

**ARKANSAS DEPARTMENT OF EDUCATION RULES GOVERNING TEACHER  
LICENSURE BY RECIPROCITY**  
September 2009

**1.00 REGULATORY AUTHORITY**

- 1.01** These rules shall be known as the Arkansas Department of Education Rules Governing Teacher Licensure by Reciprocity.
- 1.02** These regulations are enacted pursuant to the authority of the State Board of Education under Ark Code Ann. § 6-11-105, 6-17-402, 25-15-204, Acts 733 and 1173 of 2009.

**2.00 PURPOSE**

- 2.01** These rules amend the previous Rules Governing the Certification Laws and Regulations. These rules govern provisional, initial, or standard/professional licensure through reciprocity.

**3.00 DEFINITIONS-** For the purpose of these Rules, the following terms shall mean:

- 3.01 Additional Licensure Plan (ALP)-** the recognized process for allowing a licensed teacher to be employed in an out-of-field teaching position while meeting the program of study requirements at an Arkansas University/College and/or assessment requirements for said position.
- 3.02 Building Level Administrator-** a principal, assistant principal or vice principal. (grade levels P-8 and/or 7-12)
- 3.03 Central Registry-** The Child Maltreatment Central Registry established within the Arkansas Department of Human Services which contains records of cases on all true investigation determinations of child maltreatment.
- 3.04 Content/Standard Teaching Area-** the specific subject areas listed under Integrated Curriculum Humanities, Integrated Science Curriculum, Integrated Visual and Performance Arts, Integrated Vocational Education, Integrated Physical Education and Health and Special Education as listed in the State Board Approved Levels and Areas of Licensure.
- 3.05 Curriculum/Program Administrator-**an individual who is responsible for program development and administration, and/or employment evaluation decisions. Each Curriculum/Program Administrator license is limited to the following areas:
  - 3.05.1** Special Education (grade levels P-4 and/or 4-12, or P-12)

- 3.05.2** Gifted & Talented Education (grade levels P-8 and/or 7-12)
- 3.05.3** Career and Technical Education (grade levels 4-8, 7-12 and/or Post Secondary)
- 3.05.4** Content Area Specialist (grade levels P-8 and/or 7-12)
  - 3.05.4.1** The areas of licensure for Content Area Specialist are listed in Appendix A.
- 3.05.5** Curriculum Program Administrator (grade levels P-8, and/or 7-12)
- 3.06** **District Level Administrator-** a superintendent, assistant or associate superintendent, or deputy superintendent. (grade level P-12)
- 3.07** **Endorsement-** teaching or administrative licensure areas, which require an initial or standard teaching license, prior to the endorsement being added.
- 3.08** **Induction-**the period of time beginning with a teacher's or administrator's first employment as the teacher of record or administrator in an Arkansas public school, cooperative, or agency that requires an Arkansas Initial teaching or initial administrator license.
- 3.09** **Initial Teaching License-** a three (3)-year teaching license, issued by the State Board of Education, which allows the license holder to teach in Arkansas public schools.
- 3.10** **Level and Area of Licensure:**
  - a.) Level** of licensure - the grade/age level parameters of the teaching license, such as P-4, 4-8, P-8, P-12, 7-12 and PS (post-secondary).
  - b.) Area** of licensure- the particular content field, including but not limited to, Early Childhood, Middle Childhood Science/Mathematics, Social Studies, and Family and Consumer Sciences.
- 3.11** **Mentoring-** the act of a certified mentor providing support and focused feedback to a novice teacher/administrator through the state-adopted mentoring model as a part of the Induction process.
- 3.12** **Novice teacher-** any licensed teacher-of-record with less than one (1) year of public school, or accredited private school, classroom teaching experience, not including student internship or substitute teaching.
- 3.13** **Performance Assessment-**an assessment tool used for evaluation of the classroom performance of a novice teacher, as part of the Induction process.

