

## LICENSED EDUCATOR RENEWAL STEPS AND PROCEDURES

EMPLOYER: FAYETTEVILLE SCHOOL DISTRICT  
VERIFICATION CODE: **7203000**  
SCHOOL DISTRICT CONTACT NAME: MICHELLE FLICKINGER  
EMAIL: [michelle.flickinger@fayar.net](mailto:michelle.flickinger@fayar.net)  
SCHOOL DISTRICT PHONE: **479-444-3000**  
SCHOOL DISTRICT FAX: **479-973-8614**  
SCHOOL DISTRICT ADDRESS:  
**1000 W BULLDOG BLVD. FAYETTEVILLE, AR 72701**

### STEP 1

GO TO THE FOLLOWING WEBSITE:

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/renewing-a-license>

1. CLICK ON BACKGROUND CHECK DIRECTIONS
2. CLICK ON THE BLUE LINKS FOR STEPS ONE, TWO, AND FOUR. ALL OF THE INFORMATION THAT IS REQUESTED ON THESE FORMS IS FOUND AT THE TOP OF THIS PAGE. EX.: VERIFICATION CODE AND CONTACT INFO.
3. PRINT OFF YOUR CONSENT FORM ONCE COMPLETED AND YOUR RECEIPT FROM PAYING YOUR BACKGROUND CHECK PAYMENT. YOU WILL NEED BOTH OF THESE ITEMS TO TAKE WITH YOU FOR FINGERPRINTING.
4. CLICK THE BACK ARROW AND GO BACK TO THE MAIN PAGE AND GO TO ITEM NUMBER 2 OR CLICK ON THE BLUE LINK LISTED BELOW.

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

THIS IS WHERE YOU WILL PAY YOUR \$75.00 LICENSE RENEWAL FEE.

THE DISTRICT WILL SUBMIT PROFESSIONAL DEVELOPMENT HOURS FOR YOU IN AUGUST. IF YOU **HAVE NOT** BEEN WITH THE DISTRICT FOR 5 CONSECUTIVE YEARS THEN YOU WILL NEED TO CONTACT YOUR PREVIOUS DISTRICTS AND UPLOAD YOUR OWN PROFESSIONAL DEVELOPMENT HOURS BEFORE YOU PAY YOUR \$75.00 RENEWAL FEE.

### STEP 2

GO TO THE FOLLOWING WEBSITE TO SCHEDULE YOUR FINGERPRINTING APPOINTMENT:

<https://www.starfishnw.org/about-us/fingerprinting/>

WHEN YOU OPEN THAT LINK PLEASE FOLLOW ALL INSTRUCTIONS ON THE PAGE. IT WILL TELL YOU WHAT YOU ITEMS TO BRING WITH YOU.