

Applying for Career, Lead, or Master Professional Educator Designation

Step One:

Gather the documents needed for upload.

1. Verification form from the webpage (must be completed and signed)
 - a. This verifies candidate is rated effective on most recent summative evaluation
 - b. This verifies candidate has worked as a licensed classroom teacher for a minimum of three years
2. Verification of state/Presidential award or NBCT Certification (Master Designation Only)
3. Verification of completion of approved Teacher Leader program/micro-credential (Lead Designation Only)

Step Two:

Go to <https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx>.

This will take you to your Educator Licensure System Account

Info needed for log in:

First name, last name (as on current license), date of birth, and social security number

Step Three:

Under heading, "What would you like to do?" click *Apply for a Career Continuum Designation*.

Step Four:

Select which type of designation you wish to apply for and select continue.

Designation options: Career Professional (Standard License), Master Professional, or Lead Professional

Step Five:

Complete Application

1. Select that you have 3 years of licensed teaching experience.
2. Select which type of evidence you are uploading for each document prior to uploading your evidence (PDF format only). Submit one at a time.
 - a. Proof of teaching experience
 - b. Evidence of effective educator
 - c. Master: NBCT or award recipient
 - d. Lead: completion of approved teacher leader program/micro-credential
3. Select Continue

Step Six:

Confirm your profile application information.

1. Name, date of birth, ethnicity, gender, mailing address, email address, phone number, employment information
2. Verify all information is correct by checking the box.
3. Click continue.

Final Steps:

You will receive an email stating your application has been accepted or requesting additional information. Once your application has been approved, you can log back in and print your license with the new designation on it.

Please visit our webpage to find out more information about these designations bit.ly/JoinTeachArkansas.