- 3.14 Professional License-** a standard Arkansas teaching license that is issued upon the request of a teacher who has documented the completion of a Master's Degree and three years of teaching experience or who had documented current National Board Certification.
- 3.15 Program of Study** a state-approved teacher preparation curriculum offered at an Arkansas college or university, based on the *Arkansas Licensure Standards*. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions for a particular licensure area and level.
- 3.16 Provisional License by Reciprocity-** one (1) year teaching license that (may be renewable or non-renewable) allows a teacher coming from out of state or out of country to be employed as a teacher while completing all requirements necessary for the Initial or Standard/Professional teaching license. Applicants who have participated in, but not completed, an alternate route to licensure in another state are excluded from provisional licensure.
- a.) A non-renewable teaching license issued to applicants holding an out-of-state license and that have been required to test and/or take Arkansas History; or
  - b.) A non-renewable teaching license issued to applicant that have completed their degree in teacher preparation program out of state, but did not license, and that have been required to test and/or take Arkansas History; or
  - c.) A non-renewable teaching license issued to applicant out-of-country that have met the provisions of section 4.02.6 of this Rule and have been required to test and/or take Arkansas History; or
  - d.) A renewable teaching license issued to applicants from out-of-state when the teaching areas are not recognized by Arkansas, and they have been required to complete a program of study or additional coursework for Arkansas licensure. It may be renewed twice.
- 3.17 Reciprocity-** the recognition of a teaching license from another state or country based on the terms of the interstate contract agreement and Arkansas rules governing licensure by reciprocity.
- 3.18 Standard Non-Instructional License-** a five (5)-year renewable license, issued by the state, which allows one to practice in Arkansas public schools as a School Psychology Specialist or Speech Language Pathologist.
- 3.19 Standard Teaching License-** a five (5)-year renewable license, issued by the State Board of Education, which allows the license holder to teach in Arkansas public schools.

- 3.20 State Board Required Assessments-** specific performance –based assessments approved by the State Board of Education.
- 3.21 Teacher-of-Record-** an instructional teacher employed under contract (in a licensed staff position) by a school district or other Arkansas agency or organization requiring an Arkansas teaching license.
- 3.22 Teaching experience-** experience earned while employed as a licensed teacher, administrator, librarian, or counselor for a public or private school, agency or organization in a pre-kindergarten through grade 12 setting.

#### **4.00 REQUIREMENTS FOR OBTAINING INITIAL OR A STANDARD/PROFESSIONAL TEACHING LICENSE BY RECIPROCIITY**

##### **4.01 Eligibility**

**4.01.1** Applicants shall hold a valid or expired, initial or standard/professional teaching license from another state or country.

**4.01.1.1** Applicants licensing in Added Endorsement Areas as identified in the Areas and Levels of Licensure shall hold or have held a “content teaching area” of licensure.

**4.01.2** Any applicant that has completed a teacher preparation program from another state or country but did not license.

##### **4.02 General Requirements**

**4.02.1** Teachers licensing through reciprocity with less than one year of teaching experience shall be issued an Initial / Provisional License and participate in the Induction Program (mentoring and the state mandated performance assessment

**4.02.2** Any individual who holds a valid teaching license from another state, and who has not graduated from a college/university holding regional/national accreditation and/or a teacher preparation program that holds a national accreditation approved by the U.S. Department of Education, or that is a state approved preparation program, is not eligible for licensure in Arkansas.

**4.02.3** Specialty area assessments required for out-of state teacher licensure may be accepted for Arkansas teacher licensure.

**4.02.4** Required assessments for Arkansas licensure through reciprocity shall be waived upon providing the following documentation:

**4.02.4.1** Valid out-of-state teaching license as a teacher, administrator, librarian, counselor or in other compatible licensure areas as identified in the areas and levels of licensure as adopted by the State Board of Education.

**4.02.4.2** Three years of teaching experience as documented on school district, agency or organization letterhead.

**OR**

**4.02.4.3** Score report reflecting a passing score for the Specialty Area Assessment(s) required for the out-of-state teaching license (OR) written verification from the licensing agency that the required Specialty Area Assessment(s) for licensure were successfully completed.

**4.02.5** All out-of-country applicants shall have their credentials evaluated by one of the ADE approved private credential evaluation agencies located in the United States.

