

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Library Media Licensure Endorsement**  
**Grades K-12 (area #286)**  
***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 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. School districts may not exceed the six semester limit without possible penalty.

**THIS AREA CANNOT BE ADDED BY TESTING ONLY.**

**Eligibility Guidelines:**

- possess a standard Arkansas educator license,
- seek to add this area of licensure or endorsement, and
- be assigned to teach in this area

**Educators assigned to work in this endorsement area must obtain a Master's degree or higher in Library Media Science or a Master's degree in an area of licensure. Individuals holding a Master's degree in another area of licensure must complete an ADE approved graduate, non-degree program of study in School Library Media Specialist. The application, when submitted, must bear the signature of the university's Licensure Officer verifying completion of the program of study. Passing scores on the required assessment and official transcript must be attached. The additional area of licensure will be added to the credential when all licensure requirements, including a Master's Degree in School Library Media, are successfully completed and an application is submitted with recommendation from the university.**

**Required Assessment:**

- Praxis II: Library Media Specialist, test #5311, minimum score required: 148**

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

**Recommended Content Background:**

- Teach information literacy skills and strategies integrated with content learning and provide both technological and intellectual access in a climate that promotes literature appreciation, reading, and above all, student learning.
- Lead in establishing an integrated library media program by collaborating with classroom educators to use instructional design concepts in the planning and teaching of a standards-based curriculum. Grow as an educator who, through reflective practice, active

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- involvement in educator organizations, and lifelong learning, uses daily the knowledge bases of library science, education, technology, and research.
- Advocate the ethical use of information by both modeling and teaching about equity, intellectual freedom, copyright, privacy, and confidentiality.
  - Establish equitable policies and procedures prepare and manage budgets, plan for and implement changes in facility, conduct inventory, write reports, supervise staff, and monitor all services of the library media center.
  - Provide information and reference services to the school and its community and take responsibility for evaluating emerging technologies as needed.
  - Provide information access and delivery services such as the online public access catalog, circulation, networking and interlibrary loan of resources.
  - Develop collection policies and coordinate the careful selection, acquisition, maintenance, and networking of materials and equipment, giving attention to the inclusion of diverse viewpoints and learning delivery systems.
  - Promote library media services through multiple venues, effective communication skills, media design and program development, thus consistently establishing a positive relationship within the school and the community.
  - Develop and find funding for special programs that are dynamic and accessible for diverse user groups and that serve the mission of the school.

**Employing School District Guidelines:**

- The employing school district will document the need to assign an educator out-of-field.
- The employing school district superintendent shall submit a waiver request and completed ALP form to 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 school district understands that the 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. The 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.

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

**RETURN COMPLETED FORM TO:**  
 Arkansas Department of Education  
 Office of Educator Licensure  
 Four Capitol Mall, Room 106 B  
 Little Rock, AR 72201-1071

Phone: 501.682.4342  
 Fax: 501.682.4898  
 www.arkansased.org