



**DIRECTORY OF  
LICENSED, CERTIFIED  
AND REGISTERED OCCUPATIONS**

**IN ARKANSAS  
2019**

# **DIRECTORY OF LICENSED, CERTIFIED AND REGISTERED OCCUPATIONS IN ARKANSAS**

**Includes a Brief Job Description, Examination and Fee Information,  
Requirements and Contact Information for Arkansas Occupations**



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## INTRODUCTION

The *Directory of Licensed, Certified, and Registered Occupations in Arkansas* is designed to provide students, job seekers, counselors, and other interested persons with information about occupational licenses or certificates issued by Arkansas state boards, commissions, and departments.

This directory is a source of readily accessible occupational licensing/certifying information for occupations in Arkansas, but it in no way replaces detailed information available from the various licensing and certifying boards and agencies. The information in this directory was taken from materials supplied by each of the boards and agencies. In most cases, the facts contained in this publication are the wordage of the occupational licensing or certifying authorities themselves. The publication is designed to provide readers with information on Arkansas regulated occupations and contains requirements found in Arkansas state statutes. Although some occupations contained in this directory reference business activity, the directory attempts to maintain a complete list of occupational licenses or certificates for individuals only. Licensing requirements issued by federal agencies or local municipalities are not included.

The directory includes a job title, O\*Net Code, a brief job description, required examinations and fees, other requirements, and the name, address, telephone number, fax number (where available), web address (where available), and e-mail address (where available) of the licensing authority. Where available, the number of active or total licenses for each occupation is included.

O\*Net is an occupational classification system that includes detailed analysis of occupational work duties, knowledge, skills, and activities. The Standard Occupational Classification (SOC) system is a coding system used by federal government agencies, and federal/state cooperative programs to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. O\*Net is based on the SOC system.

We extend our thanks to the various licensing/certifying agencies, boards and/or commissions for providing information and assistance in the revision of this handbook. We have attempted to make this information as accurate as possible, but it should be noted that the licensing/certifying procedures are subject to change due to revisions made by the various regulating authorities or by the Arkansas State Legislature. Users of this handbook are urged to advise the Division of Workforce Services, Occupational-Career Information Section of any errors or omissions.

For business license information, contact your local city or county government offices. For a listing of Business Resources, visit the State of Arkansas website at [www.arkansas.gov](http://www.arkansas.gov).

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## Arkansas Abstractor's Board

P. O. Box 1301  
Paragould, Arkansas 72451  
Telephone: (870) 476-8899  
E-mail: [arkansas.abstractors.board@arkansas.gov](mailto:arkansas.abstractors.board@arkansas.gov)  
Website: <https://abstractorsboard.arkansas.gov/>

### ABSTRACTOR

O\*NET CODE 23-2093.00

#### Job Description

**Abstractors of Land Titles** are persons qualified to search records to determine the status of real estate titles. They compile all the pertinent recorded documents and information affecting a parcel of real estate into an abstract of title. Abstractors must have a working knowledge of legal descriptions of real estate, as well as Arkansas laws concerning the ownership of real estate.

#### Examinations and Fees

Written examination	\$ 25.00
License fee	\$ 50.00 individual (active or inactive), \$145.00 firm
Renewal fee	\$ 50.00 per year individual, \$145.00 per year firm

#### Requirements

1. Must have at least one year's experience under the supervision of a licensed abstractor.
2. Must pass the Abstractor's Examination.
3. Must be associated with or employed by a licensed abstract company.

**Number of Licenses:** 198 active licenses in 2019

## Arkansas State Board of Public Accountancy

101 East Capitol Ave., Suite 450  
Little Rock, Arkansas 72201  
Telephone: (501) 682-1520  
Fax: (501) 682-5538  
E-mail: ASBPA@arkansas.gov  
Website: www.arkansas.gov/asbpa

### CERTIFIED PUBLIC ACCOUNTANT

O\*NET CODE 13-2011.01

#### Job Description

**Certified Public Accountants** analyze business records and financial reports. They audit profit and loss statements, balance sheets, cost studies, and prepare tax reports. Accountants may also develop, install, and supervise accounting systems and operations. There are three fields of accounting employment: public accountants, who have their own firms or work for accounting firms; management accountants, who handle the financial records of the companies for whom they work; and accountants who are employed by the government.

#### Examinations and Fees

CPA Examination:

Initial (first-time) application fee	\$ 50.00
4 Exam Sections	\$120.00
3 Exam Sections	\$105.00
2 Exam Sections	\$ 90.00
1 Exam Section	\$ 75.00

A fee of \$208.40 per section is also collected by the Board and passed on to NASBA, Prometric, and the AICPA. Other fees are also collected by the Board and will be displayed on the examination application.

Once eligibility to take the exam is determined, the Board will send an Authorization to Test to the National Candidate Database at National Association of State Boards of Accountancy (NASBA). NASBA will then issue a Notice to Schedule (NTS). An eligible candidate has 6 months from the date of the NTS, to schedule and take the approved examination sections. Utilizing the NTS, candidates are required to contact Prometric for site locations and test times. For a list of the Prometric Testing Centers in Arkansas, visit their web site at [www.prometric.com](http://www.prometric.com). The Arkansas State Board of Accountancy does not control space availability or locale of the testing centers.

CPA/PA License Application fee	\$ 50.00
Reciprocal License Application fee	\$ 50.00
Registration as a Certified Public Accountant Application fee	\$ 50.00
License to Practice Registration fee (Annual)	\$110.00

Visit the ASBPA Web site for additional fees.

#### Requirements for Licensure

1. Must meet the education and experience requirements set by the Board.
2. Must pass all parts of the CPA examination.
3. Must be of good moral character.
4. Must provide fingerprints and authorize the Board to conduct a criminal background check for verification.

