

**ARKANSAS DEPARTMENT OF EDUCATION**  
**English as a Second Language (ESL) Licensure Endorsement**  
**Grades P-8 and 7-12**  
**(areas 307, 308)**  
*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 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 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 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 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.**

**Required assessment:**

- #521 Principles of Learning and Teaching Early Childhood, minimum score: 159 **or**
- #523 Principles of Learning and Teaching 5-9, minimum score: 164 **or**
- #524 Principles of Learning and Teaching 7-12, minimum score: 164

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 teacher 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 a teacher out of field because an appropriately credentialed teacher is not available.
- The employing district superintendent shall submit a waiver request and completed ALP form with 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 district understands that a 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 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.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

S.S.#: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

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

Phone: 501.682.4342  
Fax: 501.682.4898  
www.arkansased.org