



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Admission and Licensure Background Checks

- **For Teacher Education Program Admission**

All candidates seeking admission to an initial licensure program must complete both parts of the background check process as a requirement for program admission. This process can take 3-4 weeks to complete. Begin this process early so that it does not delay acceptance into the teacher education program.

- **For Initial and Provisional Licenses**

Provisional and initial licenses require an approved criminal history check (ASP & FBI) and Arkansas Child Maltreatment Central Registry check that is **less than one year old**.

For more information, please contact:

Clara Toney, Public School Program Advisor

- Office of Educator Licensure
Arkansas Department of Education
Four Capitol Mall, Room 102-B
Little Rock, AR 72201
- Phone: 501-682-4342
- Fax: 501-682-4898
- Email: clara.toney@ade.arkansas.gov

Joi Crawford, Legal Services Specialist

- Professional Licensure Standards
Four Capitol Mall, Box 30
Little Rock, AR 72201
- Phone: 501-682-4695
- Fax: 501-682-3781
- Email: joi.crawford@ade.arkansas.gov

Disqualifying Offenses

Arkansas State, FBI, and Child Maltreatment Central registry background checks are required for student teaching internship, first time licensure and all licensure renewals, first employment or change of employment in a public school, charter school, or education service cooperative.

Arkansas Code Ann. §§ 6-17-410 and 6-17-414 identify the disqualifying offenses. A summary list may be found at: [Disqualifying Offenses](#) (PDF).

Please note, all the instructions can also be found using the following link:

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/licensure/background-check-process>

Background Check Process

Step One: Online Background Check Consent Form

- 1) Check the reason for the background check – **Teacher (Pre-Service)**
 - a. If you are already licensed, please choose the reason that best matches your situation.
- 2) Under the **Employer** portion, choose **IHE with EPP: Arkansas State University**
 - a. If you are already licensed, please choose your current employer.
- 3) Complete all of the personal information and click *Continue*.
- 4) Type your name in the box to complete the Electronic Signature, check the box to agree, and click *Continue*.
- 5) Download the PDF and print it. **You must bring this with you to your fingerprinting appointment.**

Step Two: Background Check Payment

- 1) Choose a School District/Location: Arkansas State University
 - a. If you are already licensed, please choose your current employer.
- 2) Verification Code: **8800002**
 - a. If you are already licensed, you will need to get your employer's code.
- 3) Reason Fingerprinted: **EDP Teacher (Pre-Service)**
 - a. If you are already licensed, please choose the most appropriate reason for your situation.
- 4) Complete the required personal information and click *Next*.
- 5) Complete the payment (\$38.25) and print your receipt. **You must bring this with you to your fingerprinting appointment.**

Step Three: List of Approved Live Scan Locations

- 1) Find your nearest Live Scan location and call to make an appointment.
- 2) Items to bring with you:
 - a. **Online Background Check Consent Form**
 - b. **Background Check Payment Receipt**
 - c. **Government issued ID (ex. Driver's License)**
- 3) Out of state applicants may call the Professional Education Programs office at 870-972-2099 to request a fingerprinting card mailed to them.

Step Four: Arkansas Child Maltreatment Central Registry Check

Stage 1: [Arkansas \(AR\) Child Maltreatment Central Registry Form Generator](#) Process

- 1) Select: **You are a teacher, pre-service teacher, work for or attempting to work for a school in Arkansas.**
- 2) Applicant type: **Licensed Teacher**
 - a. School district should already be filled in as Arkansas Department of Education. Email address also should be prepopulated as dese.dcsresults@ade.arkansas.gov
 - b. Leave the rest of the Education Information section blank.
- 3) Complete the Applicant Information section with your personal information.
- 4) Once all required fields are completed, click the button to have the form sent to your email at the bottom of the page.
- 5) The completed request form will be sent to the email address you entered on the form.

Stage 2: Arkansas (AR) Child Maltreatment Central Registry Form Upload Process

- 1) At the bottom of the email you received, click '**Review and Sign**'.
- 2) Verify the information is correct, then Click '**Start**' at the top of the page
- 3) Select '**Click to Sign**' to put your electronic signature
- 4) Click '**Submit Document**' at the top of the page. *The signed document will be sent to your email*
- 5) Go to the new email that was sent and save the signed document to your device.
- 6) Click [HERE](#) to upload the signed document and fill out the required information.
- 7) Select: **You are a teacher, pre-service teacher, work for or attempting to work for a school in Arkansas.**
- 8) Applicant type: **Licensed Teacher**
- 9) For '**Is this a resubmission?**', select yes or no, depending on your situation.
- 10) In the **RESULTS SHOULD BE RELEASED TO** section:
 - a. Company/Requestor – **Dept. of Education** (should be prefilled)
 - b. Contact Name – **Arkansas Department of Education**
 - c. Contact Email Address - ADE.DCFS.RESULTS@arkansas.gov
- 11) Complete the **APPLICANT INFORMATION** section with your personal information
- 12) Where it says '**Signed Request File**', click **Choose File** and upload all the pages of the *signed* Child Maltreatment Form that you just saved to your device.
- 13) Click **Submit**, and you will then be automatically redirected to the payment webpage (Ark Gov Pay).

