

## **Arkansas Professional Pathway to Educator Licensure (APPEL) 2014**

The Arkansas Professional Pathway to Educator Licensure (APPEL) formerly known as the Non-Traditional Licensure Program (NTLP) is a program delivered by the Arkansas Department of Education (ADE) for those seeking a license to teach in the upcoming 2014 school year.

APPEL is a two-year program that consists of summer instructional modules each summer and once-monthly modules during each school year. The APPEL Program will accept applications for next school year 2014-15 beginning February 17, 2014 through May 23, 2014. The program takes a one time per year enrollment with instruction delivered during the summer (June) culminating in eligibility for a teaching license beginning in August 2014.

### **Admission Requirements for APPEL 2014:**

Those seeking admission to APPEL must meet the following minimum requirements PRIOR to making application:

#### **Degree and GPA Requirements:**

**NOTE:** The GPA requirement is anticipated to change for those applying to APPEL in the 2015 application window. The requirement will be a minimum GPA of 2.70 or higher at graduation for acceptance to APPEL.

#### **For 2014 applicants must:**

- Hold at least a four-year degree (bachelor's)
- Minimum 2.50 GPA at graduation or a 2.75 in the last 60 hours of coursework completed
- Degree in a certain discipline is not required
- Applicant must submit all official transcripts from all schools showing all coursework for all degrees (transcripts are mailed to the applicant and included in application packet to APPEL)
- Electronic version of transcript is acceptable through a secure, password-protected entity (for example, E-Script). It must be emailed from the school directly to the APPEL Program Advisor to be acceptable.
- All out of country transcripts must be evaluated by an acceptable [private credentialing agency](#) (click private evaluation agencies). A course-by-course evaluation, in English, documenting the overall GPA at graduation must be done. The official report is mailed to the applicant. The report and all transcripts (originals and English translation versions) should be included in the application packet to APPEL.

**Praxis Exams: PRAXIS CORE (READING, WRITING AND MATH) AND PRAXIS II CONTENT AREA EXAMS ARE REQUIRED TO BE PASSED PRIOR TO APPLICATION. MARCH 2014 IS THE LAST AVAILABLE MONTH TO TEST AND RECEIVE SCORES BACK PRIOR TO THE APPEL APPLICATION DEADLINE IN MAY 2014.**

**For 2014 applicants must:**

- Take and pass the required licensure exam(s) for the particular license sought
- Praxis I: PPST (if taken and passed before 9/1/13) OR the new, CORE exams that replaced Praxis I as of September 1, 2013 AND
- Praxis II: Content Area exams (see [Praxis 2014](#) for details)
- Subject area and grade level determines which Praxis II exams(s) are taken
- An applicant can take any Praxis II exam(s) in any individual area or a multitude of areas
- Applicants are eligible to license in any two of the available licensure areas
- Licensure is only available in the area(s) in which the required exam(s) are passed and all other requirements for the licensure are met. A job must be offered in both areas to be licensed in both areas.

**IMPORTANT TEST REGISTRATION INFORMATION:**

Go to [www.ets.org/praxis](http://www.ets.org/praxis) click State Requirements, choose Arkansas, click GO and click the Arkansas Testing Requirements link. Make sure you are choosing the appropriate test when registering. When you register it's important to indicate:

- the score(s) is to be reported to the Arkansas Department of Education (7031)
- the Attending Institution as APPEL (code 7032)
- your SSN to ETS (necessary for score upload to Arkansas system)

**WARNING:** It is advisable that once your scores are available to you via your secure ETS account that you save an electronic copy of the score report to your computer OR print a copy for your records. The scores are only available to you through your online account for 45 days after the reporting date. IF scores are not reported to ADE (as indicated on your test registration) OR if you do not report your SSN to ETS for upload purposes, then it might be necessary for you to submit the score report to APPEL in order to be admitted to the program. BE PREPARED!

