

**ARKANSAS DEPARTMENT OF EDUCATION**  
**English as a Second Language (ESL) Licensure Endorsement**  
**Grades K-12 (areas 247)**  
***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.

***THIS AREA CANNOT BE ADDED BY TESTING ONLY.***

**Eligibility Guidelines:**

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

**Educators assigned to teach in this area, must complete an approved performance-based program of study and pass the required assessment(s). The additional area of licensure endorsement will be added to the credential when all licensure requirements are successfully completed and application is submitted with the signature of the university's Licensure Officer verifying completion of the program of study. Test score and official transcript must be attached. When licensing through a university outside the state of Arkansas, the university must be nationally/regionally accredited and its education program must be nationally or state approved. The applicant must license in the state where the program is based and then apply to add the area by reciprocity. Application, out of state license, test score(s) and original transcript must be attached.**

**Required assessment:**

- English to Speakers of Other Languages #5361, minimum passing score 142  
Effective 1/1/2013

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 content is required to complete an approved program of study:**

- Methods of teaching a second language,
- Second language acquisition,
- Teaching people of other cultures,
- Second language assessment.

**Employing School District Guidelines:**

- The employing district will document the need to assign an educator out of field.
- The employing 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-area 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 Educator Licensure) each school year that the educator is employed in the out-of-area assignment.
- The employing district understands that an 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, Arkansas 72201

Phone: 501.682.4342  
Fax: 501.682.4898  
[www.arkansased.org](http://www.arkansased.org)