**Steps to Securing a Teaching Position through the MAT Program**

☐ If you did not receive your degree from UCA, submit original undergraduate transcript(s), indicating bachelor’s degree completion, to the MAT office. (This transcript is in addition to the original transcripts given to the graduate school.) Transcripts for UCA graduates can be accessed by the MAT office.

☐ Submit scores on Praxis I (to the MAT office) or GRE (to the Graduate School) prior to or during the first semester of graduate study. Passing minimum Praxis I scores (Reading 156, Writing, 162, Mathematics 150) or GRE (Verbal 142, Quantitative 142, Analytical Writing 3.5) are required for admission with full qualifications. Without passing scores, you will be conditionally admitted and will not qualify for financial aid. If you do take the GRE but do not meet the minimum qualifying score, you must also take the Praxis I exams until you are able to meet the ADE minimum scores.

☐ Submit passing Praxis II score(s) in your content area to the MAT office. (Go to http://www.ets.org/praxis/ar/requirements for information about Praxis II exam requirements for Arkansas.)

☐ Complete the FBI/Arkansas State Police background check and the Arkansas Child Maltreatment Central Registry release form. These forms are available at the MAT office. Background checks must be less than one year old at the time of licensure application. Submit these documents with your payment by following the directions on the forms. Forms are available on the MAT webpage and/or through the MAT office. ****PLEASE NOTE: It is the MAT student’s responsibility to submit forms and payments in a timely manner. Students will also want to follow up on BOTH background checks to ensure their processing in a timely manner. ADE will not issue the license until BOTH background checks are clear.

☐ Complete the following Arkansas IDEAS mandatory professional development workshops (see separate document titled "Arkansas IDEAS” for steps for completing training):
   1) Suspicion of Child Abuse Mandatory Reporter
   2) Youth Suicide Prevention
   3) Parental Involvement
   4) Dyslexia

Once the above documents have been submitted, you can request a letter from the MAT office that indicates you are eligible for a provisional license, pending a district’s offer to hire you. **NOTE: A school district must agree to hire you before you can actually receive a provisional license. School districts understand this requirement.** Once a school district hires you, you must complete the appropriate paperwork as follows:

☐ Complete the *Provisional Licensure Recommendation*, which is available on the MAT website. Present this completed form to the district that is hiring you to be signed. Return the signed form to the MAT office.

☐ Go to http://www.arkansased.org/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/educator-licensure-application and complete the Arkansas Educator Licensure Application. **Return this completed application to the MAT office.**

Once all of these required materials are submitted, the MAT office will forward this information to the Office of Candidate Services to be provided to ADE. Your provisional license will be mailed in 3-6 weeks.

**Provisional licenses are good for TWO years, but you must maintain eligibility requirements to retain the license.**