

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Licensure Endorsement for 7-12 Licensed Educators to Teach the Licensed Subject**  
**area in grades 5 & 6 only**  
**(Only for educators licensed in Mathematics, Science, English, or Social Studies 7-12)**  
**Math (103), Science (104), English (105), and Social Studies (106)**  
***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 educators to teach out of field (not in the field/level in which the educator 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 educators are asked to teach in areas/levels for which they do not possess the appropriate licenses/endorsements.

**Eligibility Guidelines:** Educators must meet the following condition:

- Possess a 7-12 educator license in one of the following areas: Mathematics, Life/Earth Science, Physical/Earth Science, General Science, English, or Social Studies (Provisionally licensed educators are not eligible for this endorsement.)
- Seek to add this area
- Be assigned to teach in this area

**Assessment Requirements:** (If not previously completed)

- Praxis II Content Knowledge exam(s) in the appropriate subject area

NOTE: Test at a Glance (TAAG) study guide booklets are available online from [www.teachingandlearning.org](http://www.teachingandlearning.org). **Any educator wishing to take any Praxis assessment is strongly encouraged to obtain these study materials.**

Educators seeking to add this endorsement must successfully complete an approved performance-based program of study and pass the required assessment(s) for the new licensure area. (See the reverse side of this form for the program of study requirements.) The additional area of licensure will be added to the credential when all licensure requirements are successfully completed.

**Program of Study**

**The following areas of learning must be completed to become licensed in grades 5 and 6:**

- Adolescent growth & development

- Middle childhood teaching strategies and classroom management techniques
- Diverse learners in the middle childhood setting
- An Arkansas History Course is required only for those seeking the endorsement in Social Studies. (If the candidate has not previously completed this course.)

**Experience Background:**

The educator must hold a **7-12 grade level license**, in the one of the four (4) eligible subject areas, before being eligible to enroll in this endorsement program.

**Employing School District Guidelines:**

- The employing district will document the need to assign an educator out of field.
- The employing school district superintendent a waiver request and completed ALP form with the ADE Office of Educator Licensure *within 30 days of the out-of-field teaching assignment*, thus documenting the above statement.
- The employing school district understands that an educator working under this ALP shall make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each school year that the educator is employed in the out-of-area assignment.
- The employing district understands that an educator will have no more than six consecutive semesters 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 school year the educator 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: \_\_\_\_\_

**Educator ALP Guidelines:**

Educators shall make adequate yearly progress (as specified in the Rules Governing Educator Licensure) each school year that the educator is employed in the out-of-area assignment. If the educator EITHER leaves the ALP position OR doesn't complete the requirements within six consecutive semesters, he/she will NOT be eligible for employment again under an ALP for this area of licensure.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ S.S.#: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

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

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Fax: 501.682.4898  
www.arkansased.org