

Arkansas Department of Education

Process for Enrollment in the APPEL Late Summer Academy – 2016

For District Officials:

APPEL is accepting applications for the Late Cohort. Candidates applying for the Late Cohort must be recommended by a district hiring official by letter, on official district letterhead, for a specified position open in 2016-2017. APPEL must receive this letter from the hiring official no later than close of business on Friday, July 8, 2016. The district official may fax the letter to Ann Crosser at 501-682-5118 or by email to ann.crosser@arkansas.gov.

- ❖ Late Cohort criteria:
 - Accepting applicants for licensure levels of:
 - Elementary K-6 *****NEW***** (see Attachment A for details and conditions),
 - Middle Childhood 4-8 (any one or more areas),
 - K-12 and 7-12 areas (see Attachment A for details),
 - Capped at 60 participants,
 - Admitted on a first come, first served basis,
 - First consideration for critical shortage subject or high need geographic areas,
 - Does not accept candidates for Special Education
- ❖ Praxis exams **NOT** required to be passed before admission to the Late Cohort:
 - Candidates **MUST** meet all other acceptance criteria, including GPA or GPA Waiver requirement (see Attachment B),
 - Candidates will submit all passing score reports for previously passed tests,
 - If no tests have been passed, then registration for July/August/September 2016 testing window must be submitted with the application.
- ❖ Admission for Late Cohort **does not** automatically yield a Provisional license,
 - If all tests are not passed upon application, then candidates will receive a Conditional Enrollment Agreement (CEA). The testing conditions must be met before a teaching license will be issued for 2016-17.
 - CEA must be signed by the school district hiring official and the participant,
 - CEA must be returned and on file in the APPEL office by July 11, 2016,
 - Preferably all tests should be passed by the time school begins in August, if not, the candidate may only be employed as a substitute or long-term substitute (waiver must be approved by Office of Educator Licensure),
 - ALL exams must be taken and passed by October 1st and all background checks must clear **BEFORE** a license will be issued,
 - If CEA conditions are **NOT** met by October 1, 2016, the candidate is administratively withdrawn from APPEL and will not be eligible for licensure through APPEL for the 2016-17 school year.

For APPEL Late Cohort Candidates:

Once the recommendation from the school district hiring official is secured, and the official notification from the district has been received in the APPEL office, the candidate should:

- ❖ Submit an **online APPEL application**:
 - Applications are located at <http://www.arkansased.gov> click “A” in the alphabetical listing and click the Arkansas Professional Pathway to Educator Licensure link. Under Related Links click on the APPEL Online Application.
 - Under required Praxis scores, if passed, enter the score, if not enter N/A
 - The application will be available from
 - **May 27, 2016 through July 11, 2016**

Submit an application packet to include the following:

- ❖ Original, **official transcripts** from all colleges/universities attended documenting a bachelor’s degree or higher with an overall grade point average of 2.70 or higher (or a 2.90 in the last 60 hours of coursework completed).
 - Electronic versions of transcripts are acceptable. The college/university must email the electronic version directly to the APPEL Program Advisor for it to be considered official. It should be emailed to ann.crosser@arkansas.gov.
 - A GPA waiver is possible. See Attachment B for details.
- ❖ **Passing score report** for the Praxis I or Praxis CORE exam (or an acceptable graduate-level exam if the candidate holds a Master’s Degree).
 - See Attachment B for details on acceptable graduate-level exams.
- ❖ For candidates who have not taken the Praxis CORE exam (Reading, Writing and Math) this test may be taken at one of the approved computer-delivered testing sites. **Proof of registration** must be submitted with this application packet.
 - This exam is available in two to three week windows.
 - Must register for July/August/September testing window.
 - Go to www.ets.org to register. Call 1-800-772-9476 with any questions.
 - Register for the Praxis CORE: 5751: Combination.
 - Report scores to code 7031 (ADE) AND choose 7032 (APPEL) as the teacher preparation institution.
 - Proof of registration for the Praxis CORE exam must be submitted with the application packet.
 - A passing score report for all three parts of Praxis CORE must be submitted to the APPEL office NO LATER THAN October 1, 2016.

