

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Business Technology 4-12 (area 250)**  
**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 educators to teach out of field (not in the field in which the educator 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 educators 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.

**Eligibility Guidelines.** Educators must meet the following conditions:

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

**Please refer to the Department of Education website at [www.arkansased.org](http://www.arkansased.org) and click on educator Licensure, then Add Area to License, for information on adding additional licensure areas by testing out or through a program of study and testing.**

**Required Assessments:** Praxis II: Business Education, test #0101 Minimum score required: 154

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from [www.ets.org/praxis/prxar.html](http://www.ets.org/praxis/prxar.html)

Any educator wishing to take any Praxis assessment is strongly encouraged to obtain these study materials.

The following background is strongly recommended before attempting the Praxis testing:

**Recommended Content Background:**

- United States economic systems, money management,
- business and its environment, professional business education,
- processing information, office procedures and management, communications, and employability skills, accounting and marketing.

**Recommended Experience Background:**

- Experience with classroom management: record-keeping, equipment, safety, etc.
- Study of the free enterprise, business organization and management.
- Study and practice with mathematics for business, as related to financial management.
- Study of banking, investing, credit, and current value theory.
- Knowledge of and experience with student organizations, such as FBLA, PBL, DECA, Junior Achievement, etc.
- Study and practice of business and consumer law, including contracts and insurance.

**Employing school district guidelines.**

- The employing school district will document the need to assign an educator out of field.
- The employing school district superintendent shall submit a waiver request and completed ALP form with the ADE Office of Educator Licensure within 30 days of the out-of-field teaching assignment, thus documenting the above statement.
- The employing school district understands that an educator working under this ALP shall make adequate yearly progress (as specified in the Rules Governing the Educator Licensure) each school year that the educator is employed in the out-of-area assignment.
- The employing school district understands that the educator will have no more than three school 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 school year the educator 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: \_\_\_\_\_

**Educator ALP guidelines.**

Educators shall make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each school year that the educator 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 State Capitol Mall, Room 106 B  
Little Rock, AR 72201-1071

Phone: 501.682.4342  
Fax: 501.682.4898  
www.arkansased.org