**Additional Coursework Requirements: Required for those planning to license to teach in ANY of the Middle Childhood 4-8 areas (math, science, English or Social Studies) OR in secondary Social Studies 7-12.**

**For 2014 applicants must:**

**FOR MIDDLE CHILDHOOD 4-8 LICENSURE**

- Complete a three-hour Arkansas History course AND
- Complete two, three-hour Methods of Teaching Reading courses
- Arkansas History may be taken at any two or four year Arkansas college/university via online, correspondence, independent study or face to face
- Reading courses may be taken in a hybrid (part online, part face to face) format
- Contact the college/university College of Education reading courses expert for specific information on which courses are offered for non-traditional students
- All courses passed with a "C" or better
- Official transcript showing completion w grade must be submitted with the application packet OR
- Official proof of current enrollment in the spring 2014 semester to complete by the end of May 2014 must be submitted with the application packet

**FOR SECONDARY SOCIAL STUDIES 7-12 LICENSURE**

- Complete a three-hour Arkansas History course
- Arkansas History may be taken at any two or four year Arkansas college/university via online, correspondence, independent study or face to face
- Course must be passed with a "C" or better
- Official transcript showing completion w grade must be submitted with the application packet OR
- Official proof of current enrollment in the spring 2014 semester to complete by the end of May 2014 must be submitted with the application packet

NOTE: These courses are required only for those applying to the program to license in Middle Childhood 4-8 (Arkansas History and Teaching Reading) or secondary Social Studies (Arkansas History only). Admission for any other licensure area does NOT require taking these courses.

**Background Check Requirements: Proof of starting the process for the mandatory State, Federal and DHS background checks is required upon application. All background checks must have cleared the AELS (ADE Licensure) system AFTER July 1, 2013 to be good for APPEL in 2014.**

**For 2014 applicants must:**

- Provide photocopies of the completed forms to be included as part of the application packet
- Previous background checks that have cleared prior to July 1, 2013 are no longer current and valid
- All background checks must have cleared after July 1, 2013 in order to be valid for a license in 2014
- The original, completed and notarized forms are sent directly to the Arkansas State Police and DHS. These entities report the results directly to ADE.

[Background check forms](#) can be obtained from a local school district administrative office or by contacting the Office of Educator Licensure at 501-682-4342. Make sure to ask for the forms for a licensed teacher. Applicants should receive an ASP-122 form, a FBI fingerprint card and a DHS Child Maltreatment Central Registry form.

**APPEL Online Application Requirements: The APPEL Online Application will be available via the website on February 17, 2014 through May 23, 2014.**

- Applicants will go to the [www.arkansased.org](http://www.arkansased.org) website during the application window and click on the TeachArkansas icon link in the bottom left corner. Under Non-Traditional routes click on the non-traditional route link. Then click the APPEL link to access, complete and submit the online application.
- This will be the final step in the applicant's application process.
- Applicants should then submit the application packet by mailing the official transcripts, proof of enrollment in courses (if required) and proof of starting the background checks per instructions on the application.
- All packets should be mailed to:  
Arkansas Department of Education  
APPEL Program 2014  
ATTN: Ann Crosser, Program Advisor  
#4 Capitol Mall, Room 104-A  
Little Rock, Arkansas 72201

## **What to Expect Upon Admission:**

### **Acceptance Letter and Employment Eligibility:**

Once accepted to the program applicants receive an email with a username and password to access the APPEL Acceptance Letter and Employment Eligibility Form proving eligibility for employment as a teacher for the 2014-15 school year.

This paperwork goes with applications when applying for a teaching job. The sooner application is made to the program, the better. This ensures that applicants are able to get in on the first big hiring push from March through May. However, most APPEL teachers are hired in late June-early August right before the school year starts.

Applicants are responsible to apply for and find their own teaching position. The program does not place an applicant in a position. The program provides a pool of teachers available for a license upon hire. However, the program advisor and site facilitators do help to facilitate the job-seeking process.

Applicants can seek employment with an Arkansas public school district (this includes charter schools, alternative learning environment schools, and Department of Corrections and Department of Youth Services schools).

The school must be able to supply the novice teacher with a trained mentor for the duration of the novice teacher's time in the program. This is a very important piece as mentoring is a requirement for licensure in the APPEL program. Please discuss this with any and all potential employers.

