

Applying for Career, Lead, or Master Professional Educator Designation

Step 1: Gather documents needed for upload:

1. Verification of Teaching Experience form (completed and signed by an administrator)
 - a. Verification candidate is rated effective or highly effective on most recent summative evaluation
 - b. Verification candidate has a minimum of three years of experience as a licensed classroom teacher
2. Verification of completion of a Master Professional designation pathway or completion of a Lead Professional designation pathway (Presidential/state award certificate, NBCT certificate, proof of micro-credential or micro-endorsement completion, etc.)

Step 2: Go to your [Arkansas Educator Licensure System](#) account. To login, you will need to provide

- your name as it appears on your current teaching license
- your date of birth
- social security number

Step 3: From the AELS landing page, under the heading, “What would you like to do?” select *Apply for a Career Continuum Designation*.

Step 4: Select the type of designation: Career Professional, Master Professional, or Lead Professional. Select continue.

Step 5: Complete Application

- Select that you have 3 years of licensed teaching experience.
- Select which type of evidence you are uploading for each document *prior to* uploading your evidence (PDF format only). Submit one artifact at a time.
 - Proof of teaching experience
 - Evidence of effective or highly effective educator rating
 - Documentation of successful completion of Master or Lead Professional pathway
- Select Continue

Step Six: Confirm your profile application information

- Name, date of birth, ethnicity, gender, mailing address, email address, phone number, employment information
- Verify all information is correct by checking the box.
- 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 login to the system and print your license with the new designation on it.