



All requests for additional licensure plans must be submitted throughout the school year within 30 days of the beginning assignment date of any teacher/administrator not licensed for the grade level and/or the subject areas assigned.

**FOR EACH FIRST TIME APPROVAL REQUEST (Requested regardless of the out of area assignment):**

- (1) **JUSTIFICATION FOR THE REQUEST.** Attach documentation of efforts to find a licensed teacher/administrator for the subject/grade levels listed.
- (2) Attach a copy of the following completed and signed forms for each additional licensure plan approval requested:
  - Plan of Study for Adding a Licensure Area
  - Additional Licensure Plan (teacher) or Additional Licensure Completion Plan (administrator)

Required Documents for each year		&		Documentation of Annual Progress	
ALP/ALCP Request Form	Justification	ALP or ALCP (signed)	Plan of Study	For an area that is being tested out of	For an area that requires a Program of Study
Year 1	✓	✓	✓	&	&
Year 2	✓		✓	&	Transcript for 3 semester hours of related coursework during year 1 ✓
Year 3	✓		✓	&	Transcript for 6 semester hours of related coursework during year 2 ✓

Superintendent: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Responses should be emailed to: 1) Email \_\_\_\_\_ 2) Email \_\_\_\_\_

**Please remit to:**

Division of Elementary and Secondary Education  
 David Baca, Licensure Unit Coordinator  
 Four Capitol Mall, Room 107B  
 Little Rock, AR 72201  
 david.baca@ade.arkansas.gov

**NOTE:** It is the School District's responsibility to monitor each educator in the district on an ALP/ALCP to ensure adequate yearly progress is being made as required by and stated in the Rules Governing Educator Licensure