

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 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:

- **Praxis II: Principles of Learning and Teaching, test #0521 (P-4) Passing Score 159 OR #0523 (5-9) Passing Score 164 OR #0524 (7-12) Passing Score 164**

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from 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 will sign and file this 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 district understands that a teacher will have no more than three calendar years from the date of filing with the ADE to meet full licensure requirements for the additional licensure or endorsement being sought.

School District Assurances:

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

School District authority: _____ Date: _____

Teacher ALP guidelines.

Teachers must meet full licensure requirements for the additional license or endorsement being sought within three years of beginning the ALP.

Applicant's signature: _____ Date: _____

S.S.#: _____

RETURN COMPLETED FORM TO:

Arkansas Department of Education
Office of Professional Licensure
#4 Capitol Mall, Room 106 B

Phone: 501.682.4342
Fax: 501.682.4898
arkedu.state.ar.us