Any candidate who successfully completes the CPA examination must also complete 150 semester credit hours of education in order to be licensed. Successful candidates must complete this education requirement within 3 years of the date the last CPA exam section was passed. Candidates who are unable to complete this education requirement within 3 years due to extreme hardship (medical or other) may apply to the Board for an extension.

#### Education Requirements to sit for the CPA Examination

An applicant will be deemed to have met the education requirement if the applicant earned a graduate or an undergraduate degree including at least 30 hours in business and at least 30 upper-level or 20 graduate hours in accounting (or a combination thereof) from a college or university that meets the criteria for accreditation. Applicants must meet the accounting education requirements and the business education requirements.

The accounting component of the applicant's educational program must include at least 30 semester credit hours (SCH) of undergraduate accounting courses above the principles level or 20 SCH of graduate-level accounting courses, or a combination thereof. The accounting component must include coverage of financial accounting, management accounting, governmental and not-for-profit accounting, federal taxation, auditing and attestation, and accounting information systems. The applicant must earn a grade of "C" or better in each course included in the accounting component.

## **Arkansas State Board of Public Accountancy Certified Public Accountant (Cont.)**

The business component of the applicant's educational program must include at least 30 SCH of undergraduate courses in business, other than accounting, or 20 SCH of graduate business courses other than accounting (or a combination thereof). The applicant must earn a grade of "C" or better in each course included in the business component.

Internship credit: The accounting or business component (but not both) may include a maximum of 3 SCH earned for an accounting internship. Internship credit may not be used to fulfill the subject matter requirements. The business component may include a maximum of 3 SCH earned for a business internship, other than in accounting.

Independent study: The accounting or business component (but not both) may include a maximum of 3 SCH earned for an independent study. When appropriately documented by the institution, these hours may be used to fulfill part of the subject matter requirements.

**Number of Licenses:** 3,668 active individuals in 2019

# Arkansas State Board of Acupuncture and Related Techniques

11701 West 36<sup>th</sup> Street  
Little Rock, Arkansas 72211  
Telephone: (501) 687-1396  
Fax: (501) 251-1084  
E-mail: [asbart@cgireresults.com](mailto:asbart@cgireresults.com)  
Website: [www.asbart.org](http://www.asbart.org)

## ACUPUNCTURIST

O\*NET CODE 29-1199.01

### Job Description

**Acupuncture** means the insertion, manipulation, and removal of needles from the body, and the use of other modalities and procedures at specific locations on the body, for the prevention, cure, or correction of a malady, illness, injury, pain, or other condition or disorder by controlling and regulating the flow and balance of energy and functioning of the patient to restore and maintain health.

### Examinations and Fees

Written and Practical Examinations Required, fee not to exceed	\$350.00
Application fee	\$250.00
Biennial Renewal	\$400.00
Late Renewal fee	\$100.00
Continuing Education Provider One-time Registration fee	\$200.00
Administrative Support fee (annual)	\$100.00

### Requirements

1. Must have 60 semester credit hours of college education, to include a minimum of 30 hours in the field of science.
2. Must have a diploma from an approved four-year academic educational program in acupuncture and oriental medicine, including not less than 800 hours of supervised clinical practice.
3. Must obtain a passing score on National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Acupuncture and Herbal examinations.

**Number of Licenses:** 35 active licenses in 2019



## Arkansas Agriculture Department

### Feed and Fertilizer Division

# 1 Natural Resource Drive

Little Rock, Arkansas 72205

Telephone: (501) 225-1598

Fax: (501) 219-1697

E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)

Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

## AGRICULTURAL CONSULTANT

O\*NET CODE 25-9021.00

### Job Description

**Agricultural Consultants** provide advice or prescriptions for the control or eradication of any insect, mite or pest, any plant pathogen, including nematodes, or any weed; and for the use of fertilizer, lime, and/or micronutrient based on soil classification and cropping systems and soil or plant tests. An Agriculture Consultant who charges a fee must be licensed.

### Examinations and Fees

Written examination

License fee

\$100.00

### Requirements

1. Must have a minimum of a Bachelor's degree in a Board-approved crop related field, or have seven years of continuous experience working for a licensed agricultural consultant after the effective date of August 12, 2005.
2. Must pass the written Agricultural Consultant examination.

**Number of Licenses:** 231 licenses issued during 2018

## Arkansas Agriculture Department

### Livestock and Poultry Section

#1 Natural Resources Drive

Little Rock, Arkansas 72205

Telephone: (501) 225-1598

Fax: (501) 907-2425

E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)

Website: [www.agriculture.arkansas.gov/arkansas-livestock-and-poultry-commission](http://www.agriculture.arkansas.gov/arkansas-livestock-and-poultry-commission)

### Packing and Grading Permit

O\*NET CODE 45-2041.00

#### Job Description

Any processor, packer or dealer-wholesaler who grades, sizes, candles and packs or distributes eggs for the purpose of resale (sale, expose for sale, have in possession for sale, exchange, barter or trade) or transferring to other processors, retailers, dealer-wholesalers or other persons or consumers. This regulation applies to retailers owning 200 hens or more that wishes to resell their eggs.

#### Examinations and Fees

No exam. \$60.00 annual Permit fee and \$.06 per case of shell eggs, \$.06 per 36 pounds liquid egg, \$.06 per 9 pounds of dried eggs, \$.06 per 50 pounds of boiled eggs and \$.06 per 50 pounds of diced eggs.

#### Requirements

Enforced by the provisions of the Arkansas Egg Marketing Act.

