

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Foreign Language: Spanish**  
**Grades K-12 (area 710)**  
***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.

**Eligibility Guidelines:**

- possess a Arkansas standard 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.

**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: Spanish: World Language, test #5195, Minimum score required: 168**

**NOTE: Test at a Glance (TAAG) study guide booklets are available on line from [www.ets.org/praxis](http://www.ets.org/praxis). Any educator wishing 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:**

- Listening comprehension for phonemic discrimination, understanding of idiomatic expressions, familiarity with vocabulary and structures typical of conversational Spanish,
- Language analysis,
- Speaking and writing of the Spanish language,
- Planning, teaching and evaluating Spanish instruction.

**Recommended Experience background:**

- Practice with pedagogical approaches to planning instruction.
- Developed proficiency with planning lesson plans, demonstrating why specific topics are included in the Spanish curriculum, and how the Spanish curriculum fits into the total school curriculum.
- Developed ability to write about topics such as how Spanish could be taught, including why certain methods/techniques are appropriate.
- Practice with choosing and evaluating materials and instruction for Spanish instruction.

**Employing school district guidelines:**

- The employing district will document the need to assign an educator out of field.
- The employing 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 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 teacher 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)