**4.02.5.1** The private evaluation agency shall complete a course-by-course evaluation of the applicant's transcript, indicate the applicant's major area of study and document whether the applicant's degree is equivalent to one that would have been completed at a regionally accredited institution or an institution of higher education in the United States that holds national accreditation that is approved by the U.S. Department of Education.

**4.02.5.2** The private evaluation agency shall also document whether the professional preparation for teacher licensure out-of-country and the areas of teacher licensure represented by the out-of-country license are equivalent to ~~the~~ a teacher preparation program in the United States that holds national accreditation approved by the US Department of Education, or that is state approved.

**4.02.5.3** **This** evaluation will determine eligibility for teacher licensure in Arkansas.

**4.02.6** Applicants from out of state or out of country with an expired license shall take and pass the Praxis II Specialty Area Test(s) for all areas of standard/professional licensure and the Praxis II Principles of Learning and Teaching for the appropriate level of teacher licensure to be eligible for a standard/professional Arkansas teaching license.

Applicants with an expired license from out-of-state or out-of-country shall be eligible for a provisional license.

- 4.02.7** Out-of-state applicants for teacher licensure whose current license was granted without a specialty area assessment or who cannot document at least three years of teaching experience shall take and pass the Praxis II Specialty Area Test for all areas of standard licensure and endorsements and the Praxis II Principles of Learning and Teaching for one of their levels of teacher licensure.
- 4.02.8** All candidates with licensure areas/endorsements from other states with reciprocity agreements through NASDTEC shall receive the Arkansas equivalent licensure area(s)/endorsements, provided all other licensure requirements have been met.
- 4.02.9** Applicants from out-of-state or out-of-country with a license in special education or a related service area(s), i.e. Visual Specialist or Hearing Specialist, seeking a standard teaching license shall initially meet the standards established for such licensure in Arkansas to receive a standard teaching license. A one year, renewable twice, provisional teaching license shall be available for those applicants not meeting the established standards for special education licensure. The applicant shall meet the standards established for special education licensure within three years of receiving a provisional license to be in keeping with the “highest standards” of the Individuals with Disabilities Education Act Amendments of 1997 pertaining to qualified personnel. The Office of Special Education will assist the Office of Professional Licensure in identifying the course of action for meeting Arkansas standards for licensure in special education or related service area(s). The provisional license shall be converted to a standard/professional license upon meeting the established standards including the required Praxis II Specialty Area Assessments for Arkansas special education licensure.
- 4.02.10** Teachers and/or administrators being licensed in Early Childhood P-4, Middle Childhood 4-8 or Secondary Social Studies, shall complete a three-hour course in Arkansas History before receiving a an initial / standard Arkansas teaching license. A one-year, non-renewable provisional teaching license shall be available for those that have not completed the three-hour Arkansas History course.
- 4.02.11** Applicants whose standard teaching area(s) are not recognized by Arkansas shall receive the teaching area and level that most closely parallels their out-of-state or out-of-country licensure area(s).

**4.02.12** Applicants whose endorsement(s) are not equivalent to an Arkansas endorsement area, shall take the required Praxis II Specialty Area Exam(s) for the Arkansas endorsement area(s) that most closely parallels their out-of-state or out-of-country endorsement area(s) in order to add the Arkansas endorsement area(s) to their standard teaching license. In cases where the endorsement area does not have a subject specific Praxis II Specialty Area Exam, the applicant shall complete the prescribed program of study for the endorsement area and Praxis II Exam assigned to that endorsement area.

**4.02.13** Standard/professional teaching licenses will become effective January 1 of the year the license is issued and shall expire December 31 of the last year the license is valid. A standard/professional teaching license issued after January 1, 2002 shall be valid for five years.

**4.02.14** Candidates who completed an out-of-state teacher preparation program but never licensed, shall meet the following requirements for their Initial Arkansas teaching license.

**4.02.14.1** Submit an application for teacher licensure.

**4.02.14.2** Submit documentation of having completed a teacher preparation program that holds national accreditation recognized by the U.S. Department of Education, or that is state approved.

**4.02.14.3** Submit an official transcript(s) reflecting the completion of a Bachelor's Degree (Master's Degree when required), from an institution of higher education that is regionally accredited or that holds national accreditation that is approved by the U.S. Department of Education.