**Number of Licenses:** 315 active permits in 2019

### Equine Infectious Anemia (EIA) Verifier License

O\*NET CODE 45-2011.00

#### Job Description

Any individual person, group of individuals, club, organization, association, or corporation that sponsors, conducts, or organizes an equine event or activity are required to have a certified EIA verifier at the entrance of the event to verify that all equine entering the event have the required health papers. Verifiers are present at the events to prevent the contamination of a highly contractible disease that is fatal to all equine.

#### Examinations and Fees

The class and the initial certification are free and open to the public. After completing the class they are given the initial EIA Verifier card with an expiration of ONE year, they will also receive an EIA verifier application for the indefinite status. To become indefinite, they must mail in the application along with a \$5.00 fee. Once the information has been received, the applicant will then get issued the indefinite EIA Verifier card.

#### Requirements

Attend a one day class on how to identify health papers and regulatory requirements. Obtain a passing score on the exam given at the end of the training.

**Number of Licenses:** 3,503 active licenses in 2019

### Livestock Dealer License

O\*NET CODE 13-1021.00

#### Job Description

A livestock dealer is any person (not a market agency) engaged in the business of buying or selling, in commerce, livestock either on his own account or as an employer or agent of the vendor or purchaser. Any dealer who purchases, deals in, or sells livestock or acts as a commission representative or broker, except registered with the Packers & Stockyards livestock markets, must be licensed by the Arkansas Livestock and Poultry Commission.

#### Examinations and Fees

\$10 fee; renewal fees are also \$10. No examination required.

License will be issued yearly, and will expire on July 1 of each year.

#### Requirements

All applicants are to submit an application and follow the rules of the **ARKANSAS REGULATION FOR LIVESTOCK DEALER LICENSING**. Within the rules, Dealers are required to keep records of all sale transactions and be subject to an inspection by the Commission.

**Number of Licenses:** 30 licensed dealers in 2019

## Arkansas Agriculture Department

### Pest Control Section

#1 Natural Resource Drive

Little Rock, Arkansas 72205

Telephone: (501) 225-1598

Fax: (501) 219-1697

E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)

Web site: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

## PEST / WEED CONTROLLER

O\*NET CODE 37-2021.00, O\*NET CODE 37-3012.00

### Job Description

**Pest/Weed Control** businesses are required to possess a License Holders License which is issued to the business. The business is eligible to perform pest/weed control services based on the employment of licensed applicators and the classifications for which the applicator is licensed. **Licensed Applicators** can be licensed in any or all of the following ten classifications:

- 1) **Classification 1: Termites and Other Structural Pests Control**  
These license holders are allowed to perform work for the prevention, control, or eradication of termites and other structural pests. Such work may utilize restricted use chemical to affect the control or eradication of structural pests. Allowable treatments include soil applied pre-construction treatments (pretreatments). These license holders may also issue 'letters of clearance' to facilitate transactions effecting transfer of ownership of real property.
- 2) **Classification 2: Household Pests and Rodent Control**  
These license holders are allowed to apply control measures for the control of any mammal, bird, arthropod, reptile or other organism (other than wood-damaging or destroying insects, fungi or organisms) that may infest or invade a home or other buildings or the immediate area around or under these homes, buildings or other areas.
- 3) **Classification 3: General Fumigation**  
These license holders are allowed to utilize various formulations of lethal toxic gases for the purpose of eliminating pests that might be infesting products or structures. This license is required for persons who wish to perform food related fumigations for more than one person or business entity.
- 4) **Classification 4: Tree and Turf Pests Control**  
These license holders are allowed to apply chemicals for the control of insects, fungi, arthropods, slugs, weeds or other organisms in ornamental species plantings or in turf areas.
- 5) **Classification 5: Weed Control**  
These license holders are allowed to utilize various chemicals in the control of 'weeds' in non-agricultural, non-right of way turf areas. (herbicides only)
- 6) **Classification 6: Golf Course Pest Control**  
These license holders are allowed to utilize various chemicals in the control of weeds, insects, arthropods, mammals, birds, fungi or other organisms that are typically found infesting turf, plantings and highly managed greens found on golf courses.
- 7) **Classification 7: Non-Commercial Pest Control**  
A Non-Commercial Applicator Certificate (not a license) shall be issued in this classification to owners or employees of government, institutions, businesses, companies, or corporations for the purpose of performing pest control work (including wood destroying insects and organisms) on the premises of property owned or managed by themselves or their employer. Non-commercial applicators shall be restricted to pest control work at addresses owned or under the direct management of their employer as stated on the Non-Commercial Applicator Certificate
- 8) **Classification 8: Non-Commercial Fumigation**  
Holders of a certificate in this classification are employees of large scale, primarily wholesale food manufacturing, processing and storing companies or corporations. These employees shall be restricted to performing fumigations only at the company address or addresses stated on the certificate.

**Arkansas Agriculture Department  
Pest Control Section  
Pest / Weed Controller (Cont.)**

9) Classification 9: **Non-Commercial Tree and Turf Pest Control**

A Non-Commercial Applicator Certificate (not a license) shall be issued to owners or employees of government, institutions, businesses, companies, or corporations for the purpose of performing tree and turf pest control work on the premises of property owned by themselves or their employer. Said non-commercial applicators shall be restricted to pest control work at the address or addresses stated on the Non-Commercial Applicator Certificate.

10) Classification 10: **Non-Commercial Golf Course Pest Control**

A Non-Commercial Applicator Certificate (not a license) shall be issued in this classification to employees of the owner or owners of specific golf courses. Said employees shall be restricted to pest control work on courses owned or under control of said golf course owner or owners.

