

## INSTRUCTIONS for the DESE- APPEL Program 2021 Application Process

Applications are accepted from March 1, 2021 through June 30, 2021, for Year ONE Summer Academy.

There are several APPEL site locations available and two choices of dates: June 7-11, 14-18, 21-25, 2021 OR July 12-16, 19-23, 26-30, 2021. If the site chosen or the date chosen conflict in any way OR if the site choice does not make due to insufficient enrollment numbers, then the applicant will be notified and can choose another site or date as preferred.

BEFORE beginning the on-line application be sure to have the documents listed below. Uploading a copy of the documents to your application will expedite the processing and approval time. Not all documents are required to be attached. However, if you are able to upload these, you should do so.

Eligibility for admission will not be considered until all documents are available and the application is received. Incomplete applications (any missing items) will receive a denial letter.

Have the following items ready to upload to this application:

### MINIMUM REQUIREMENTS (1-3 must be met for admission):

1. PDF copies of your transcript(s) from each college/university attended including the transcript(s) showing degree(s) conferred. Save or scan all transcripts into one PDF file named Transcripts and upload that file.

NOTE: The uploaded copies are NOT considered official. An official transcript(s) MUST be submitted directly from the college/university via electronic submission or mailed to ADE. Request the college/university to send the transcript to the Office of Educator Licensure, Four Capitol Mall, Room 106B, Little Rock, AR 72201, or electronically through EDI with the recipient code ADELIC. Transcript can also be sent electronically directly to [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov).

2. PDF copy of your passing score report for the required Praxis Subject Assessment(s). The latest version of your score report received from ETS should show all Praxis tests you've taken. If not, save or scan all Praxis reports into one PDF file named Praxis and upload that file.

NOTE: If a Praxis Subject Assessment for the subject/grade for which you intend to teach has been taken but not yet passed, then please attach a copy of the score report showing the highest score to date. If the highest score to date meets the score for the Alternate Assessment Plan, then admission to APPEL is possible under this plan.

See here for details and a score chart:

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/alternate-assessment-plan-aap>,

3. A pdf copy of two professional letters of recommendation. These letters MUST be uploaded to the application (not optional). References should send the letters directly to the applicant. Letters MUST include the email or phone number of the person writing the letter. Letters SHOULD NOT be emailed or mailed directly to the APPEL office. Save or scan both letters into one PDF file named LOR and upload that file.

### WEIGHTED CRITERIA (5 and/or 6 must be attached to be considered for points):

5. If a test is to be considered for points under the Admission Test category, then a copy of the Admission Test score report must be uploaded. The Praxis CORE might have been reported directly to DESE and are on file in the system. The system will be checked. However, sometimes the scores do not get reported. It is best to upload the score report if available. Or upload a copy of any of the other tests considered under this category. See Chart 1 in the 2020 APPEL Participant Handbook (on the webpage) for threshold scores required on these tests. Save or scan the score report into one PDF file named Admission Test and upload that file.

6. If experience is to be considered for points under Teaching Experience, then upload a copy of a resume or work history. For each position listed, include the name of the entity where employed, the supervisor's name with a phone number and/or email address, the title of the position and a detailed description of the daily work. Save or scan this document into one PDF file named Work History and upload that file.

Points for the Degree, GPA and Course Grades categories will be verified from the transcript(s). If an interview is necessary, then applicants will be notified by email to include information on how to prepare for and schedule the interview.

If all documentation above is ready to submit, then complete and submit the APPEL application. You will find the link directly below. This application does not save and has no mechanism for returning to add items or make edits. Once submitted, you will receive a confirmation email with copy of the application for your records.

<https://educatorpreparation.wufoo.com/forms/xpw7yam1lkruvx/>