

**FALL 2024 Department of Teacher Education
Admission to Teacher Education Program
Application, Overview, and Admission Interviews**

The Department of Teacher Education on the A-State (Jonesboro) campus allows students to register for classes prior to admission to the program. **Students who have not met admission criteria by the first day of class may be required to drop courses requiring admission.**

ADMISSION APPLICATION

You may access all necessary links and forms at:

<https://www.astate.edu/a/prof-ed-programs-office/admission/check-point-1.dot> (Professional Education Programs Office -> Admission -> Checkpoint 1)

The admission application is completed online. You will upload your documents (saved as PDFs only) and complete the application at this link (also available at the above webpage):

https://astate.qualtrics.com/jfe/form/SV_5pwGhesazly3B9s

The following are part of the admission process and some will be part of the documents you upload at the admission application link above. These are listed in the recommended order of completion and NOT the order in which they are listed at <https://www.astate.edu/a/prof-ed-programs-office/admission/check-point-1.dot>

✓ **Approved Arkansas State Police (ASP) and Federal Background Check and the Arkansas Child Maltreatment Background Check through the Arkansas Department of Education (Admission Step #9)**

You need to begin the multiple Background checks in a timely manner to have them cleared by the date of your admission interview; this can take several weeks. Information about the process is available at the Checkpoint 1 link above. Please read the document carefully; all information you need for submission is provided. Please note there is a cost of \$49.25 total for these background checks and you will need to prepay for them to be processed.

If you have completed background checks for positions OTHER than AR public schools, you will most likely have to submit these again following the DESE requirements. You can check this link <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx> to determine if your background checks are in the DESE system. Only background checks in the DESE system will be allowed for admission. All background checks need to be within a year of each other AND no more than a year old.

Your fingerprints must be from an approved LiveScan location as listed on the form. Fingerprints from other locations do not connect to the Arkansas Department of Education system and are not recorded. The system cannot just be advertised as LiveScan but must also **be connected to the Arkansas Department of Education**. A map and list of Educational Cooperative and their websites can be found here

<https://www.swaec.org/coops>; the cooperatives are places you may do the fingerprinting. Please refer to the website as fingerprinting usually requires an appointment.

PLEASE follow the directions for completing the Background Check and Child Maltreatment paperwork as provided. *You will NOT be contacted if your paperwork is not accepted by these systems and your background checks will not be completed. You will not be admitted*

to the program. You are able to check the progress of your approvals by logging onto <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>.

Here are answers to some frequently asked questions about the background check process forms:

Background Check Consent Form:

Reason for check – Teacher (Pre-Service)
Employer – Scroll down to IHE with EPP: Arkansas State University (almost to the bottom of the list)

Online Background Check System:

Choose a School – Arkansas State University
Verification Code - 8800002
Reason – EDUC Teacher (preservice)

Arkansas Child Maltreatment Registry Form Generator:

You need a registry check - You are a teacher, pre-service teacher, work for or attempting to work for a school in Arkansas

Education Information Section:

Choose applicant type as licensed teacher and leave all other sections IN THIS SECTION blank (if it does not have an asterisk (*), it is not required; notice the email is asterisked but one is already entered in).

After two to three weeks, review your status at

<https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>

All three cleared will look like (red boxes are to make this stand out and will not be on your page):

Non-Criminal Background Information (NCBC)		Status:	Cleared
NCBC Action Date:	6 Month Effective Date:	6 Month Expiration Date:	
ASP Cleared Date: 11/30/2020	FBI Cleared Date: 12/10/2020	Central Registry Cleared Date: 1/7/2021	

If your FBI or State Police checks have not processed in 3 – 4 weeks, please contact:

Clara Toney, Public School Program Advisor

Office of Educator Licensure; Arkansas Department of Education

Phone: 501-682-4342; Email: Clara.Toney@ade.arkansas.gov

If the Child Maltreatment has not cleared after two weeks, contact the Arkansas Department of Human Services at (501) 682-0405.

Pay attention to the name you used to create the background check paperwork (including if you used your middle name or initial, capitalization) because you will need to use the same exact name in this next step.

✓ **Professional Ethics Assessment (Admission Step #6)**

You will need to complete the Professional Licensure Standards Board (PLSB) - The Code of Ethics Training Video (2018) Course #ERC19048.

- Read the Code of Ethics for Arkansas Educators.
[https://adecm.ade.arkansas.gov/Attachments/Code_of_Ethics_for_Arkansas_Educators_\(Effective_7-3-20\)_155732.pdf](https://adecm.ade.arkansas.gov/Attachments/Code_of_Ethics_for_Arkansas_Educators_(Effective_7-3-20)_155732.pdf) **Section 6**
- Register for an account with AR IDEAS at <https://ideaslms.aetn.org/>
 - Use the same EXACT name you used to submit your background check paperwork.
 - In the Choose Organization, scroll down to Teacher Education programs and select Arkansas State University.
- Once your account is created you can then search for the training 19048 (Do not use ERC in the search box.).
- Complete the training as directed.
- Download your certificate of completion; you will upload your PDF certificate with the online application.