**4.02.14.4** Document successful passing of the state required basic skills assessment(s), specialty area assessment(s) for each licensure/endorsement area, and pedagogical assessment for one of their levels of licensure.

**4.02.14.5** Successfully clear a background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann. § 6-17-410.

**4.02.14.6** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.

- 4.02.14.7** Successfully complete the three-hour, college level, Arkansas History course when required.
- 4.02.14.8** The initial teaching license shall be converted to the five-year, standard/professional Arkansas teaching license upon successful completion of Induction (mentoring and Praxis III-Performance Assessment).
- 4.02.15** Only the areas of licensure and/or endorsement listed on an out-of-state or out-of-country license shall be recognized for licensure through reciprocity.
- 4.02.16** Candidates from out of state that have completed a teacher education program and hold an initial or provisional teaching license shall meet the following requirements for their Arkansas three-year initial teaching license.
  - 4.02.16.1** Submit an application for teacher license.
  - 4.02.16.2** Submit an official transcript reflecting the completion of a teacher preparation program with a minimum of a bachelor's degree ( Master's degree when required), from an institution of higher education that is regionally accredited or that holds national accreditation recognized by the U.S. Department of Education, or that is state approved. The specific program, as well as the institution shall meet these criteria.
  - 4.02.16.3** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), from an institution of higher education that is regionally accredited or that holds national accreditation that is recognized by the U.S. Department of Education .
  - 4.02.16.4** Document testing that was required for the out-of-state initial teaching license. When it cannot be documented that the applicant has met the requirements of Section 4.02.4 of these Rules, the applicant shall successfully complete the state required basic skills assessments(s), specialty area assessment(s) for each licensure/endorsement area and pedagogical assessment at one of their levels of licensure.
  - 4.02.16.5** Successfully clear a background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.

- 4.02.16.6** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.
  - 4.02.16.7** Candidates shall provide a copy of their out-of-state teaching license to the Office of Professional Licensure.
  - 4.02.16.8** Candidates receiving the Initial Arkansas teaching license shall complete Induction (mentoring and Praxis III-Performance Assessment).
  - 4.02.16.9** Candidates shall successfully complete the three-hour, college level, Arkansas History course when required.
  - 4.02.16.10** The initial teaching license shall be converted to the five-year, standard/professional Arkansas teaching license upon the successful completion of mentoring and the Praxis III – Performance Assessment.
- 4.02.17** The Office of Professional Licensure, as authorized by the State Board of Education, reserves the right to amend and/or rescind any Arkansas teaching license that has been issued in error.
- 4.02.18** Candidates from out of state that have completed a teacher preparation program and hold a standard teaching license shall meet the following requirements for their five-year, standard Arkansas teaching license.
- 4.02.18.1** Submit an application for teacher licensure.
  - 4.02.18.2** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), from an institution of higher education that is regionally accredited or that holds national accreditation that is recognized by the U.S. Department of Education.
  - 4.02.18.3** Successfully clear a background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.
  - 4.02.18.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.
  - 4.02.18.5** Provide verification of three years of teaching experience or verification of having successfully passed

a specialty area assessment(s) required for the out-of-state teaching license.

**4.02.18.6** Candidates that cannot verify experience or testing shall successfully pass the state required specialty area assessment(s) for each licensure/endorsement area and pedagogical assessment at one of their levels of licensure.

**4.02.18.7** Candidates shall provide a copy of their out-of-state teaching license.

**4.02.18.8** Candidates shall pass the three-hour Arkansas History course when required.

**4.02.19** Candidates from out-of –state that have completed a teacher preparation program and hold either an expired initial or expired standard teaching license, shall complete the following requirements for their initial or standard/professional teaching license.

**4.02.19.1** Submit an application for teacher licensure.

**4.02.19.2** Submit an official transcript reflecting the completion of a Bachelor's Degree (Master's Degree when required), from an institution of higher education that is regionally accredited or that holds national accreditation that is recognized by the U.S. Department of Education.

**4.02.19.3** Successfully clear a background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann 6-17-410.

**4.02.19.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.

**4.02.19.5** Submit a copy of their expired out-of-state-teaching license.

**4.02.19.6** Successfully pass the state required specialty area assessment for each licensure/ endorsement area, and the state required pedagogical assessment for one of their levels of licensure.