### **APPEL Site Assignment:**

A tentative site assignment is made when the applicant is accepted to the program. The applicant receives an email with detailed information about the site. The applicant meets the site facilitators and picks up specific information at orientation. A definite site assignment is locked in once the applicant has paid the program fee in full. The participant would then begin summer instruction in June at the assigned site. The first ten days of instruction (M-F, 8am-4:30pm) are held at the assigned site.

Every effort is made to assign participants to the first choice indicated upon the application (for the first ten days and Saturdays). However, due to size limitations of facilities, some adjustment may be necessary.

The final five days of summer instruction are held at a central Arkansas location (details come in the acceptance letter) and will be specific to the primary license area indicated on the application. Participants are placed for this week in their content specific group. There will be no group changes made unless the participant has been hired in a different area from the primary licensure area prior to the 6th day of instruction.

It is expected that participants will stay overnight in the Central Arkansas area for the five content specific dates. Travel and/or housing arrangements are to be made by the participant and the participant will be responsible for the cost.

**APPEL Orientation and Fee Payment:**

Applicants will attend a mandatory APPEL Orientation in late May. Information about Orientation and a way to register will be detailed in the acceptance email. Attendance at Orientation is required regardless of whether a job has been secured by that time. After Orientation an applicant deciding to proceed as a participant in the program pays the \$1200.00 program fee via the previously submitted online application. Payment is made during the payment window that opens the day after Orientation and closes the Friday before the first day of class. Payment in full allows the now designated participant to attend APPEL Summer Academy beginning on June 9, 2014.

**APPEL Summer Academy:**

APPEL Summer Academy is delivered in fifteen days during June 2014. The first ten days of summer instruction (June 9-13 and June 16-20) are delivered at a regional site (8:00 am-4:30 pm, M-F). Participants are assigned to the site closest to where they live. Participants are expected to make their own housing and/or travel arrangements and cover those costs. Lunch and snacks are provided each day. The morning and evening meals are on your own.

The final five days of instruction (June 23-27) are delivered at a Central Arkansas location (TBA). Participants are expected to make their own housing and/or travel arrangements and cover those costs. Lunch and snacks are provided each day. The morning and evening meals are on your own.

The once-monthly modules (some all online and some face to face) are delivered back at the regional site.

**APPEL Teaching License:**

Once summer instruction is successfully completed and an appropriate teaching position is secured, then a participant is licensed (two-year Provisional) and works as a teacher of record, earning a salary and benefits, while working toward completion of the program. New APPEL teachers are mentored by a trained, veteran teacher who is assigned by the district to serve as the mentor for the duration of the teacher's participation in the APPEL program. Participants who secure a teaching position and who are licensed will continue with once-monthly modules during the school year from September 2014-April 2015. Those who do not secure a teaching position in 2014 will automatically be placed on "hold" in the program.

**On "Hold" Status:**

After attending and successfully completing the APPEL Summer Academy, if a participant does not find a full time teaching position, then as of October 1 the participant is automatically placed on "hold" status in the program. This means the participant does not attend the remaining monthly sessions, but is still eligible to look for and accept an appropriate position during the school year.

If a participant finds appropriate employment during the current school year, then a license is issued to the participant who begins work as teacher or record. In the month of employment, the participant resumes Saturday sessions, and arrangements are made for the participant to continue in the program.

Participants have one full school year to be on “hold” status and must find a position by October 1 of the following year to remain in and resume the program. Participants are given three consecutive years to teach for two years in the program.

**Year Two and Program Completion:**

Once first year is successfully completed, participants apply for Year Two and pay the Year Two program fee (\$1200.00). Second year participants proceed through summer instruction and continue working as teacher of record while attending the Year Two monthly modules.

Year Two participants are required to take and pass the second part of Praxis II (PLT) sometime during the second year of the program preferably in the first semester of the second year of teaching after they’ve completed the second summer.

Once a participant has successfully completed both years of instruction, passed the PLT, and completed the mentoring process they are considered a program completer and are eligible to receive the final Arkansas five-year Standard teaching license.

Thanks for your interest in teaching in Arkansas. We hope this helps to answer your questions. Feel free to email us with additional questions at [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov) or [Vanessa.holt@arkansas.gov](mailto:Vanessa.holt@arkansas.gov).