- ❖ **Passing score report(s) for the Praxis Subject Assessment test(s)** in the desired licensure content area.
- ❖ For candidates who have not taken the Praxis Subject Assessment exam(s). These tests may be taken at one of the approved computer-delivered testing sites. **Proof of registration** must be submitted with this application packet.
 - Exams are available in two to three week windows at computer-delivered sites.
 - Must register for July/August/September testing window.
 - Go to www.ets.org to register. Click State Requirements and choose Arkansas. On the Arkansas page click Testing Requirements. This shows exactly which tests are required for licensure in Arkansas.
 - A Principles of Learning and Teaching (PLT) or Pedagogy test is not required for entry to APPEL. Do NOT register for PLT or Pedagogy at this time.
 - Pay close attention to content exams. Sometimes there are two exams required for the licensure area. Call Vanessa Holt at 501-371-1580 with questions regarding Praxis exams.
 - Report scores to code 7031 (ADE) AND choose 7032 (APPEL) as the teacher preparation institution.
 - Proof of registration for the Praxis Subject exam(s) must be submitted with the application packet.
 - A passing score report for all, required Praxis Subject exams must be submitted to the APPEL office NO LATER THAN October 1, 2016.
- ❖ **Proof of payment for background checks.**
 - State and FBI and DHS Child Maltreatment Central Registry background checks are required.
 - For information on where to acquire the proper forms call ADE at 501-682-4342.
 - Information is also available by clicking [HERE](#).
 - Submit receipt of payment with the application.
- ❖ All documentation is to be mailed to:
 - APPEL 2016 Late Cohort
Arkansas Department of Education
4 Capitol Mall, Room 102-B,
Little Rock, AR 72201

Recap of Required Document List:

1. Letter of Recommendation from District Official
2. APPEL Online Application
3. Official Transcripts
4. Passing Praxis or substitute Score Reports or Praxis Test Registration
5. Proof of Starting Process for Criminal Background Checks
6. Conditional Enrollment Agreement or Employment Eligibility Form (by July 11)

Information about the 2016 APPEL Late Summer Academy

- Dates of Instructional Modules are July 11-29, 2016, Monday-Friday from 8:00 a.m. to 3:30 p.m. daily.
 - Location: Hendrix Campus, 1600 Washington Avenue, Conway, AR.- Student Life Technology Center - Campbell Dining Hall
 - Lunch: Participants are responsible for their own lunch; options include Hendrix cafeteria, break room in the building with refrigerator and microwave, various restaurants in the area.
 - Housing: Dorm rooms are available at a total cost of \$200 for three the week period. Payment is due when participants check into the dorm. Dorm rooms are **limited**. It is important to contact Brenda Lenderman as soon as possible if a room is needed (brendalenderman@gmail.com or [479-650-8765](tel:479-650-8765)). (Participants will provide their own necessary bedding and linens.)
- ❖ Subsequent instruction for program completion runs September 2016 through May 2018. All participants who successfully complete the initial summer phase of instruction will be assigned to and attend the regional site of their choice for the remainder of the program. This includes eight monthly modules (4 face to face and 4 online) in 2016-17, three weeks in the summer of 2017, and eight monthly modules (4 face to face and 4 online) during 2017-18.
- ❖ Regional site locations are:
- Southeast Arkansas Educational Cooperative, Monticello
 - Pulaski Tech- Main Campus, North Little Rock,
 - Dawson Educational Service Cooperative, Arkadelphia
 - Northwest Arkansas Community College, Bentonville
 - Southwest Middle School, Searcy
 - Northeast Arkansas Educational Service Cooperative, Walnut Ridge
 - Van Buren High School, Van Buren

Questions should be directed to Ann Crosser at ann.crosser@arkansas.gov or by calling 501-371-1582.

Attachment A

Elementary Licensure K-6

The APPEL program will accept Elementary K-6 candidates for the Late Cohort on a needs basis. If recommending a K-6 candidate, the recommendation letter must also include:

- A statement of need for K-6 teachers in the district indicating how many K-6 positions are available and how many applicants there are for those positions, and
- A statement identifying the district's recruitment efforts for K-6 teachers.

