

# License Renewal Process



## FORMS

- Fill out the licensure application/renewal form online at (pay \$75 fee online):  
<https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx>
- Fill out Child Maltreatment Central Registry form at (print and mail with \$10 fee payment):  
[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/Central\\_Registry\\_Form\\_011513.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf).
- Obtain a signed Proof of Employment form from your supervisor or the central office.

## FEES

- Pay \$75 application fee--can be done online: <https://www.ark.org/ade-renewal/index.php> (You can pay at this link, or you will be prompted to pay when you fill out the application online)
- Pay \$10 Child maltreatment fee--send personal check in with the Child Maltreatment Central Registry form
- Pay \$39.75 FBI background check--can be done online\* and you will need your receipt in order for the fingerprinting [https://www.ark.org/ade/licensure\\_cbc/index.php](https://www.ark.org/ade/licensure_cbc/index.php) (\*Out-of-state applicants must do this by mail or in person at ASP Headquarters).

## FINGERPRINTS

- Have a copy of the Transaction id # from Arkansas State Police (should be on the receipt for the \$39.75 fee).
- Have your Driver's License or other state issued i.d. Available.  
***Have your signed Proof of Employment form***
- Go to Dawson Co Op in Arkadelphia for fingerprinting
- Go to Building 6, first office to the right. Amanda Stamps, Michael Arnold, or Tonia McMillan will assist you.
- Hours: 7:30 AM - 4:30 PM Monday through Thursday (July and August) (Please note: you do not need an appointment, but please call during the months of June, July, and the first two weeks of August due to high demands and let them know you are coming.)
- Other Hours for Months (Excluding July and August) - 8:30 - 4:00 Monday through Thursday and 8:30 - 3:00 on Friday.

**NOTE: Fingerprinting must be done within 14 days of paying for the FBI background check or you will have to submit payment again.**

You do not have to bring your Social Security card, but Dawson will ask you the number for paperwork purposes only. For More Information Contact Dawson CoOp at (870) 246-3077 ext. 109

Contact ADE For more details about the overall process, visit:

<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/renewing-a-standard-educator-licensure>