**Examinations and Fees**

Written examinations	Licensed Applicator: \$100.00 for each exam taken. Registered Agent: \$30.00 for each exam taken
License fee	License Holder: \$100.00 minimum (based on the number of registered agents employed) Licensed Applicator: \$150.00 for first classification and \$100.00 for each additional category to a maximum of \$300.00

**Requirements**

Classification 1 & 2

a) Must have two years of college work with one basic course in entomology.

Or

a) Must have served under a licensed operator for one year prior to taking examination.

b) Must provide certificate of liability insurance and provide bond.

All other Classifications

a) Must show proof of financial responsibility.

b) Must pass written exam.

**Number of Licenses 2018:**

License Holders: 644

Commercial Licensed Applicators: 929

Non-Commercial Certified Applicators: 291

## **Arkansas Agriculture Department Pesticide Division**

# 1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 225-7213  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website site: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

### **COMMERCIAL APPLICATOR (AERIAL OR GROUND)**

O\*NET CODES 37-3012.00 53-2012.00

#### **Job Description**

**Commercial Applicators (Aerial or Ground)** apply pesticides, seed, and fertilizers to agricultural land, right of ways, and forests. They must be familiar with the layout of the land and must check out all the hazards unique to each field or area prior to the spraying. They insure that warning signals are posted prior to spraying and notify all concerned persons to take precautionary measures if there is a chance the spray may drift out of the area.

#### **Examinations, Fees, and Requirements**

All Regulations can be found at: <http://www.aad.arkansas.gov/laws-regulations>

**Number of Licenses:** 1,068 licenses issued during 2018

### **COMMERCIAL APPLICATOR TECHNICIAN**

O\*NET CODES 37-2021.00

#### **Job Description**

**Commercial Applicator Technicians** are pesticide applicators who use restricted use pesticides under the supervision of a certified Commercial Applicator.

#### **Examinations, Fees and Requirements**

All Regulations can be found at: <http://www.aad.arkansas.gov/laws-regulations>

**Number of Licenses:** 116 licenses issued during 2018

### **LICENSED FIRMS-CUSTOM APPLICATORS (AERIAL OR GROUND)**

O\*NET CODES 37-3012.00 53-2012.00

#### **Job Description**

**Custom Applicators (aerial or ground)** pilot airplanes or helicopters over agricultural fields at low altitudes or use ground equipment to spray fields with pesticides. They are familiar with the layout of the land and check out all the hazards unique to each field prior to spraying. They insure that warning signals are posted before spraying and they notify local residents to take precautionary measures if there is any chance of the spray drifting their way. They have full charge of the operation, but they are assisted by ground crews who perform loading and marking duties.

#### **Examinations, Fees and Requirements**

All Regulations can be found at: <http://www.aad.arkansas.gov/laws-regulations>

**Number of Licenses:** 405 licenses issued during 2018

### **TREE INJECTOR (FOREST WORKER)**

O\*NET CODE 45-4011.00

#### **Job Description**

**Tree Injectors** perform a variety of tasks to reforest and protect timber tracts. They may help maintain forest facilities such as roads and campsites, and may help plant tree seedlings in specified patterns. They cut out diseased, weak, or undesirable trees, and they prune limbs of young trees to deter knot growth. They fell trees, clear brush and trees from firebreaks, and extinguish flames and embers during forest fires. They spray or inject trees, brush, and weeds with herbicides using band sprayers or tree injector tools. They erect signs and fences and cut and replenish wood for recreational facilities. At times, they may be required to aid the forest survey crews in the performance of their duties.

#### **Examinations, Fees and Requirements**

All Regulations can be found at: <http://www.aad.arkansas.gov/laws-regulations>

**Number of Licenses:** 4 licenses issued during 2018

## **Arkansas Agriculture Department Plant Inspection and Quarantine Section**

#1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax : (501) 225-3590  
E-mail : [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Web site : [www.aad.arkansas.gov/quarantines](http://www.aad.arkansas.gov/quarantines)

### **LANDSCAPE CONTRACTOR**

O\*NET CODE 37-1012.00

#### **Job Description**

**Landscape Contractors** are engaged primarily in the installation of various plants, shrubs and trees for the public. License holders generally are not involved in the production or selling to the general public of planting stock, except for the stock they install.

#### **Examinations and Fees**

License and inspection fee                      \$150.00 minimum per license (Final fee is based on size of operation.)

#### **Requirements**

Must be of sound moral and financial character.

**Number of Licenses:** 202 active licenses in 2019

### **NURSERY DEALER**

O\*NET CODE 11-2022.00

#### **Job Description**

**Nursery Dealers** are engaged primarily in selling planting stock of various trees, shrubs and other landscape plants at the retail level of marketing. Typically this license holder is not involved in the production of the planting stock but is purchasing it from a nurseryman. Nursery Dealers are also allowed to engage in installing plants, shrubs and trees as landscapers under this license.

#### **Examination and Fees**

License and inspection fee                      \$150.00 minimum per license (Final fee is based on size of operation.)

#### **Requirements**

Must be of sound moral and financial character.

**Number of Licenses:** 606 active licenses in 2019

### **NURSERYMAN**

O\*NET CODE 11-9013.01

#### **Job Description**

A **Nurseryman** is engaged primarily in producing, for sale, planting stock of various trees and shrubs. These sales may be at either the wholesale or retail level of marketing. A Nurseryman is also allowed to engage in installing plants, shrubs and trees as landscapers under this license.

#### **Examinations and Fees**

License and inspection fee                      \$150.00 minimum per license (Final fee is based on size of operation.)

#### **Requirements**

Must be of sound moral and financial character.

**Number of Licenses:** 92 active licenses in 2019

## Arkansas Agriculture Department Public Grain Warehouse and Catfish Processor Section

#1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 219-1697  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

### GRAIN DEALER

O\*NET CODE 13-1021.00

#### Job Description

A Grain Dealer is a person that operates as a grain buyer in the state of Arkansas that is not licensed under the Arkansas Public Grain Warehouse Law, the United States Warehouse Act and is not an end user of grain.

