

ARKANSAS DEPARTMENT OF EDUCATION
Adult Education, Post-Secondary (area 229)
Additional Licensure Plan

Name: _____ S.S.#: _____

Mailing Address: _____

City, State, Zip: _____

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

Email address: _____ County: _____ School District: _____

School districts/agencies 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/agencies 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.

Eligibility Guidelines: Teachers must meet the following conditions:

- possess an initial or standard Arkansas teaching 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.

Teachers assigned to teach Adult Education shall complete an approved performance-based program of study 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's Licensure Officer, verifying completion of the program of study. Test score and official transcript must be attached.

A qualified applicant for this license must enroll and be an active candidate at a college or university that offers an approved adult education program of study to obtain knowledge and skills in the following competency areas:

Recommended Content Background:

- ✓ Understand psychology of the adult learner, including those from *diverse populations,
- ✓ Legal and social issues related to adult education,
- ✓ Delivery of services to adult students including those from *diverse populations,
- ✓ Instructional strategies and modification for adult students, especially those from *diverse populations,
- ✓ Assessment for adult students, including basic assessment terminology, legal provisions and ethical principles, screening, pre-referral, referral, and uses and limitation of assessment instruments to include, but not limited to, the state-approved assessments such as TABE, BEST, CASAS, etc.
- ✓ Managing the learning environment,
- ✓ Professional roles/issues/literature for teachers of adult students.

*Diverse populations are defined to include, but not limited to, adults with learning disabilities, adult learners of English as a Second Language (ESL), and adult learners in family literacy programs, workplace classes, and correctional institutions.

Recommended Experience Background:

- ✓ Study and practice on how to prepare and implement an Individualized Learning Plan (ILP) for adult learners based on student’s goals and assessment results.
- ✓ Study and practice with monitoring student progress and adjusting instruction accordingly.
- ✓ Practice with ways to select and implement the format and components of effective instruction.
- ✓ Study and practice of classroom organization management, including selection of appropriate physical-social environment for learning.
- ✓ Study and practice on how to use specialized programs and materials, such as ESL, WAGE, GED Connections, etc.
- ✓ Study and practice on how to incorporate technology in delivery of instruction.
- ✓ Practice the role of a teacher as a multidisciplinary team member, including participation in transition planning, including marketing, recruitment, and retention and collaboration with community agencies.
- ✓ Study and practice of the collaborative skills necessary to assist adult learners to become active participants in the educational process.
- ✓ Study and practice with the teaching of reading to adult learners.
- ✓ Study and practice of teaching in the adult basic education/adult secondary education content areas.

Required Assessments: test #0524

- **Praxis II: Principles of Learning and Teaching**

Minimum score required: 164

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

Employing School District Guidelines:

- The employing school district/agency 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 and completed ALP form to the ADE Office of Professional Licensure **within 30 days of the out-of-field teaching 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 Addition of Areas of Licensure or Endorsement) each year that the teacher is employed in the out-of-area assignment.
- The employing school district/agency 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/Agency Assurances:

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

Superintendent: _____ Date: _____

Teacher ALP Guidelines:

Teachers shall make adequate yearly progress (as specified in the Rules Governing the Addition of Areas of Licensure or Endorsement) each year that the teacher is employed in the out-of-area assignment. 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 license or endorsement being sought.

Signature of applicant: _____ Date: _____ S.S.#: _____

RETURN COMPLETED FORM TO:

Arkansas Department of Education
Office of Professional Licensure
Four State Capitol Mall, Room 106 B
Little Rock, AR 72201-1071

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Fax: 501.682.4898
www.arkansased.org