NOTE: If you have difficulty creating your AR IDEAS account please make sure you can find yourself in the AELS system:

<https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>.

If you are in the system, and you are using that same name to create your AR IDEAS account, then please contact the help desk:

ArkansasIDEAS Help Desk: Mon-Fri | 7:00 AM - 5:30 PM
Phone: (800) 488-6689; Email: ideas@myarkansaspbs.org

NOTE: Background checks and AR IDEAS are systems outside the purview of A-State; we cannot “fix” issues with these systems for you.

✓ **Educator Disposition Assessment (Admission Step #5)**

If you took TE 2003 at A-State, you should have the *EDA (Educator Disposition Assessment)* you completed in class to upload for admission. If you are transferring into A-State this fall (WELCOME!), you need to review the video about the *EDA*, complete the *EDA*, and upload your completed *EDA* with your admission application. In both cases, I recommend having access to a copy of your completed *EDA* during the admission interview. You may access it electronically or bring a hard copy – no one else needs it but you. You may watch the *EDA* video here: <https://screencast-o-matic.com/watch/cYij3N55PX> (password is admission). An *EDA* form is available at the Checkpoint 1 link above. You need to download and save it to your device; open it from your device in Adobe Reader (NOT a browser like Chrome); complete it; SAVE IT AGAIN to your device. A completed *EDA* means that you have scored yourself using the dropdown menu on all 9 indicators AND completed the reflection at the end.

THIS IS SCORED:

Disposition	Needs Improvement	Assessment
1. Demonstrates Effective Oral Communication Skills	0	
score = 2 ↑	<input type="checkbox"/> Does not consistently model Standard English as evidenced by making major errors	

THIS IS NOT SCORED:

Disposition	Needs Improvement	Association
1. Demonstrates Effective Oral Communication Skills	0	
score = NA ↑	<input type="checkbox"/> Does not consistently model Standard English as evidenced by making major errors <input type="checkbox"/> Does not vary oral	<input type="checkbox"/>

PLEASE NOTE: this must be uploaded as a PDF only.

PLEASE NOTE – trying to fill the EDA form out in a browser means the form is likely to NOT save your data; you will upload a blank document; you will not be ready for admission.

- ✓ **Technology Survey (Admission Step #7)**
https://astate.qualtrics.com/jfe/form/SV_9LefSUDwLiO4TwG
- ✓ **SUMMER Grades (Related to Admission Steps #2, 3, 4)**
If you are completing courses during the summer that are either courses you need for admission (Freshman English I or II, College Algebra or Quantitative Reasoning, Introduction to Education, Oral Communication/Public Speaking) **OR** you need for GPA purposes (2.7 overall), you may go through the admission process but will need to upload your transcripts with those grades (if not A-State courses) as soon as possible. You will not be admitted until proof of grades/GPA are submitted.
- ✓ **Verification of Receipt of Mission and Values (Admission Step #8 and 10)**
“Verification that a copy of the Mission & Values, Teacher Education Outcomes and Arkansas Teaching Standards was received” -- If you are transferring to A-State (or never paid attention before), I direct you to the *Teacher Education Handbook* which provides an overview of aspects of your program, including the Mission, Values, Outcomes, and Arkansas Teaching Standards, as well as policies related to the field experiences/internships and licensure. You will find the Handbook here: <http://www.astate.edu/a/prof-ed-programs-office/index.dot> on the right side of the page. The verification question is part of the online application. This *Handbook* will be reviewed briefly during the Orientation.
- ✓ **Application submission and Clarification of Teacher Education Admission/Retention Standards (Admission Step #8)**
The Clarification is part of this online application.
- ✓ **Application for Admission Signature Verification (Admission Step #11)**
The “Application for Admission Signature Verification” will be provided to you to complete during the Admission Overview and Interview.

OVERVIEW AND ADMISSION INTERVIEW (Admission Step #11)

For FALL 2024, the Department of Teacher Education Admission to Teacher Education Overview and Interview will be offered on the following dates. Plan to be available the entire time, but typically the process does not last all 3 hours. You need attend only one.

- Wednesday, July 31, 10 am to 1 pm
- Wednesday, July 31, 2 pm to 5 pm
- Thursday, August 1, 9 am to noon
- Thursday, August 1, 1 pm to 4 pm

If you are not available any of these dates/times. Please let Dr. Grymes know immediately by emailing her at grymesj@astate.edu.

You will need to register for the interview using the link below. About a week prior to your registration date Dr. Grymes will send out finalized information about logistics (where to go,

what to expect, what to bring). You need to register for an admission interview so we are able to contact you about the interview and review your admission status.

Click here to register for a Department of Teacher Education Admission Overview and Interview for students beginning the Junior year coursework on the A-State campus Fall 24.

https://astate.qualtrics.com/jfe/form/SV_3fx0pktOS7veQuO