#### Examinations and Fees

No fees are charged for examinations. Each licensed dealer is audited annually by Plant Board Auditors. This is necessary for assurance that the grain dealer operates within the law.

New applications must be accompanied by a one-hundred fifty dollar (\$150.00) fee. Renewal license fees will be based on the dollar amount of grain purchases. The renewal date is June 30 of each year.

1 – 5,000,000	\$250.00
5,000,001 – 20,000,000	\$300.00
20,000,001 – 40,000,000	\$400.00
40,000,001 – 60,000,000	\$500.00
60,000,001 – 80,000,000	\$600.00
80,000,001 – 100,000,000	\$700.00
100,000,001 and over	\$800.00

Warehouses are charged \$40.00 per man-hour, if additional trips are required to correct problems.

#### Requirements

1. A Certified Financial Statement must be submitted annually. The financial statement must have a closing date within the last 4 months.
2. Must submit application forms GD-1 or GD-2.
3. Surety must be posted in the form of a Bond, Letter of Credit, or Certificate of Deposit. Minimum surety required is \$50,000.
4. A corporate charter must be submitted if operation is a corporation.
5. Must maintain records in accordance with the law and regulations.

**Number of Licenses:** 25 active licenses in 2019

### GRAIN WAREHOUSEMAN

O\*NET CODE 11-3071.02

#### Job Description

**Grain Warehousemen** receive grain from the general public for storage prior to sale. All warehousemen maintain buildings or other protected enclosures used for handling grain by keeping them free of pests and disease.

#### Examinations and Fees

No fees are charged for examinations. Each licensed warehouseman is audited twice annually by Plant Board Auditors. This is necessary for assurance that the warehouseman operates within the law.

New applications must be accompanied by a one-hundred fifty dollar (\$150.00) fee. Renewal fee of license will be based on capacity. Renewal date is June 30 each year.

1 – 250,000 bushel capacity	\$250.00
250,001 – 500,000 bushel capacity	\$300.00
500,001 – 750,000 bushel capacity	\$400.00
750,001 – 1,000,000 bushel capacity	\$500.00
1,000,001 – 1,200,000 bushel capacity	\$600.00
1,200,001 – 1,500,000 bushel capacity	\$700.00
1,500,001 and over	\$800.00

Warehouses are charged \$10.00 per man-hour, if additional trips are required to correct problems.

**Arkansas Agriculture Department**  
**Public Grain Warehouse and Catfish Processor Section**  
**Grain Warehouseman (Cont.)**

**Requirements**

1. A Certified Financial Statement must be submitted annually. The financial statement must have a closing date within the last 6 months.
2. An insurance agent must complete and return a Certificate of Insurance on Stored Grain (Form GW-4). Grain must be insured for its full market value.
3. The Certificate of Fact (GW-3) must be completed and returned. This form must be signed by an authorized person and must be signed and stamped by a notary.
4. The Schedule of Charges for Storing and Handling Grain (GW-5) must be complete. After approval, the Schedule will be returned for posting.
5. A voided, #1, triplicate original of scale ticket, purchase contract(s), and daily position record must be approved and kept on file.
6. Surety must be posted in the form of a Bond, Letter of Credit, or Certificate of Deposit. Minimum surety required is \$20,000.00.

The amount of surety to be furnished for each public grain warehouse shall be fixed at a rate of twenty cents (20¢) per bushel for the first one million (1,000,000) bushels of licensed capacity; fifteen cents (15¢) per bushel for the next one million (1,000,000) bushels of licensed capacity; and ten cents (10¢) per bushel for all licensed capacity over two million (2,000,000) bushels; provided that in no case shall the amount of the bond be less than twenty thousand dollars (\$20,000.00) with exceptions. The licensed capacity shall be equal to the maximum number of bushels of grain that the public grain warehouse can accommodate for storage.

7. A corporate charter must be submitted if operation is a corporation.
8. Must maintain records in accordance with the law and regulations.

**Number of Licenses:** 46 active licenses in 2019



## Arkansas Agriculture Department

### Seed Division

# 1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 225-7213  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website site: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

## AGRICULTURAL SEED DEALER / LABELER

O\*NET CODE 13-1021.00

### Job Description

**Agricultural Seed Dealers/Labelers** sell or distribute agricultural seed for planting purposes. Seed dealers must be fully aware of all regulations governing the sale of agricultural seeds and must observe all precautions in the storing and distributing of seed.

### Examinations and Fees

No examinations

License fee \$250.00

(plus \$0.10 per hundredweight of all seed sold within or into Arkansas subject to the regulations)

### Requirements

Applicants shall be familiar with Circular 10, "Regulations on the Sale of Planting Seed in Arkansas," and must agree to observe said regulations. (License may be canceled at any time for failure to observe said regulations.)

**Number of Licenses:** 209 active licenses in 2017

## COMMERCIAL APPLICATOR (RESTRICTED-USE SEED TREATMENT)

O\*NET CODE 37-3012.00

### Job Description

**Restricted-Use Seed Treatment Commercial Applicators** apply restricted-use pesticides on seed to aid in the prevention of infestation by insects and the prevention of disease.

### Examinations and Fees

Written examination

License fee \$250.00 (for Seed Treating Plant License)

### Requirements

Must pass the written examination.

