

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Special Education Resource, K-6th grade**  
***Additional Licensure Plan (area 530)***

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 K-6, P-4, 1-6, or 4-8 Arkansas educator license in the content area of English Language Arts, Mathematics, or Science
- 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
- complete the six one-hour training modules for pre-service Special Education teachers within 7 days of employment **or**
- Have already completed the SPED 101 Academy 3 credit hour college course which is required for completion of the Program of Study
- been assigned a mentor to provide guidance and support by the district LEA (optional but strongly recommended)

**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: Special Education: Core Knowledge and Applications, test #5354**  
**Minimum score required: 151**

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.**

**An applicant for this endorsement must enroll at a college or university that offers an approved special education program of study to obtain knowledge and skills in the following competency areas:**

**Recommended Content and Experience Background:**

- Learner Development and Individual Learning Differences
  - a. language, culture, and family background
  - b. human development and individual differences
  - c. apply knowledge of typical and atypical human development and neurological and medical factors
- Learning Environments
  - a. collaboration to create safe, inclusive, culturally responsive learning environments to engage individuals with exceptionalities in meaningful learning activities and social interactions
  - b. use motivational and instructional interventions to adapt
  - c. intervene safely and appropriately for crisis prevention and intervention

- Curricular Content Knowledge
  - a. modify general and specialized curricula
  - b. understand and apply intervention strategies
- Assessment
  - a. analyze and use formal and informal assessments to plan instruction and interventions
  - b. collaborate with colleagues and families, to use multiple types of assessment information in making decisions about individuals with exceptionalities
  - c. follow legal guidelines regarding individual programming and placement
- Instructional Planning and Strategies
  - a. consider an individual’s abilities, interests, learning environments, and cultural and linguistic factors in the selection, development, and adaptation of learning experiences
  - b. develop and implement a variety of education and transition plans for individuals
  - c. apply Universal Design for Learning (UDL) principles
  - d. use strategies to enhance language development and communication skills
- Professional Learning and Ethical Practice
  - a. legal foundations for special education
  - b. legal issues of disciplining individuals with exceptionalities
  - c. use professional Ethical Principles and Professional Practice Standards to guide teaching
  - d. serve as an advocate
- Collaboration
  - a. use collaboration to promote the well-being of individuals with exceptionalities across a wide range of settings and collaborators

**Employing School District Guidelines:**

- The employing school 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 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 school 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 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. 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)