**4.02.19.7** Candidates shall successfully pass a three-hour, Arkansas history course when required.

- 4.02.19.8** Candidates receiving the initial Arkansas teaching license shall complete Induction (mentoring and Praxis III-Performance Assessment).
- 4.02.19.9** The initial license shall be converted to the five-year, standard/professional Arkansas teaching license upon the successful completion of mentoring and the Praxis III- Performance.
- 4.02.19.10** Candidates holding an expired teaching license shall be eligible for a provisional teaching license.
- 4.02.20** Candidates who completed an out-of-country teacher preparation program shall meet the following requirements for their initial, Arkansas teaching license.
  - 4.02.20.1** Submit an application for teacher licensure.
  - 4.02.20.2** Document successful passing of the state required basic skills assessment, specialty area assessment(s) for each licensure/endorsement area, and pedagogical assessment at one of their levels of licensure.
  - 4.02.20.3** Successfully clear a background check through the Arkansas State Police and the Federal Bureau of Investigation as required by Ark. Code Ann § 6-17-410.
  - 4.02.20.4** Successfully clear a child maltreatment central registry check to be conducted by Department of Human Services.
  - 4.02.20.5** Meet the requirements of section 4.02.6 of these rules.
  - 4.02.20.6** Successfully pass the three-hour college level Arkansas History course when required.
  - 4.02.20.7** The initial teaching license shall be converted to the five-year, standard/professional Arkansas teaching license upon successful completion of Induction (Mentoring and Praxis III-Performance Assessment).
- 4.02.21** Candidates adding additional licensure/endorsement areas by reciprocity to a current Arkansas teaching license, shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement.

- 4.02.22** Candidates choosing not to transfer all licensure/endorsement areas by reciprocity when licensing initially in Arkansas, shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement if/when the candidate chooses to add those licensure/endorsement areas at a later date.
- 4.02.23** All candidates for licensure by reciprocity shall clear the required State Police and Federal Bureau of Investigation background checks regardless of previous background checks already completed.
- 4.02.24** All candidates for licensure by reciprocity shall clear a child maltreatment central registry check to be conducted by the Department of Human Services.
- 4.02.25** Effective May 1, 2007, teachers licensing in P.E./Wellness/Leisure by reciprocity, shall be given the licensure code numbers of 227 and/or 228 upon documentation of one year or more of prior coaching experience or eligibility to be employed as a coach.
- 4.02.25.1** A coaching endorsement will not be added automatically to license with these codes, but the teacher will be allowed to coach.
- 4.02.26** When prior coaching experience or eligibility to be employed as a coach cannot be documented, the new licensure code numbers for P.E./Wellness/Leisure of 235 and/or 236 shall be assigned.
- 4.02.26.1** Teachers holding the new licensure code numbers of 235 and/or 236 shall not be automatically approved to be employed as a coach in the public schools of Arkansas.
- 4.02.26.2** Teachers holding the new licensure code of 235 and/or 236, employed as coaches shall work under the ALP (Additional Licensure Plan) for the coaching endorsement (7-12).
- 4.02.27** Individuals licensing as a Speech Language Pathologist shall meet the following requirements.
- 4.02.27.1** Document completion of a Master's Degree in Speech Language Pathology from a regionally accredited college/university.

**4.02.27.2** Document successful passing of the required specialty area assessment.

**4.02.27.3** Successfully clear the required State Police and FBI background checks.

**4.02.27.4** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.

**4.02.28** Individuals licensing as a School Psychology Specialist shall meet the following requirements.

**4.02.28.1** Document completion of an advanced degree in School Psychology from a regionally accredited college/university or

**4.02.28.2** Document completion of a Master's Degree in Counseling/Psychology with a graduate level program of study in School Psychology from a regionally accredited college/university.

**4.02.28.3** Document successful passing of the required Specialty area assessment.

**4.02.28.4** Successfully clear the required State Police and FBI background checks.

**4.02.28.5** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services.

**4.02.29** The Office of Professional Licensure reserves the right to license individuals by Reciprocity that have met their state's degree/program of study requirements and testing requirement but have not fulfilled other ancillary requirements for licensure.