**Number of Licenses:** 35 active licenses in 2017

## PLANT BREEDER

O\*NET CODE 19-1013.00

### Job Description

**Plant Breeders** use the principles of genetics to plan and carry out breeding studies to develop and improve varieties of crops. They use their knowledge of plant growth to improve specific characteristics, such as yield, size, quality, maturity, and resistance to frost, drought, disease and insect pests in plants. They develop and select the most desirable plants for crossing by using methods such as inbreeding, crossbreeding, backcrossing, outcrossing, mutating, or interspecific hybridization and selection.

### Examinations and Fees

Written examination

### Requirements

Any person having a Doctorate Degree in Plant Breeding and three years of experience is not required to take the examination.

**Number of Licenses:** 7 active licenses in 2018-2019

## Arkansas Appraiser Licensing and Certification Board

101 East Capitol, Suite 430  
Little Rock, Arkansas 72201  
Telephone: (501) 296-1843  
Fax: (501) 296-1844  
E-mail: [ALCB@arkansas.gov](mailto:ALCB@arkansas.gov)  
Website: [www.arkansas.gov/alcb](http://www.arkansas.gov/alcb)

### REAL ESTATE APPRAISER

O\*NET CODE 13-2021.02

#### Job Description

**Real Estate Appraisers** evaluate improved or unimproved real property to determine value for purchase, sale, investment, mortgage, or loan purposes. There are four different classifications which determine the type of property that may be appraised: State Registered Appraiser, State Licensed Appraiser, State Certified Residential Appraiser, and State Certified General Appraiser. State Registered Appraisers are in training and perform appraisals under the supervision of properly certified appraisers.

#### Examinations and Fees

Examination Required	
Application fee	\$100.00 (applied toward licensing fee)
Testing fee	\$100.00 (paid to testing facility)
State Licensed, Certified Residential and Certified General Appraiser	\$340.00 (Renewable annually)
State Registered Appraiser (No Exam)	\$200.00 annual fee

#### Requirements

- Each Appraiser must:
  - Have a completed application on file.
  - Have completed a background check. (New applicants)
  - Have passed a licensed/certified exam. (Except State Registered Appraisers)
  - Have all fees paid and current.
  - Meet continuing education requirements each year.
- State Registered (trainee) Appraisers must have 75 hours of qualified appraisal education and a 4 hour Supervisor/Trainee course, in order to apply to become a trainee.
- State Licensed Appraisers must have at least 30 semester hours from an accredited college or university or an Associate's degree, 154 hours of approved appraisal education, and 2,000 hours of appraisal work experience obtained in no fewer than 12 months.
- Certified Residential Appraisers must have a bachelor's degree or higher, 204 hours of approved appraisal education, and 2,500 hours of appraisal work experience obtained in no fewer than 24 months.
- Certified General Appraisers must have a bachelor's degree or higher, 304 hours of approved appraisal education, and 3,000 hours of appraisal work experience obtained in no fewer than 30 months (including 1,500 hours in nonresidential appraisal work).

**Number of Licenses:** 718 active registered/licensed/certified in 2018

# Arkansas State Board of Architects, Landscape Architects and Interior Designers

Main Street Mall Building  
101 East Capitol Ave., Suite 110  
Little Rock, Arkansas 72201-3822  
Telephone: (501) 682-3171  
Fax: (501) 682-3172  
E-mail: [asbalaid@arkansas.gov](mailto:asbalaid@arkansas.gov)  
Website: <http://asbalaid.arkansas.gov>

## ARCHITECT

O\*NET CODE 17-1011.00

### Job Description

**Architects** provide services including planning, preliminary studies, designs, drawings, specifications, and other technical submissions, and administration of construction contracts in connection with the design and construction, enlargement or alteration of a building or group of buildings, and the space within and surrounding such buildings which are designed for human occupancy or habitation. Architects select and coordinate the services of appropriate specialty consultants such as structural, civil, mechanical, electrical engineers, landscape designers, interior designers, graphics, communications, lighting, acoustical and other related consultants.

### Examinations and Fees

Examination Required

Application for Registration by Examination (ARE) fee	\$250.00
Application for Individual Reciprocal Registration fee	\$250.00
Annual Renewal of Individual Registration fee	\$100.00

### Requirements

1. Must be of good moral character.
2. Must hold a professional degree in architecture from a National Architectural Accrediting Board institution.
3. Must have completed the National Council of Architectural Registration Board's (NCARB) Intern Development Program (IDP).
4. Must have passed the Architecture Registration Examination (ARE).
5. Must complete an affidavit supplied by the Board attesting that he or she has read and understood the Arkansas Architectural Act and Rules and Regulations.

**Number of Licenses:** 1,982 total licenses in 2015

## INTERIOR DESIGNER

O\*NET CODE 27-1025.00

### Job Description

**Interior Designers** plan, design, and furnish interiors of residential, commercial, or industrial buildings. They formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. They may specialize in a particular field, style, or phase of interior design.

### Examinations and Fees

Examination required

Application for Registration by Examination (NCIDQ) fee	\$250.00
Application for Individual Reciprocal Registration fee	\$250.00
Annual Renewal of Individual Registration fee	\$100.00

### Requirements

1. Must be of good moral character.
2. Must be a graduate of a five-year interior design program from an accredited institution, and must have completed at least one year of diversified and appropriate interior design experience.  
Or  
Must be a graduate of a four-year interior design program or a master's degree program in interior design from an accredited institution, and must have completed at least two years of diversified and appropriate interior design experience.  
Or  
Must be a licensed architect certified by the Board.
3. Must have passed the National Council for Interior Design Qualification (NCIDQ) examination.
4. Must complete an affidavit supplied by the Board attesting that he or she has read and understood the

# Arkansas State Board of Architects, Landscape Architects and Interior Designers

## Interior Designer (Cont.)

5. Registered Interior Designers Title Registration Act and Rules and Regulations.

**Number of Licenses:** 63 total licenses in 2015

### LANDSCAPE ARCHITECT

O\*NET CODE 17-1012.00

#### Job Description

A **Landscape Architect** provides professional services such as consultation, investigation, research, associated planning, design, preparation of drawings, specifications and contract documents, and responsible supervision or construction management in connection with the development of land areas for the dominant purpose of preservation, enhancement or determination of proper land uses, naturalistic and aesthetic values; the determination of settings, grounds; and approaches for buildings and structures or other improvements and related drainage where structural or hydraulic design of system components is not required, environmental planning, the shaping and contouring of land and water forms and determination of landscape irrigation.

