

Welcome to the *ArkansasIDEAS* Pre-Licensed Educator professional development portal. This portal is designed for educators who are in the process of obtaining an Arkansas teaching license.

### Registration Process

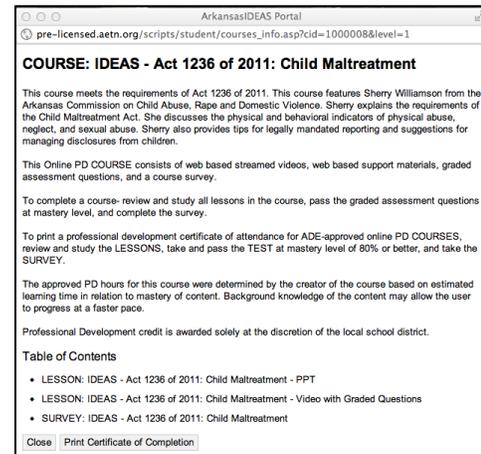
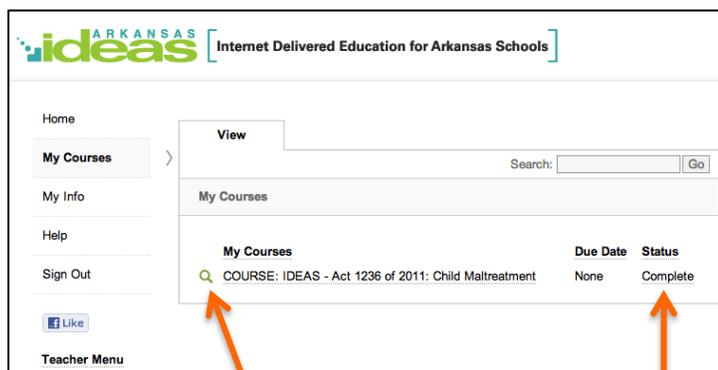
1. Go to [www.arkansasideas.org](http://www.arkansasideas.org)
2. Click on the **green** apple icon – “Pre-licensed Educators log on here”
3. Click “Create Account”
4. Complete the registration information
5. Click “Register”
6. Agree to the licensing terms
7. Click on “MY COURSES” to begin working on your prescribed PD courses

### Printing a Certificate of Completion

In order to verify that you have completed the course, you can print a certificate of completion. There are 2 ways to access your certificate. While looking at the list of courses, you can do one of the following:

- Click on the magnifying glass icon on the left of the course title.
- Click on the word “Complete” to the right of the course title.

Both of these actions will bring up a pop-up window, which includes the course description and table of contents. There is a button in the bottom of this window that says “Print Certificate of Completion”. (If this button is not visible, you have not completed each lesson in the course.)



If you have any questions, contact our help desk. Please let them know that you are using the **Pre-Licensed Educator portal**.

Phone: 1-800-488-6689

Email: [pre-licensed@aetn.org](mailto:pre-licensed@aetn.org)