## **5.00 REQUIREMENTS FOR OBTAINING A PROVISIONAL TEACHING LICENSE BY RECIPROCITY**

**5.01** A one-year non-renewable provisional teaching license shall be issued to:

**5.01.1** Out-of state or out-of country applicants who:

- 5.01.1.1** Have completed a teacher preparation but have not licensed or,
- 5.01.1.2** Hold a provisional, initial, or standard teaching license and,
- 5.01.1.3** Have been required to take Arkansas History or State-required licensure assessments.

**5.02** The one-year non-renewable provisional teaching license shall be issued upon providing the following documentation, to the Office of Professional Licensure.

- 5.02.1** A completed licensure application form
- 5.02.2** Written documentation of transcript evaluation by a State approved, independent Evaluation agency located in the United States that meets the requirements of Section 4.02.6 of these rules.
- 5.02.3** Successfully clear the Arkansas State Police and Federal Bureau of Investigation background checks required by Ark. Code Ann. § 6-17-410.
- 5.02.4** Successfully clear a child maltreatment central registry check to be conducted by the Department of Human Services
- 5.02.5** Official transcripts
- 5.02.6** Copy of out-of state or out-of country teaching license.
- 5.02.7** Proof of employment on the Verification of Provisional Licensure Eligibility Form that reflects the employing school district and hire date.

**5.03** Eligibility for a one-year renewable (two times) provisional teaching license:

- 5.03.1** Out-of-state or out-of-country applicants who
  - 5.03.1.1** Completed a teacher preparation program but have not licensed or,
  - 5.03.1.2** Holds an initial, provisional, or standard teaching license and,
  - 5.03.1.3** Holds licensure/endorsement area (s) that are not equivalent with Arkansas licensure/endorsement areas and,

- 5.03.2** Completion of one-third of the program of study (coursework) shall be completed before renewing the provisional license for each of the two renewals allowed.
  - 5.03.3** Completion of the program of study (coursework and testing) is required to convert the provisional to a standard Arkansas license.
- 5.04** The one-year renewable (two times) provisional teaching license shall be issued upon providing the following documentation.
  - 5.04.1** A complete licensure application form.
  - 5.04.2** Written documentation of transcript evaluation by a state approved, independent evaluation agency located in the United States that meets the requirements of Section 4.02.6 of these rules.
  - 5.04.3** Successfully clearing the State required, Arkansas State Police and Federal Bureau of Investigation background checks.
  - 5.04.4** Successful clearance of a child maltreatment central registry check to be conducted by the Department of Human Services
  - 5.04.5** Official transcripts reflecting completion of one-third of required coursework with no less than six hours per year.
  - 5.04.6** Copy of out-of -state or out-of -country teaching license.
  - 5.04.7** Proof of employment on the Verification of Provisional Licensure Eligibility Form that reflects the employing school district and hire date.
- 5.05** Applicants wishing to renew the provisional teaching license shall submit the following.
  - 5.05.1** A completed application form
  - 5.05.2** Proof of employment on the Verification of Provisional Licensure Eligibility that reflects the employing school district and hire date.
  - 5.05.3** Verification of having completed the required coursework the preceding year.
- 5.06** A provisional teaching license shall become effective for one year from the date the teacher/administrator is hired.

- 5.07** A provisional license shall not be issued to any person possessing a valid Arkansas standard/initial teaching license.

**6.00 REQUIREMENTS FOR CONVERTING A PROVISIONAL TEACHING LICENSE TO AN INITIAL OR STANDARD/PROFESSIONAL TEACHING LICENSE BY RECIPROCITY**

- 6.01** The one-year non-renewable provisional teaching license shall be converted to the three-year Initial or five-year Standard/Professional teaching license when the following documentation has been submitted to the Office of Professional Licensure.

**6.01.1** A completed application for licensure requesting the conversion of the provisional teaching license.

**6.01.2** Score reports reflecting successful completion of the state required basic skills assessment (all parts), specialty area assessment(s) and pedagogical assessment when required.

