

ARKANSAS DEPARTMENT OF EDUCATION
Special Education, K-12th grade
Additional Licensure Plan (area 258)

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. Educators must meet the following conditions:

- 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 field of licensure must complete an approved performance-based program of study, as defined by an Arkansas university, and pass the required assessment(s) for the new licensure area. The additional area of licensure will be added to the credential when all licensure requirements are successfully completed and application is submitted bearing the signature of the university Licensure Officer, verifying completion of the program of study. Test scores and official transcript must be attached.

Required Assessments:

- **Praxis II: Special Education: Core Knowledge and Applications, test #5354**
Minimum score required: 151

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

An applicant for this endorsement must enroll at a college or university that offers an approved special education program of study to obtain knowledge and skills in the following competency areas:

Recommended Content Background:

- Development and Characteristics of Learning
- Planning and the Learning Environment
- Instruction
- Assessments
- Foundations and Professional Responsibilities

Recommended Experience Background:

- Study and practice on how to prepare and implement the IEP and the IFSP.

- Study and practice with special education laws, policies, and ethical principles regarding behavior management planning and implementation, including the identification of the use of a variety of behavior management strategies that promote the acquisition of appropriate social skills.
- Study of biological, environmental, and nutritional aspects, such as toxins, legal aspects, genetics, prematurity, and medical procedures.
- Practice with ways to select and implement evaluation, assessment, & eligibility criteria, including instrumentation, child find & screening, referral & diagnostic.
- Study and practice with development of individualized family service plans, including IEP, interdisciplinary process, service delivery, caregiver programs, and collaboration with other individuals and agencies.

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 to 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 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

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Fax: 501.682.4898
www.arkansased.org