

ARKANSAS DEPARTMENT OF EDUCATION
School Counseling Endorsement
Grades K-12 (area 288)
Additional Licensure Plan

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.

THIS AREA CANNOT BE ADDED BY TESTING ONLY.

Eligibility Guidelines: Educators must meet the following conditions:

- possess a standard Arkansas educator license,
- seek to add this area of licensure or endorsement, and
- be assigned to teach in this area

Educators assigned to work in this endorsement area must complete a Master's Degree in School Counseling (or) have completed a Master's Degree in Education or Master's Degree in a licensure/endorsement area as listed on the Areas and Levels of Licensure Chart as approved by the State Board of Education and a graduate level program of study in School Counseling that has been approved by the ADE Office of Educator Quality. They must also pass the required assessment 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 with recommendation from the university's Licensure Officer in Arkansas. Test score and official transcript must be attached.

Required Assessments

- Praxis II: School Guidance and Counseling, test #5421 Minimum score required: 156**

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from www.ets.org/praxis/prxar.html. Any educator registering to take any Praxis assessment is strongly encouraged to obtain these study materials.

The following background is strongly recommended before attempting the Praxis testing:
Recommended Content Background:

- Knowledge of practices of counseling and guidance,
- Knowledge of consulting practices,
- Coordinating,
- Professional guidance and counseling issues.

Recommended Experience Background:

- Experience with dyadic counseling, including small group.
- Practice with providing indirect services to P-12 students, including consultation with school staff, families, and community agencies on such matters as interpersonal relations, human development, curriculum, and school climate.
- Experience with legal and ethical considerations that govern counseling functions in public schools.
- Practice the management and organization of program evaluation.

Employing School District Guidelines:

- The employing district 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 with 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 district understands that an 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 school 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 school year that the educator is employed in the out-of-area assignment. 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 license or endorsement being sought.

Applicant Signature: _____ S.S.# _____ Date: _____

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