Middle School Licensure 4-8

The Arkansas Department of Education (ADE) Rules Governing Educator Licensure currently require an educator seeking a first license in middle school (4-8) to license in at least two middle school areas. Licensure candidates who have completed a middle-level program and have passed one content area assessment may apply for a waiver of the rule requirement (5-1.02.1) to allow candidates the opportunity to license in one middle school area under a provisional license. The candidate will only be able to license and teach in the area where they have passed the middle school content knowledge exam. Waiver approvals will be reviewed on a case-by-case basis.

Candidates seeking licensure through a non-traditional licensure program will work with the program advisor of the non-traditional program to apply for the provisional license. The provisional license will be issued upon employment in an Arkansas public school.

Please be reminded that educators working under a provisional license are not eligible to work under an Additional Licensure Plan (ALP). Any educator with a provisional license in one middle school area may only teach courses covered under the provisional license.

Areas for APPEL Teaching License:

Agriculture Science Technology 7-12

Art K-12

Business Technology 4-12

**Computer Science 4-12

Chemistry 7-12

Drama 7-12

Drama/Speech K-12

English Lang Arts 7-12

Family and Consumer Science 7-12
French K-12
German K-12
Industrial Technology 7-12
Japanese K-12
Journalism 7-12
Latin K-12
Life Science 7-12
Earth Science 7-12
Mandarin Chinese K-12
Marketing Technology 7-12
Mathematics 7-12
Middle School English Lang Arts 4-8
Middle School Mathematics 4-8
Middle School Social Studies 4-8
Middle School Science 4-8
Music Instrumental and Vocal K-12
Physics 7-12
Physical Education/Health K-12
Physics/Mathematics 7-12
Social Studies 7-12
Spanish K-12
Speech 7-12
*Coaching Endorsement K-12
*ESL Endorsement K-12
*Certain Career and Technical Permits

*Other conditions for endorsement areas/technical permits must be met as well. Contact the APPEL office at ade.appel@arkansas.gov for details.

**To increase the number of computer science teachers to support Arkansas's CS initiative, the ADE will pay tuition for up to 50 qualified candidates who enroll in the APPEL program. Qualified candidates must enroll by the July 8, 2016 deadline. Funding is subject to availability and will be credited as the candidate completes the entire application process (including passing the Computer Science test).

Attachment B

How do I apply for a GPA waiver?

Deadline of ALL required waiver documents due July 8, 2016.

Candidates for the APPEL program may be exempt from the standard minimum GPA requirement. In addition to meeting the above-mentioned qualifications (degree, background checks, and online application), the following items must also be in place and/or submitted within the application window, preferably very early in the window, to document:

- A minimum of a 2.25 cumulative undergraduate or graduate grade point average.
- Work history specifically for the fifteen (15) years of experience in the field related to the teaching/licensure subject area, to include:
 - Name of Organization
 - Mailing Address
 - Phone Number
 - Full Name of Immediate Supervisor
 - Supervisor's Job Title
 - Title of Position held while employed
 - Number of Years of Employment
 - Brief Description of Job Duties
- A justification statement, written by the applicant:
 - expressing the desire to become a teacher, and
 - listing the reasons why the applicant will be a good teacher, and
 - documenting any previous experience working with children, and
 - explaining how work experiences directly relate to the content subject area
- Two letters of professional recommendation submitted directly to the APPEL program office by the references.

What is the requirement for substituting a score for Praxis CORE?

Applicants who have previously taken the GRE, LSAT or MCAT and meet the cut scores, as indicated in the chart below, may substitute these scores in lieu of Praxis CORE.

- These scores must be 10 years old or less to qualify.
- If any part of the GRE was taken and passed, these scores are acceptable for APPEL.
- An applicant who did not pass any one part of GRE must take that part(s) of the Praxis CORE exam(s).

For example, GRE Verbal and Writing were passed, but the Quantitative portion was not passed. The Verbal and Writing are acceptable but the applicant must now take and pass the Praxis CORE: Mathematics.

- Submit an official score report or official letter (with seal) from a college/university graduate program or law school program documenting these scores with your application packet.

Post-Baccalaureate Programs				
GRE (after 2012)	GRE (before 2012)	LSAT	MCAT (before 2013)	MCAT (after 2013)
(Verbal) 142	(Verbal) 370	Minimum Score of 149	Minimum Average Score of 8.5L	Minimum Average Score of 8.5
(Quantitative) 142	(Quantitative) 370			
(Writing) 3.5	(Writing) 3.5			