

OUT-OF-STATE APPLICANT FOR LICENSURE BY RECIPROCITY follow these steps:

INSTRUCTIONS	ONLINE LINKS (All links may be found by going to arkansased.org, click on "E", then click on "Educator Licensure Unit", then on "Background Check Requirements")
<p>STEP ONE (PAYING)</p> <p>Read the instructions given on the Online Payments for ASP and FBI document.</p> <ul style="list-style-type: none"> • Pay online with a debit or credit card. • Print the receipt. 	<p>Online Payment Instructions: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Instructions_for_payment_for_online ASP and FBI background checks revised 10 03 2016.pdf</p> <p>Online Payment Webpage: www.ar.gov/ADEbackground</p>
<p>STEP TWO (CONSENT FORM)</p> <p>Complete the ONLINE CONSENT FORM.</p> <ul style="list-style-type: none"> • Print the form when completed. (The applicant may download the form to a mobile device.) 	<p>Online Consent Form: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</p>
<p>STEP THREE (FINGERPRINTING)</p> <p>OBTAIN A PRE-PRINTED FINGERPRINT CARD FROM THE DEPARTMENT OF EDUCATION</p> <p>Go to a local law enforcement office for fingerprinting, and bring with you:</p> <ul style="list-style-type: none"> • A Department of Education pre-printed fingerprint card • A copy of the receipt with the transaction number (an electronic copy is acceptable) • A copy of the Online Consent Form • Your government-issued photo ID <p>RETURN ALL DOCUMENTS (consent form, fingerprints) to the Department of Education</p>	<p>List of Live Scan Locations: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Live_Scan_Locations_01_17_2017.pdf</p> <p>Map of Education Service Cooperatives: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/background_checks/Map_of_Education_Service_Cooperatives.pdf</p>

* If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.

* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.