#### Examinations and Fees

Examination required

Application for Registration by Examination (LARE) fee	\$250.00
Application for Individual Reciprocal Registration fee	\$250.00
Annual Renewal of Individual Registration fee	\$100.00

#### Requirements

1. Must be of good moral character.
2. Must be a graduate of a degree program from an accredited institution, and must have completed at least 2 years of diversified and appropriate landscape architect experience.  
Or  
Must be a graduate of a design program in a field related to landscape architecture that is satisfactory to the Board, and must have completed at least four years of diversified and appropriate landscape architect experience.  
Or  
Must have seven years of experience in landscape architecture satisfactory to the Board.
3. Must have passed the Landscape Architect Registration Exam (LARE) in accordance with current Council of Landscape Architectural Registration Boards (CLARB) standards.
4. Must complete an affidavit supplied by the board attesting that he or she has read and understood the Landscape Architectural Practice Act and Rules and Regulations.

**Number of Licenses:** 257 total licenses in 2015

## Arkansas State Athletic Commission

4815 West Markham Street, Slot 36  
Little Rock, Arkansas 72205  
Telephone: (501) 687-1038  
Fax: (501) 255-0394  
E-mail: [Connie.Melton@arkansas.gov](mailto:Connie.Melton@arkansas.gov)  
Website: [www.asac.arkansas.gov](http://www.asac.arkansas.gov)

### ATHLETIC MANAGER

O\*NET CODE 13-1011.00

#### Job Description

**Athletic Managers** manage the affairs of professional athletes by negotiating with promoters or matchmakers to obtain favorable contracts for their clients. Athletic managers may prescribe exercises, rest periods and diets to be followed. They also direct the trainers to carry out preplanned conditioning programs. Athletic managers also determine the strategy to be followed in preparing for and participating in competition with others.

#### Examinations and Fees

No examinations	
License fee	\$50.00
Renewal fee	\$50.00 per year

#### Requirements

License based on experience listed on application.

**Number of Licenses:** 1 license issued during Calendar Year 2018

### ATHLETIC PROMOTER / MATCHMAKER

O\*NET CODE 13-1011.00

#### Job Description

**Athletic Promoters/Matchmakers** assume the financial responsibility of a sporting event including contracting and matching-up the principals, renting the site, collecting gate receipts, paying prize monies to the participants, and paying salaries to workers. Often, the word Promoter is considered to be synonymous with the word Matchmaker; however, on occasion, Matchmakers perform only the duties of arranging matches between equally qualified contestants. Separate licenses are required for promoter and matchmaker.

#### Examinations and Fees

No examinations	
License fee (Promoter)	\$100.00
License fee (Matchmaker)	\$100.00

#### Requirements

License based on experience listed on application.

**Number of Licenses:** 35 licenses issued during Calendar Year 2018

### BOXER / KICK BOXER

O\*NET CODE 27-2021.00

#### Job Description

Boxers participate in their particular class of boxing for the purpose of entertaining audiences. Boxers compete with their fists. "Kick boxing" means any forms of boxing in which blows are delivered with the hand and any part of the leg below the hip, including the foot. Boxers must pass a physical exam, must be knowledgeable of the established rules and regulations and must conform to them at all times. Boxers must have a government issued photo identification presented at the time of licensing in order to become a licensed boxer in Arkansas.

#### Examinations and Fees

Physical Examination	
Federal Boxing ID	\$20.00

#### Requirements

Must pass a thorough physical examination

**Number of Licenses:** 18 licenses issued during Calendar Year 2018

## Arkansas State Athletic Commission (Cont.)

### COMPETITIVE SPORTS JUDGE

O\*NET CODE 27-2023.00

#### Job Description

A **Judge** makes sure the fight runs smoothly. When the fight is close, they make the final decision on the outcome. A judge also makes decisions on disqualifications, when fight rules are broken during the fight.

#### Examinations and Fees

No examinations	
License fee	\$15.00
Renewal fee	\$15.00

#### Requirements

License is based on experience listed on application

**Number of Licenses:** 16 licenses issued during Calendar Year 2018

### EVENT COORDINATOR

O\*NET CODE 13-1121.00

#### Job Description

Under the direction and control of the Promoter, **Event Coordinators** may perform, negotiate, and obtain or assist with the setup of the event site, required equipment or supplies, concessions, advertising or marketing, media coverage, ticketing, event staff, security, officials, and medical personnel.

#### Examinations and Fees

No examination	
License fee	\$100.00
Renewal fee	\$100.00 per year

#### Requirements

License based on experience listed on application.

**Number of Licenses:** 4 licenses issued during Calendar Year 2018

### MIXED MARTIAL ARTIST

O\*NET CODE 27-2021.00

#### Job Description

**Mixed Martial Artists** participate in the sport of martial arts for the purpose of entertaining audiences. They utilize the exertion of pressure, grappling, holds, kicks, punches, blows, strikes, or other techniques, including, but not limited to, any form of judo, kung fu, karate, tae kwon do, ju jitsu, muay thai, or any other discipline.

#### Examinations and Fees

No examinations	
National Mixed Martial Arts ID	\$20.00

#### Requirements

License is based on experience listed on application.

