

**Arkansas Department of Education (ADE)**  
**Arkansas Professional Pathway for Educator Licensure (APPEL)**

Frequently Asked Questions  
**2017-2018 APPEL Program**  
Updated December 2016

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 (with a certified mentor) 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. 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 February 2017.

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 under the auspices of the ADE and monitored by the Office of Educator Preparation. It is a two-year preparation track that includes:

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

What are APPEL Instructional Modules and Assessments?

APPEL Instructional Modules are designed to provide participants the understanding of what accomplished beginning teaching looks like in a classroom and, more importantly, to demonstrate how effective teachers:

- 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.

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 (with a certified mentor) while completing requirements of the program. Fully admitted participants receive upon:

- acceptance, an official acceptance letter and Employment Eligibility Form (EEF) indicating which subject area(s) and grade level they are eligible to teach, and
- completion of summer instruction **and** being hired, a current, valid, two-year Arkansas Provisional Teaching License, and
- completion of the two-year program, the Arkansas Standard Teaching License

What is APPEL Mentoring and On-the-Job Professional Development?

Participants hired as teacher of record are mentored by a certified mentor assigned by the hiring school and are evaluated under Arkansas' teacher evaluation model. Mentoring and evaluation provide the participant with additional supports and on the job professional development.

What is needed to qualify for full admission to APPEL?

To qualify applicants must document:

- A bachelor's degree or higher with a minimum overall grade point average (GPA) of 2.70, or a 2.90 in the last sixty (60) hours of coursework completed, and
- Passing scores on the *Praxis* CORE (R,W,M): 5751 exams, OR
- Passing score(s) on an approved equivalent exam (GRE, LSAT, MCAT), and
- Passing score(s) on the *Praxis* Subject Assessments (formerly *Praxis* II exams), and
- Clearance of all required background checks for teacher licensure in Arkansas, and
- Completed APPEL Online Application

Where and when do I apply for APPEL?

Applications are accepted from February 15, 2017 to June 2, 2017. The APPEL online application is available during the application window at [www.arkansased.gov](http://www.arkansased.gov), search APPEL.

To apply you must complete the **online application AND submit documentation.**

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

The APPEL program fee is \$1400.00 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 2017. 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 and the required GPA**  
(see information below for further details)

What are the degree and GPA requirements?

A transcript documenting at least a bachelor's degree conferred with a cumulative GPA of 2.70 or 2.90 in the last 60 hours of coursework completed is required for acceptance to APPEL.

- APPEL counts all quality points from all coursework completed, therefore all transcripts from each college/university attended must be submitted upon application.
- If the required GPA of 2.70 cumulative or 2.90 in the last 60 hours was not achieved, then a Conditional Admission is possible (see below for details).

How can I submit a transcript?

- Via mail, in your packet. The transcript is mailed to the applicant and the applicant mails the unopened transcript with the packet, OR
- Via electronic, password protected website. The applicant requests the college/university send the transcript electronically directly to: [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov), OR
- Via the SPEEDE server. The applicant requests the college/university send the transcript directly to: ADE-LIC

How do I submit my out of country transcript(s)?

- Go to [www.arkansased.gov](http://www.arkansased.gov) and search Licensure by Reciprocity, under Related Files click Private Credential Evaluation Agencies, and
- Choose an agency and contact the agency directly, and
- Ask for a Course-by-Course Evaluation documenting a final GPA
- The report should be mailed directly to the applicant and the applicant mails the unopened report with the packet, OR
- The agency can send the report electronically through a password protected website directly to: [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov).

How do I apply for a Conditional Admission?

To aide in APPEL's mission of recruiting a more diverse pool of teachers into the teaching force and to assist districts with staffing hard-to-staff schools, candidates for the APPEL program may be conditionally admitted. Specifically, candidates who do not meet the grade point requirements may be admitted conditionally. Test scores, grades in the undergraduate or graduate major, or other pertinent data must indicate the student will perform satisfactorily in the program. Candidates may be admitted conditionally if they:

- Complete all other APPEL admission requirements, including passing scores on specific required Praxis tests (based on license area sought); and
- Have two (2) professional letters of recommendation submitted by references to the Office of Educator Preparation; and
- If deemed necessary, complete an in-person interview with Office of Educator Preparation staff; and
- Complete each Year One APPEL Summer Academy module with a grade of 90% or better

The conditional status will be converted to regular admission only when the above conditions have been met. Regardless of whether the candidate satisfies one or more conditions, candidates who are on probation or otherwise not in good standing will not be admitted.

- **Passing scores on the *Praxis* CORE: 5751 exams, or approved equivalent exam, AND passing score on each *Praxis* Subject Assessment (formerly the *Praxis* II exam) (see information below for further details)**

#### What is the *Praxis* CORE testing requirement?

*Praxis* CORE is a basic skills exam measuring basic reading, writing and mathematics skills. Successful completion of **all three sections of *Praxis* CORE is required for admission to APPEL**. Applicants can register for the:

- Combination (Test Code 5751) or, if preferred or needed, take each individual section:
- Reading (Test Code 5712), and
- Writing (Test Code 5722), and
- Mathematics (Test Code 5732)

#### What is the requirement for substituting a score for *Praxis* CORE?

- Applicants who have taken certain exams and made certain scores may at the time of application substitute equivalent scores in lieu of *Praxis* CORE.
- Applicants do not need to hold an advanced degree to substitute the scores.
- Scores may not be over ten (10) years old to qualify.
- Contact the APPEL office for more details.
- Submit an official score report or official letter (with seal) from a college/university graduate program documenting these scores with your application packet.

