

### **AUTOMATIC RENEWAL**

A standard Arkansas Teaching License shall be automatically renewed by the office of Professional Licensure upon meeting the following requirements:

1. Applicant must hold a standard teaching license.
2. Applicant must be teaching in an Arkansas public school during the year of the expiration of the license.
3. Applicant must have successfully completed a non-criminal background check by the Arkansas State Police and Federal Bureau of Investigation (at least once, as required by law).
4. Applicant must have completed the required 60 hours of professional development annually beginning with the 2005-2006 school year.
5. Applicant must have paid the required \$100 renewal fee.
6. Automatic Renewals will occur in the fall of the last effective year of the license.
7. The new license will be mailed to the school district of employment prior to licensure expiration date.

### **GENERAL RENEWAL REQUIREMENTS**

Applicants who do not meet the requirements for Automatic Renewal must submit an application for the renewal of their teaching license to the office of Professional Licensure.

Renewal packets, which include the application for renewal and background check information, may be secured through the office of Professional Licensure by calling 501-682-4342.

Applications for renewal and background check information may also be secured through the Superintendent's office of local school districts.

A standard Arkansas Teaching License shall be renewed by the Professional Licensure office upon meeting the following requirements:

#### **✓ General Renewal Requirement Checklist**

- Application
- Non-Criminal Background Check (at least once, as required by law)
- Verification of Experience
  - Two years of teaching experience during the previous five years*
  - OR-**
  - One year of teaching experience for the immediate previous year*
  - OR-**
  - Completion of six hours of college coursework within the previous five years*
- Verification of Professional Development
  - Applicant must provide verification documenting 60 clock hours annually beginning with the 2005-2006 school year.*

*If you have retired, professional development may be waived by submitting a letter from Arkansas Teacher Retirement verifying your retirement date*

*Documentation of the required professional development for the renewal of a teaching license shall be provided by a public school superintendent, human resources director, or director of other agency/organization employing licensed teachers.*

- Must have paid the \$100 licensure renewal fee.*

### **CURRENT OR EXPIRING LICENSE**

General Renewal Requirements may be used to renew a license that will expire or has been expired for less than one year.

A one-year, non-renewable provisional license shall be available for applicants not meeting general renewal requirements. (See page 3) **No fee is required for the provisional teaching license.**

### **EXPIRED LICENSE**

Applicants holding a teaching license that has expired for **more** than one (1) year and who have completed a previous specialty area assessment in at least one licensure/endorsement area must meet the following requirements for renewal:

#### **✓ Renewal Requirement Checklist-License expired more than one (1) year with specialty area exam**

- Application
- Non-Criminal Background Check (at least once, as required by law)
- Verification of Completion of Coursework **OR** Testing
  - Coursework—consists of six (6) hours of college level coursework in your area of licensure, professional education courses at level of licensure, or in technology taken within the previous five (5) years.*
  - Testing—must complete the current state required specialty area assessment in at least one (1) licensure/endorsement area.*
- Verification of Professional Development
  - Applicant must provide verification documenting 60 clock hours of approved Professional Development completed within the previous year.*

Applicants holding a teaching license that has expired for **more** than one (1) year and who have **not** completed a previous specialty area assessment in at least one licensure/endorsement area must meet the following requirements for renewal:

#### **✓ Renewal Requirement Checklist-License expired more than one (1) year without specialty area exam**

- Application

Non-Criminal Background Check (at least once, as required by law)

Verification of Testing

*Applicant must complete the current state required Praxis II specialty area assessment in at least one (1) licensure/endorsement area and the state required Praxis II pedagogy assessment at their level of licensure.*

Verification of Professional Development

*Applicant must provide verification documenting 60 clock hours of approved Professional Development completed within the previous year.*

### **PROVISIONAL LICENSE**

A one-year, non-renewable provisional teaching license shall be available for applicants not meeting general renewal requirements and for applicants whose licenses have been expired for one year or longer.

### **✓ Provisional License Requirement Checklist**

Application

Non-Criminal Background Check (at least once, as required by law)

Verification of Employment (in an educational setting in Arkansas)

### **ADDITIONAL INFORMATION**

Renewed teaching licenses shall be valid for a period of five (5) years; shall become effective January 1 of the year it is issued; and shall expire December 31 of the fifth (5) year.

Applicants shall not lose areas or levels of licensure at renewal as a result of transitioning to the new areas and levels of licensure. When possible, old areas of licensure areas will be converted to the newly adopted licensure areas at renewal. In some instances, there may be a change in the wording of the licensure area; however, the grade levels will remain the same.

### **QUESTIONS REGARDING LICENSURE RENEWAL**

Please address any questions you may have regarding license renewal to Professional Licensure. We may be reached at 501-682-4342 between the hours of 8:00 a.m. and 4:30 p.m. Monday-Friday.