Stage 3: Online Payment

- 1) Select a Payment Type.
- 2) Complete the customer information and payment information sections to pay the fee (**\$10.00 for the background check + a \$1.00 online processing fee**), as applicable (non-profits and individuals classified as indigent do not pay the \$10.00 fee).
 - a. If you are a non-profit, click 'Browse' under 'Additional Files' and upload a copy of 501(C)(3) verification. Please note that background check requests for non-profits cannot be processed without verification of non-profit status.
- 3) Click '**Submit Payment.**'
- 4) You will receive a confirmation email verifying submission of your request and completed payment.
- 5) Registry check results are emailed via encrypted email to the entity identified in the 'Results Should Be Released To' section of the form submission request.

Step Five: **Verify Your Background Check is Approved**

- Please allow **four weeks** for the background clearance status to be determined before contacting the Arkansas Department of Education
- **Login** to your account at the Arkansas Educator Licensure System (AELS) <https://aels.ade.arkansas.gov/AELS/Account/TeacherLogin.aspx>
- **Select** View current license information
- You have completed the background check process when “cleared dates” that are less than one year apart are recorded in the following boxes marked in **red** below:

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	

LIVE SCAN LOCATIONS EDUCATION SERVICE COOPERATIVES

***You must have your printed consent form, receipt, and government issued photo ID available before arriving at your fingerprinting appointment.**

Arch Ford Education Service Cooperative

101 Bulldog Drive
Plumerville, AR 72127
Phone: 501-354-2269

Arkansas River Education Service Cooperative

912 West Sixth Avenue
Pine Bluff, AR 71601
Phone: 870-534-6129

Crowley's Ridge Education Service Cooperative

1606 Pine Grove Lane
Harrisburg, AR 72432
Phone: 870-578-5426

Dawson Education Service Cooperative

711 Clinton Street, Suite 201
Arkadelphia, AR 71923
Phone: 870-246-3077

DeQueen/Mena Education Service Cooperative

305 South Hornberg Avenue
Gillham, AR 71841
Phone: 479-385-4319

Great Rivers Education Service Cooperative

P.O. Box 2837
Helena-West Helena, AR 72390
Phone: 870-338-6461

Northcentral Arkansas Education Service Cooperative

99 Haley Street
Melbourne, AR 72556
Phone: 870-368-7955

Northeast Arkansas Education Service Cooperative

211 West Hickory Service
Walnut Ridge, AR 72476
Phone: 870-886-7717

Northwest Education Service Cooperative

4 North Double Springs Road
Farmington, AR 72730
Phone: 479-267-7450

Ozarks Unlimited Resource Education Service Cooperative

5823 Resource Drive
Harrison, AR 72601
Phone: 870-429-9145 or 870-429-9100

South Central Education Service Cooperative

2235 California Avenue
Southwest Camden, AR 71701
Phone: 870-836-1600

Southeast Arkansas Education Service Cooperative

1022 Scogin Drive
Monticello, AR 71655
Phone: 870-367-6848

Southwest Arkansas Education Cooperative

2502 South Main
Hope, AR 71801
Phone: 870-777-3076

Guy Fenter Education Cooperative

3010 East Highway 22, Suite A
Branch, AR 72928
Phone: 479-965-2191

Wilbur D. Mills Educational Cooperative

P.O. Box 850
Beebe, AR 72012
Phone: 501-882-5467

Live scan fingerprinting is available at the
Department of Education:

Arkansas Department of Education
Division of Elementary & Secondary Education
Educator Licensure Unit
4 Capitol Mall, Room 102B
Little Rock, AR 72201
Monday-Friday (except state holidays)
8:00am - 4:15pm

For questions call:
Arkansas Department of Education
Division of Elementary & Secondary Education
Phone: 501-682-4342
Fax: 501-682-4898

Arkansas Department of Education
To schedule fingerprints, sign up here:

<https://www.signupgenius.com/go/9040b4ba8a829aafd0-fingerprinting>

OUT-OF-STATE PRE-PRINTED FINGERPRINT CARD

*Please be sure to only use the pre-printed fingerprint card from the Arkansas Department of Education. **NO OTHER CARDS WILL BE ACCEPTED.**

Please submit the following:

1. Printed copy of the completed Background Check Consent Form
2. Copy of paid receipt

Completed pre-printed fingerprint card from the Arkansas Department of Education (no other cards will be accepted)

Mail Arkansas Pre-Printed Fingerprint Card to:

Clara Toney, Public School Program Advisor
Arkansas Department of Education
Office of Educator Licensure
#4 State Capitol Mall
Room 107B
Little Rock, AR 72201

For questions call:

Clara Toney, Public School Program Advisor
Phone: 501-682-4342