#### 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?

Each state and licensing organization determines its own licensure and *Praxis* passing score 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 (see below).
- 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* CORE and *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 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 June 2, 2017 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 February 2017.

\*\*\*Other conditions for endorsement areas/technical permits must be met as well. Contact the APPEL office at [ade.appel@arkansas.gov](mailto: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.

- On the Background Check Consent Form/Fingerprinting Request available where Livescan fingerprinting is done, the APPEL applicant should: Under A.1. Reason Requested choose Licensed (Teacher)- 1<sup>st</sup> time applicant and under A.3. Employer write in APPEL and skip Space A.4.
- ALL background checks MUST clear AFTER January 1 of the year for which application is made regardless of whether background checks cleared in the previous year.
- All paperwork for the required background checks may be secured through the Office of Educator Licensure and local school districts.
- Go to <http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements> for details on how to complete the required background checks.
- Background checks are submitted to ADE directly by the Arkansas State Police and the Department of Human Services.
- If background checks are not cleared at the time of application, the applicant will be notified. Background checks must clear before a license is issued through the APPEL program.

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

#### How do I submit the application?

- Go to [www.arkansased.gov](http://www.arkansased.gov) and search APPEL, and
- On the APPEL page, under Related Files click APPEL Online Application, and
- Complete the application and print a copy for your files, 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 June 2, 2017 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.

What does on “hold” mean?

**On hold** is a temporary, (not to exceed one year), separation from APPEL due to necessary extended absence or the inability to secure appropriate employment. If an APPEL participant attends any summer Instructional Modules but does not secure appropriate employment (or requires extended absence) he/she may be released from the program until the following year, or until appropriate employment is secured. Fees are not refunded but are carried over to the next year. A participant “on hold” is not issued a license.

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. Those applying for licensure as follows will have the duration of the APPEL program to meet the requirements. The coursework must be complete with a final transcript and/or certificate of completion submitted to APPEL for the final, Standard license to be issued.

- For Elementary K-6
  - Arkansas History- 3 hr. college/university course or 45 hrs. AR IDEAS (free)
  - Teaching Reading- 6 hrs. college/university courses (two, three-hour courses)
  - Disciplinary Literacy- 3 hr. college/university course or 45 hrs. AR IDEAS (free)
- For any Middle Childhood 4-8 subject area (math, science, English, Social Studies)
  - Arkansas History- 3 hr. college/university course or 45 hrs. AR IDEAS (free)
  - Teaching Reading- 6 hrs. college/university courses (two, three-hour courses)
  - Disciplinary Literacy- 3 hr. college/university course or 45 hrs. AR IDEAS (free)
- For secondary, Social Studies 7-12
  - Arkansas History- 3 hr. college/university course or 45 hrs. AR IDEAS (free)

If courses are completed at the time of application, then the requirement is met. If not, then after acceptance to the program the applicant will be provided with detailed information regarding the required coursework, including information on how to register an account with AR IDEAS.

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 after August 1, 2016, and
- completion of all required pre-service professional development, 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 (mentor provided), charter or ALE school,
  - in the subject area and grade level for which the APPEL participant is eligible

What is the pre-service professional development requirement and how will I complete it?

The pre-service professional development is offered free of charge through Arkansas IDEAS. APPEL participants will complete an Orientation module that includes information on how to set up an Arkansas Ideas account and receive certificates of completion of all required pre-service professional development as listed below:

- Two (2) hours of parental involvement,
- Two (2) hours of child maltreatment training, and
- Two (2) hours of teen suicide awareness and prevention, and
- Dyslexia awareness

APPEL participants will also complete online ethics training modules as part of the Orientation module that includes information on how to set up an ETS Pro-Ethica account. A payment voucher to pay for the training will be provided to participants.

What is required during the two years of APPEL provisional licensure?

An individual who receives a two-year APPEL Provisional Teaching License shall be required to successfully matriculate through the program to maintain the Provisional licensure status. This includes successful completion of:

- All Year One monthly Instructional Modules, and
- Application and payment for Year Two, and
- All Year Two summer Instructional Modules, and
- All Year Two monthly Instructional Modules.

In addition, successful completion of mentoring and successful completion in the teaching position as teacher of record for both years of participation are required.

How do I convert to the Standard Teaching License?

Recommendation is made by APPEL to the Office of Educator Licensure for the two-year Provisional Arkansas Teaching License to convert to the five-year Arkansas Standard Teaching License when the following conditions are met and verified by the APPEL office:

- Successful completion of two years of teaching experience as teacher of record, and
- Successful completion of all APPEL Instructional Modules, and
- Completion of the final culminating assessment, and
- Passing score on the required pedagogical exam, and
- Completion of all required additional coursework (certain licensure areas only), and
- Documentation of completion of four semesters of novice teacher mentoring, and
- Receipt of official license application for the Standard Arkansas Teaching License, and
- Proof of payment in full of the Standard license fee

For more information please contact the APPEL Program office:

Phone: Kami Sharp at 501-682-4560

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Email: [ade.appel@arkansas.gov](mailto:ade.appel@arkansas.gov)