**6.01.3** Official transcript(s) reflecting the successful completion of a three (3)-hour Arkansas History course when required.

- 6.02** The one-year renewable provisional teaching license shall be converted to the three-year initial or standard/professional five-year teaching license when the following documentation has been submitted to the Office of Professional Licensure.

**6.02.1** A completed application for licensure requesting conversion of the provisional to the three-year initial or five-year standard/professional teaching license.

**6.02.2** Official transcript reflecting successful completion of a three (3) hour Arkansas History course when required.

**6.02.3** Score report reflecting successful completion of state required content assessment(s), pedagogical assessment and basic skills assessments (all parts) when required.

**6.02.4** Official transcript and documentation of successful completion of program of study (coursework) when required.

**7.00 REQUIREMENTS FOR CONVERTING AN INITIAL TEACHING LICENSE TO A STANDARD/PROFESSIONAL TEACHING LICENSE.**

- 7.01** The three-year, initial teaching license shall be converted to the five

year standard/professional teaching license upon providing the following documentation.

**7.01.1** Verification of the successful completion of Induction (Mentoring and the Praxis III-Performance Assessment).

## **8.00 REQUIREMENTS FOR OBTAINING AN INITIAL BUILDING LEVEL OR CURRICULUM PROGRAM ADMINISTRATOR LICENSE BY RECIPROCITY**

### **8.01 ELIGIBILITY**

**8.01.1** The applicant shall hold or have previously held a standard “teaching area” of licensure in another state or country.

**8.01.2** The applicant shall hold a valid Initial Administrator license or its equivalent in another state or country.

**8.01.2.1** There are two Initial Administrator licenses.

**8.01.2.1.1** Building Level Administrator,

AND

**8.01.2.1.2** Curriculum Program Administrator

**8.01.3** Applicants shall have completed a graduate degree from a college/university holding regional/national accreditation recognized by the U.S. Department of Education.

**8.01.4** If the graduate degree is not in Educational Leadership, the applicant shall have completed in addition to the degree. a graduate level Educational Leadership program of study holding regional/national accreditation recognized by the U.S. Department of Education in addition to the degree.

**8.01.5** If the applicant’s graduate degree and program of study are not from a college/university holding NCATE or TEAC national accreditation as recognized by the US Department of Education then:

**8.01.5.1** An applicant with at least one year of administrative experience, in the licensure area sought, shall receive an appropriate (Initial / Standard) Administrator’s License.

An applicant with less than one year of administrative experience, in the licensure area sought, shall complete an Administrator

Licensure Completion Plan (ALCP) of study from an approved Arkansas College/University.

**8.01.6** The applicant seeking licensure as an Initial Building Level Administrator shall have a minimum of four years of teaching experience, with three years of classroom teaching experience at the level of licensure being sought.

**8.01.6.1** Four (4) years of experience as a school counselor or librarian may be counted toward the total of four (4) years of classroom teaching experience for Building Level Administrator only.

**8.01.7** The applicant seeking licensure as an Initial Curriculum Program Administrator shall have a minimum of four years of teaching experience with at least three years of teaching experience at the level or in the area in which the applicant is seeking licensure.

**8.01.8** Applicants for licensure as an Initial Curriculum Program Administrator shall also hold Arkansas licensure in the specialty area where applicable.

**8.01.8.1** If the specialty area is an added endorsement area gained without a program of study, it will not serve as a platform for gaining the Curriculum Program Administrator License.

## **9.00 CONVERTING THE INITIAL BUILDING LEVEL ADMINISTRATOR LICENSE TO A STANDARD BUILDING LEVEL ADMINISTRATOR LICENSE**

**9.01** The Initial Building Level Administrator License shall be converted to a Standard Building Administrator license when:

**9.01.1** A minimum of one-year work experience as a Building Level Administrator is verified.

**9.01.2** The applicant has completed one year of the state mentoring program for Building Level Administrators.

**9.01.3** The applicant has passed and submitted a score report for the School Leaders Licensure Assessment.

**9.02** If experience and/or testing and/or mentoring were completed out of state, and/or verified, they shall be waived in Arkansas.

