

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Age 3-4 Special Ed. Endorsement**  
**Additional Licensure Plan, area (519)**

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 teach in areas/levels for which they are not licensed. School districts may not exceed the six semester limit without possible penalty.

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

- possess a standard Arkansas educator license in Special Education,
- 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

**For information on adding additional licensure areas by testing out or through a program of study and testing, please refer to the <https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/adding-to-a-license>**

**Required Assessments:**

Praxis II: #5692 SE: Early Childhood/Early Intervention, cut score 153 NOTE: Praxis study companions are available on line from <https://www.ets.org/praxis/prepare/materials>

**Any educator wishing to take any Praxis assessment is strongly encouraged to obtain these study materials.**

**Recommended Content Background:**

- **Growth and Development of Young Children across the Spectrum of Development**
- **Educational and Service Requirements for Children with a Range of Abilities and Special Needs**
- **Curriculum, Instruction, and Assessment for Young Children**
- **Play and Learning Environment for Young Children**
- **Collaboration with Families and Colleagues**
- **Professionalism and Growth through Professional Development**

**Employing School District Guidelines:**

- The employing school shall document the need for employing 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-area 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 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 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 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)