124 West Capitol, Ste. 1000

Little Rock, Arkansas 72201

800-832-6242 (AR only)

501-907-2490

** aalrc.org**

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

FROM: Marsha Taylor, AALRC Director

DATE: April 12, 2024

SUBJECT: Adult Education Teacher Licensure Course

Tuition Reimbursement Program

According to the Qualifications for Staff, as outlined in the Adult Education Policies in Approved

Programs and accepted 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:

Arkansas Adult Learning Resource Center

124 West Capitol Ave, Suite 1000

Little Rock, AR 72201

Phone: 800-832-6242 or 501-907-2490

Email: marsha@aalrc.org

Enclosure

Cc: Dr. Trenia Miles, Director, Adult Education Section

Adult Education Section 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: the University of Arkansas at Fayetteville and Arkansas State University**. *Please check the University website for active programs, as Universities are always changing their offerings.* 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. (<https://dese.ade.arkansas.gov/Files/Adult_Education_Oct_2021_20211006130318.pdf>)

Everyone who receives reimbursement for an adult education teacher training course leading to adult education licensure ***must remain employed*** for 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 individual’s 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 at <https://arkansasadultlearningresourcecenter.formstack.com/forms/adult_education_teacher_licensurecourse_tuition_reimbursement_program>.

If this is for additional licensure a copy of the Arkansas Department of Education Additional Licensure Plan (ALP) form must be uploaded with the initial prior approval request form. (<https://dese.ade.arkansas.gov/Files/Adult_Education_Oct_2021_20211006130318.pdf>)

1. The individual must submit the completed form ***10 working days before the course begins****.*
2. Once approved, all parties will receive an email copy.

**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 class, the applicant must apply for reimbursement at: <https://arkansasadultlearningresourcecenter.formstack.com/forms/request_for_tuition_reimbursement>.

The applicant must upload copies of the transcript and/or course grade card and an itemized proof of payment of tuition. ***This must be sent to the AALRC within 30 days of completion of the course.***

1. Reimbursement will be sent directly to the director, counselor, or teacher requesting it.