

ARKANSAS DEPARTMENT OF EDUCATION  
Adult Education, Post-Secondary (area 229)  
*Additional Licensure Plan*

Name: \_\_\_\_\_ S.S#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ County: \_\_\_\_\_ School District: \_\_\_\_\_

School districts/agencies 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/agencies may use the ALP process to address unusual emergency situations when licensed educators are asked to teach in areas/levels for which they are not licensed. 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 rather than the one for which they are currently licensed.

**Educators assigned to teach Adult Education shall complete an approved performance-based program of study and pass the required assessment(s) for the new licensure area. The additional area of licensure will be added to the credential when all licensure requirements are successfully completed and application is submitted bearing the signature of the Arkansas University's Licensure Officer, verifying completion of the program of study. Test score and official transcript must be attached. When licensing through a university outside the state of Arkansas, the university must be nationally/regionally accredited and its education program must be nationally or state approved. The applicant must license in the state where the program is based and then apply to add the area by reciprocity. Application, out of state license, test score(s) and original transcript must be attached.**

**A qualified applicant for this license must enroll and be an active candidate at a college or university that offers an approved adult education program of study to obtain knowledge and skills in the following competency areas:**

**Recommended Content Background:**

- Understand psychology of the adult learner, including those from \*diverse populations,
- Legal and social issues related to adult education,
- Delivery of services to adult students including those from \*diverse populations,
- Instructional strategies and modification for adult students, especially those from \*diverse populations,
- Assessment for adult students, including basic assessment terminology, legal provisions and ethical principles, screening, pre-referral, referral, and uses and limitation of assessment instruments to include, but not limited to, the state-approved assessments such as TABE, BEST, CASAS, etc.
- Managing the learning environment,
- Professional roles/issues/literature for educators of adult students.

\*Diverse populations are defined to include, but not limited to, adults with learning disabilities, adult learners of English as a Second Language (ESL), and adult learners in family literacy programs, workplace classes, and correctional institutions.

**Recommended Experience Background:**

- Study and practice on how to prepare and implement an Individualized Learning Plan (ILP) for adult learners based on student’s goals and assessment results.
- Study and practice with monitoring student progress and adjusting instruction accordingly.
- Practice with ways to select and implement the format and components of effective instruction.
- Study and practice of classroom organization management, including selection of appropriate physical-social environment for learning.
- Study and practice on how to use specialized programs and materials, such as ESL, WAGE, GED Connections, etc.
- Study and practice on how to incorporate technology in delivery of instruction.
- Practice the role of an educator as a multidisciplinary team member, including participation in transition planning, including marketing, recruitment, and retention and collaboration with community agencies.
- Study and practice of the collaborative skills necessary to assist adult learners to become active participants in the educational process.
- Study and practice with the teaching of reading to adult learners.
- Study and practice of teaching in the adult basic education/adult secondary education content areas.

**Required Assessments: test #5511**

- Praxis II: Fundamental Subjects** **Minimum score required: 148**  
NOTE: Test at a Glance (TAAG) study guide booklets are available on line from [www.ets.org/praxis/prxar.html](http://www.ets.org/praxis/prxar.html) .

**Employing School District Guidelines:**

- The employing school district/agency 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/agency understands that the educator will have no more than six consecutive semesters from the first date he/she is 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/Agency 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:**

Division of Elementary and Secondary Education  
Office of Educator Licensure  
Four State Capitol Mall, Room 106B  
Little Rock, AR 72201-1071

Phone: 501.682.4342  
Fax: 501.682.4898  
[ade.educatorlicensure@ade.arkansas.gov](mailto:ade.educatorlicensure@ade.arkansas.gov)