see information below for further details)

What are the Arkansas background check requirements?

Arkansas State Police, FBI, and Child Maltreatment Central registry background checks **are required** for first time licensure through APPEL.

- Go to [Background Checks](#) for details on how to complete the required background checks.

- **Completed APPEL Online Application**
(see information below for further details)

How do I submit the application?

- Go to www.arkansased.gov and search APPEL, and
- On the APPEL page, under Related Files click APPEL Online Application, and
- Complete and submit the application, and
- Mail the required documents, if necessary, (transcripts, private credentialing reports, Praxis score reports) to the APPEL office.

What happens once my application and documentation are received by APPEL?

Within 7-10 business days of receipt of ALL documents AND online application, **approved applicants** will receive:

- An email with information to access the APPEL acceptance letter and Employment Eligibility Form, to include:
 - tentative site assignment showing where applicant will attend summer and monthly APPEL Instructional Modules, and
 - specific information about the site and the names of the site facilitators, and
 - details about the APPEL Orientation meeting held in Little Rock and how to register for orientation

Denied applicants will receive:

- A Letter of Deficiency (via email) outlining the reasons(s) for non-acceptance. Admission to APPEL is dependent on completion of the deficiencies listed. ALL deficient documentation is due in the APPEL office NO LATER THAN May 31, 2018 in order to meet admission requirements and be accepted to the program.

What happens after I am accepted to APPEL and receive my forms?

Once accepted and forms are received the applicant will:

- register for and attend the mandatory APPEL Orientation, and
- meet site facilitators and pick up site information, and

- decide whether to attend summer instruction in June, and
- pay the program fee within the designated payment window, and
- if paid in full, begin and complete summer Instructional Modules at the designated site

How can I actively start looking for a teaching position (job)?

Once accepted and in possession of the APPEL acceptance letter and Employment Eligibility Form the applicant may start looking for a teaching position. The applicant will put these APPEL forms with job applications as proof they are employable as teacher of record. Applicants are on their own to find a job as the program merely provides a pool of potential teachers from which schools may hire.

What happens if I do not secure a teaching job?

Participants who complete Year One Summer Instructional Modules and do not secure a teacher of record position will automatically be placed on “hold” in the program. Refer to the Handbook for details on “hold”.

Is there any additional coursework requirement for APPEL beyond my bachelor’s degree?

Some participant in APPEL will be required to finish certain additional coursework while working toward program completion. Refer to the Handbook for details about additional required coursework.

When will the two-year APPEL Provisional License be issued?

The license will be issued upon documentation of:

- attendance at APPEL Orientation, and
- payment in full of the program fee, and
- successful completion of Year One summer Instructional Modules, and
- clearance of all required background checks, and
- completion of all required pre-service professional development and ProEthica, and
- receipt of the completed and signed Employment Eligibility Form stating an offer of employment to teach classes:
 - for credit, as teacher of record
 - part-time (at least 3 hours per day) or full-time,
 - in an Arkansas public, private, charter or ALE school,
 - in the subject area and grade level for which the APPEL participant is eligible

For more information please contact the APPEL Program office:

Phone: Ann Crosser at 501-371-1582

Email: ade.appel@arkansas.gov