

## The ADE- APPEL Program Late Summer Academy 2017-2018 Application Process

Applications are accepted from June 1, 2017, through July 8, 2017, for Year ONE Late Summer Academy running July 10-28, 2017. Please refer to the 2017 APPEL Late Summer Academy Commissioner's Memo for details. Go to [www.arkansased.gov](http://www.arkansased.gov) click "C" click Commissioner's Memo and search specifically for the above-mentioned memo.

BEFORE you begin the online application be sure you've arranged for the following documents to be submitted to the APPEL Program office.

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

Have the following items ready to upload to this application:

1. PDF copies of your transcript(s) from each college/university attended including the transcript(s) showing degree(s) conferred. There is one place to upload all transcripts from one 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 must be mailed directly to ADE. Colleges/Universities may email electronically to [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov) or through the SPEEDE server to ADE-LIC. Or, may mail the transcript(s) to ATTN: Ann Crosser, #4 Capitol Mall, Box 22, Little Rock, Arkansas 72201.

2. PDF copies of your passing score report(s) for the Praxis exams already taken: Praxis CORE and Praxis Subject Assessment(s). The latest version of your score report received from ETS should show all tests you've taken and passed. That is the copy you should attach. If all scores are not shown on the one report, then there is another place to upload an additional Praxis report. If Praxis has not yet been taken, then see below on how to send in verification of registration.

3. Forward the emailed verification of registration for Praxis exams that you receive from ETS directly to [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov).

4. A pdf copy of the receipt(s) showing the payment as proof that background checks were started.

5. A pdf copy of two professional letters of reference if applying for Conditional Admission.

NOTE: This uploaded copy is not considered official. Letters of references must be sent directly from the reference electronically to [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov) or may be mailed to ATTN: Ann Crosser, #4 Capitol Mall, Box 22, Little Rock, Arkansas 72201.

IMPORTANT NOTE: Be aware that if applying under and receiving licensure in Elementary K-6 OR ANY Middle Childhood 4-8 area, there are additional required courses that must be completed within the two-year participation period of the program. These are:

- Arkansas History, and
- Teaching Reading, I & II, and
- Disciplinary Literacy

OR, if applying under and receiving licensure in Social Studies 7-12, there is the additional required course of Arkansas History only.

Submission of the following application acknowledges you are aware of these additional coursework requirements that must be completed BEFORE you will receive a final, Standard license through APPEL.

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. A copy of your completed application will be emailed to you.

<https://acrosser.wufoo.com/forms/zfhze6314jv583/>