

ARKANSAS DEPARTMENT OF EDUCATION
Instructional Facilitator Endorsement
Generalist P-12
(area 109)
Additional Licensure Plan

Name: _____ S.S.#: _____

Mailing Address: _____

City, State, Zip: _____

Home phone: (____) _____ Work Phone: (____) _____

Email address: _____ County: _____ School District: _____

School districts seeking to employ teachers to teach out of field (not in the field in which the teacher is currently licensed) will use the Additional Licensure Plan (ALP) to meet that need. School districts may use the ALP process to address unusual emergency situations when licensed teachers are asked to teach in areas/levels for which they are not licensed. School districts may not exceed the three-year limit without possible penalty.

THIS AREA CANNOT BE ADDED BY TESTING ONLY. A GRADUATE LEVEL PROGRAM OF STUDY FROM AN APPROVED INSTITUTION MUST BE SUCCESSFULLY COMPLETED.

Eligibility Guidelines: Teachers must meet the following conditions:

- possess a standard Arkansas educator license
- seek to add this area of endorsement, and
- be assigned to teach in this area rather than the one for which they are currently licensed.

The additional area of licensure will be added to the credential when all licensure requirements are successfully completed and application is submitted with recommendation from the institution where the program of study is taken.

For information on adding additional licensure areas by testing out or through a program of study and testing, please refer to the Department of Education website at www.arkansased.org and click on Educator Licensure, then Add Licensure Area to License.

Required assessments:

- **Praxis II: Exam #1031, cut score 140**

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from www.educatorandlearning.org. **Any teacher wishing to take any Praxis assessment is strongly encouraged to obtain these study materials.**

The following content is required to complete an approved program of study:

- Understanding Adults As Learners to Support Professional Learning Communities
- Promoting Professional Learning for Continuous Sustainable Improvement

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- Nurture and Sustain a Culture of Collaboration, Trust, Learning and High Expectations
- Create a Personalized and Motivating Learning Environment for Students
- Develop the Instructional and Leadership Capacity of Staff
- Promote the Use of the Most Effective and Appropriate Technologies to Support Educator and Learning
- Collect and Analyze Data and Information Pertinent to the Education Environment
- Promote Understanding, Appreciation, and Use of The Community's Diverse Cultural, Social, and Intellectual Resources
- Model Principles of Self-Awareness, Reflective Practice, Transparency and Ethical Behavior
- Safeguard the Values of Democracy, Equity and Diversity

Employing School District Guidelines:

- The employing school district will document the need to assign a teacher out of field because an appropriately credentialed teacher is not available.
- The employing school district superintendent shall submit a waiver request & completed ALP form to the Office of Educator Licensure *within 30 days of the out-of-field educator assignment*, thus documenting the above statement.
- The employing school district understands that a teacher working under this ALP shall make adequate yearly progress (as specified in the Rules Governing the Educator Licensure) each year that the teacher is employed in the out-of-area assignment.
- The employing school district understands that the teacher will have no more than three calendar years from the first date he/she was employed in the out-of-area assignment by any district to meet full licensure requirements for the additional licensure or endorsement being sought. A waiver request must be submitted each year the teacher is employed out-of-area.

School District Assurances:

I certify that the above statements are true and correct to the best of my knowledge.

Superintendent: _____ Date: _____

Teacher ALP guidelines:

Educators shall make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each year that the teacher is employed in the out-of-area assignment. If the educator EITHER leaves the ALP position OR doesn't complete the requirements within three consecutive years, he/she will NOT be eligible for employment again under an ALP for this area of licensure.

Applicant Signature: _____ Date: _____ S.S.#: _____

RETURN COMPLETED FORM TO:

Arkansas Department of Education
Office of Educator Licensure
Four Capitol Mall, Room 106 B
Little Rock, AR 72201

Phone: 501.682.4342
Fax: 501.682.4898
www.arkansased.org

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