

How to transfer a license from another state:

In general, it is the Board's position that we can effectuate a transfer of the license held in your home state with a minimum of effort and without requiring a retake of the exam. The license issued in Arkansas would reciprocate with your home state. Pursuant to Board action, we are now required, in advance of granting such request, to submit to the Board for approval all applications for transfer of a license.

In order to accomplish a change in resident status, the Arkansas Board requires that you submit the following paperwork (your Board will be able to provide you with this information):

- A current letter of good standing from your home state affirming certification and good standing;
- Copies of the **education log** provided the resident state board is acceptable, *with **copies*** of completion certificates for the courses provided on the qualifying education log;
- A copy of the **experience log** provided to your home state when you obtained a license/certification there; and
- A fee of **\$340** should accompany the submittal.

After submittal of the above items, at the next scheduled AALCB meeting, your request will be considered.

Please include a letter stating from where you are transferring your license, current Arkansas mailing address and the reason for the transfer. The Board does not provide for prorating of the fees when issued for a partial year. Our year runs from July 1 to June 30.

If you have any concerns or questions, please call the office at 501-296-1843.