June 6, 2018

TO: Adult Education Administrators, Directors, and University Contact Persons

From: Marsha Taylor, AALRC Director

Subject: Adult Education Teacher Licensure Course Tuition Reimbursement Program

According to the Qualification for staff as outlined in the Adult Education Policies in Approved Programs approved by the Career Education and Workforce Development Board. All full-time adult education directors, teachers, and counselors are required to obtain licensure in adult education within three years after initial employment in adult education.

Through the Arkansas Adult Learning Resource Center (AALRC), tuition will be reimbursed to eligible participants who satisfactorily complete courses required for adult education licensure at a college or university in Arkansas. Enclosed is a packet containing information from the AALRC pertaining to the Adult Education Teacher Licensure Course Tuition Reimbursement Program.

If you have any questions concerning the Program, please contact Marsha Taylor at the following:

AALRC
801 S. Louisiana
Little Rock, AR 72201
Phone: 800-832-6242 or 501/907-2490
Email: marsha@aalrc.org

Enclosure

Cc: Dr. Trenia Miles, Associate Director, Adult Education Division
Adult Education Division Program Advisors
Adult Education Teacher Licensure Course Tuition Reimbursement Program

All full-time and part-time adult education directors, counselors, and teachers in Arkansas are required to hold a valid Arkansas Department of Education Teacher's License in either elementary or secondary education. If not already licensed in adult education, all full-time teachers must become licensed in adult education within three years of the date of their full-time employment in adult education.

Reimbursement will be made for persons currently employed as full-time and part-time adult education directors, counselors, or teachers for up to 15 approved postgraduate college credit hours leading to additional licensure in adult education and up to 21 approved postgraduate college credit hours leading to initial licensure in adult education. In order to be reimbursed, the applicant must complete the course with a letter grade of B or better.

The following universities in Arkansas are presently offering approved postgraduate courses leading to licensure in adult education: University of Arkansas at Fayetteville, University of Arkansas at Little Rock, Arkansas State University, and the University of Central Arkansas. Written approval through completion of the "Request for Approval Adult Education Teacher Licensure Course Tuition Reimbursement" form process is required prior to the beginning of the course for which reimbursement is sought. An Arkansas Department of Education Adult Education Additional Licensure Plan (ALP) must be submitted with the initial reimbursement request. (http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Revised%20ALPs/Adult_Education_Rev_May_2015.pdf)

Everyone who receives reimbursement for an adult education teacher training course leading to adult education licensure must remain employed at least one year for each three-hour credit course or reimburse the Arkansas Adult Learning Resource Center for the full amount of tuition received unless the individuals contract is not renewed because of a reduction in force.
Tuition Reimbursement Procedures

Approval:

1. The full-time or part-time adult education director, counselor, or teacher will complete an Adult Education Teacher Licensure Course Tuition Reimbursement Request for Prior Approval form. A copy of the Arkansas Department of Education Additional Licensure Plan (ALP) form must be submitted with the initial prior approval request form.

2. The individual will then submit the completed form, signed by the local education agency administrator, to the director of the Arkansas Adult Learning Resource Center (AALRC) 10 working days before the course begins.

3. The director of the AALRC will verify that everything is complete.

4. The form will then be sent to the Adult Education Division Office for approval by the project director and the deputy director. The approved form will be returned to the AALRC and kept on file. A copy will be sent to the originator (director, counselor, or teacher).

Reimbursement:

1. The director, counselor or teacher must successfully complete the course with a letter grade of "B" or better.

2. Upon completion of the course, the individual must send a copy of the transcript and/or grade card, proof of payment of tuition, and a copy of the approved Adult Education Teacher Licensure Course Tuition Reimbursement Request for Prior Approval form to the director of the AALRC. This must be sent to the AALRC within 30 days of completion of the course.

3. The director of the AALRC will check to see that all requirements for reimbursement have been met. If met, the director will issue a reimbursement check.

4. Reimbursement will be sent directly to the director, counselor, or teacher requesting it.
# Adult Education Teacher Licensure Course Tuition Reimbursement Request for Prior Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security Number</th>
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<tbody>
<tr>
<td>Local Education Agency (LEA)</td>
<td>Position</td>
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<tr>
<td>Part or Full-time Status /Initial Hire Date / Full-time Hire Date</td>
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<tr>
<td>LEA Address</td>
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<td>Instructor</td>
<td>University</td>
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<td>School Term (dates)</td>
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In order to qualify for tuition reimbursement, applicant must meet all of the following requirements:

- Must have a current Arkansas Department of Education Teaching License or Master’s Degree in education, administration, or related field
- Course must be taken to meet Arkansas Adult Education License requirements
- Must be employed with Arkansas State or Federal Adult Education funds
- Must have an Arkansas Department of Education, Adult Education Additional Licensure Plan on file at AALRC
- Must remain employed in Arkansas Adult Education one year per three-hour course reimbursed or reimburse the AALRC
- Must make a final grade of B or better in the course

I understand and agree to the conditions specified in the Tuition Reimbursement Guidelines.

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Signature of Person Requesting Reimbursement Approval Date

LEA Administrator or Adult Education Director (if the Director is not personally requesting reimbursement) Date

(Signature verifies that the applicant meets all requirements under Tuition Reimbursement Guidelines.)

Adult Education Division Project Director Date

Deputy Director, Department of Career Education Date

Director, Arkansas Adult Learning Resource Center Date

This completed form must be submitted for each course at least 10 working days before the course begins to:

Arkansas Adult Learning Resource Center
801 S. Louisiana or Fax: 501/907-2492 or Email: marsha@aalrc.org
Little Rock, Arkansas 72201

Copies of transcript and/or course grade card, proof of payment of tuition and this approved form must be sent to the Director of the Arkansas Adult Learning Resource Center within 30 days of completion of the course. Please send copies -- not originals.

All requirements have been met. YES ___ NO ___

Director, Arkansas Adult Learning Resource Center Date