



## 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](mailto: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](mailto: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](mailto: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](mailto: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