## **10.00 CONVERTING THE INITIAL CURRICULUM PROGRAM ADMINISTRATOR LICENSE TO A STANDARD CURRICULUM PROGRAM ADMINISTRATOR LICENSE**

**10.00** The Initial Curriculum Program Administrator license shall be converted to a Standard Curriculum Program Administrator license when:

**10.00.1** A minimum of one-year work experience as a Curriculum Program Administrator is verified.

**10.00.2** The applicant has completed one year of the state mentoring program for Curriculum Program Administrator.

**10.00.3** The applicant has passed and submitted a score report for the School Leaders Licensure Assessment.

**10.02** If experience and/or testing and/or mentoring were completed out of state, and/or verified, they shall be waived in Arkansas.

**11.00 REQUIREMENTS FOR OBTAINING A STANDARD/PROFESSIONAL BUILDING LEVEL OR CURRICULUM PROGRAM ADMINISTRATOR LICENSE BY RECIPROCITY**

**11.01 ELIGIBILITY**

**11.01.1** The applicant shall hold or shall have previously held a Standard teaching area of licensure in another state or country.

**11.01.2** The applicant shall hold a valid Standard Building Level or Curriculum Program Administrator license or the equivalent in another state or country.

**11.01.3** Applicants shall have satisfied all requirements in Section 8.01 of these Rules.

**11.01.4** The applicant shall have successfully completed a specialty area assessment in Educational Leadership.

**11.01.4.1** If no assessment was required out of state, but the applicant has completed three years of employment as an administrator, the Arkansas-required assessment shall be waived.

**11.01.4.2** If no assessment was required out of state and the applicant has completed **less than** three years of employment as an administrator, he/she shall take and successfully complete the Arkansas-required assessment for these areas of administration.

**11.01.5** When licensed as an Administrator in Arkansas, and employed as such, the administrator shall attend the Beginning Administrator Induction and Follow-up training sessions conducted as part of the State Mentoring Program for Administrators.

**12.00 REQUIREMENTS FOR OBTAINING A STANDARD/PROFESSIONAL DISTRICT LEVEL ADMINISTRATOR LICENSE BY RECIPROCITY**

**12.01** Applicants shall hold or shall have previously held a Standard teaching area of licensure in another state or country.

**12.02** Applicants shall hold a valid Standard District Level Administrator license in another state or country.

**12.03** Applicants shall hold a valid Standard Building or Curriculum Program Administrator license in another state or country, or

**12.03.1** Document a minimum of five years experience as a District Level Administrator

**12.04** Applicants shall have satisfied all requirements contained in Section 8.01 of these Rules.

**12.04.1** The preparation for District Level Administrator shall consist of an advanced degree in Educational Leadership, or a graduate level degree with an advanced program of study in Educational Leadership.

**12.05** District Administrator licensure requires the School Superintendent's Assessment. This test may be waived if:

**12.05.1** The applicant successfully completed an assessment out-of-state for this area.

OR

**12.05.2** The applicant has completed three years or more of employment as a District Administrator.

**13.00 REQUIREMENTS FOR ADDING ADDITIONAL AREAS OF LICENSURE/ENDORSEMENT BY RECIPROCITY**

**13.01** Applicants shall submit a completed application requesting the addition of the area(s) of licensure or endorsement.

**13.02** Applicants shall meet the requirements of the Rules Governing the Addition of Areas of Licensure or Endorsement and/or rules governing a particular licensure/endorsement area.

**13.02.1** Applicants shall meet degree, program of study (coursework), Praxis Assessment and experience requirements when required for adding areas of licensure/endorsement.

**13.03** Arkansas required Praxis Assessment(s) shall be waived upon providing documentation of having completed the specialty area assessment required for the out-of-state licensure area.

**13.03.1** When testing was not required for the out-of-state teaching license, or the licensure area being added by reciprocity is incompatible with the equivalent Arkansas licensure/endorsement area, the applicant shall successfully complete the required Arkansas Praxis Assessment(s).

**13.04** A Master's Degree in an area other than Education Leadership shall be a Master's Degree in Education or a Master's Degree in a content/added endorsement area as identified in the areas and levels of licensure as approved by the State Board of Education.