**Number of Licenses:** 105 licenses issued in Calendar Year 2018

### PROFESSIONAL WRESTLER

O\*NET CODE 27-2021.00

#### Job Description

**Wrestlers** participate in the professional sport of wrestling for the purpose of entertaining audiences. They must continually maintain a high level of expertise in their sport, and through a rigorous strength and conditioning program, must continually keep themselves in excellent physical condition. They normally exercise and practice their sport under the direction of an athletic trainer, manager, or another professional wrestler. They must be knowledgeable of the established rules and regulations and must conform to them at all times.

#### Examination and Fees

Physical examination	
License fee	\$20.00
Renewal fee	\$20.00 per year

## Arkansas State Athletic Commission Professional Wrestler (Cont.)

### Requirements

Must pass a thorough physical examination.

**Number of Licenses:** 209 licenses issued in Calendar Year 2018

### **REFEREE**

O\*NET CODE 27-2023.00

### Job Description

**Referees** observe the actions of the participants to insure that they abide by the rules and regulations of the sport, and further insure that the participants be given the opportunity to perform to the best of their ability by maintaining control of the match. In cases of knockdowns in boxing matches, or pins in wrestling matches, the referees are responsible for maintaining the counts.

### Examinations and Fees

No examination	
License fee	\$25.00
Renewal fee	\$25.00 per year

### Requirements

License based on experience listed on application.

**Number of Licenses:** 27 licenses issued in Calendar Year 2018

### **RING ANNOUNCER**

O\*NET CODE 27-3012.00

### Job Description

Before a boxing or wrestling match begins, **Ring Announcers** introduce ringside celebrities, announce all upcoming events, and tell the crowd about the competitors in the next fight. At the completion of the contest, they announce the final decision as decided by the judges.

### Examinations and Fees

License fee	\$20.00
Renewal fee	\$20.00 per year

### Requirements

License based on experience listed on application.

**Number of Licenses:** 11 licenses issued in Calendar Year 2018

### **SECONDS / CORNER**

O\*NET CODE 29-9091.00

### Job Description

**Seconds** aid, assist and advise a contestant during an event.

### Examinations and Fees

No examinations	
License fee	\$15.00
Renewal fee	\$15.00

### Requirements

License based on experience listed on application

**Number of Licenses:** 147 licenses issued in Calendar Year 2018

### **TIMEKEEPER**

O\*NET CODE 27-2023.00

### Job Description

**Timekeepers** are responsible for the official timing of rounds and rest periods between rounds. Prior to the start of each round, timekeepers are required to give a warning signal to the respective corners. At the start of each round, they sound a signal for the fighters to begin. In case of a knockdown during the round, the

## **Arkansas State Athletic Commission Timekeeper (Cont.)**

timekeeper will, along with the referee, count the time the fighter is on the mat. At the completion of each round, the timekeeper sounds a signal for the fighters to return to their respective corners.

### **Examinations and Fees**

No examinations

License fee \$15.00

Renewal fee \$15.00 per year

### **Requirements**

License based on experience listed on application.

**Number of Licenses:** 5 licenses issued in Calendar Year 2018



## Arkansas State Board of Athletic Training

9 Shackelford Plaza, Suite 3  
Little Rock, Arkansas 72211  
Telephone: (501) 683-4076  
Fax: (501) 228-0294  
E-mail: aratb@sbcglobal.net  
Website: www.aratb.org

### ATHLETIC TRAINER

O\*NET CODE 29-9091.00

#### Job Description

**Athletic Trainers** evaluate, advise, and treat athletes to assist recovery from injury, avoid injury, or maintain peak physical fitness. An individual who plans to practice as an athletic trainer must secure a license prior to practicing in Arkansas.

#### Examinations and Fees

Examination required	
Application fee	\$ 25.00
Initial Licensure fee	\$100.00
Initial Licensure fee (graduate student already NATABOC certified)	\$ 50.00
Temporary Permit Application fee	\$ 25.00
Temporary Permit Licensure fee	\$300.00 (quarterly)
Renewal fee	\$ 50.00
Renewal fee (graduate student already NATABOC certified)	\$ 25.00
Reactivation fee	\$ 75.00
Late fee	\$100.00

#### Requirements

1. Must possess a bachelor's degree from an accredited college or university.
2. Must meet other curriculum and internship requirements as specified by the board.
3. Must pass an examination for licensure as designated by the board to determine minimum competency in athletic training.
4. Must provide notarized proof of employment, performance of duties, and supervision.
5. Applicants partially or fully practicing in a non-clinical setting must submit a Physician Direction Form.

**Number of Licenses:** 305 active licenses in 2018

## Arkansas Auctioneers Licensing Board

101 East Capitol, Suite 112B  
Little Rock, Arkansas 72201  
Telephone: (501) 682-1156  
Fax: (501) 682-1158  
Website: www.aralb.com

### AUCTIONEER

O\*NET CODE 41-3099.00

#### Job Description

**Auctioneers** sell articles at auction to the highest bidder; appraise merchandise before sale and assemble merchandise in lots according to estimated value of individual pieces or type of article. They select article to be auctioned at suggestion of bidders or by own choice and ask for starting bids; describe merchandise and give information about article, such as history and ownership, in order to encourage bidding; continue to ask for bids, attempting to stimulate buying desire of bidders; and close sale to highest bidder. They may write auction catalog and advertising copy for local or trade newspapers and periodicals.

#### Examinations and Fees

Written and Oral examination	
Examination fee	\$100.00
License fee	\$100.00
Renewal fee	\$100.00 per year
Recovery Fund fee	\$100.00 first year
State Background Check fee	\$ 22.00
Federal Background Check fee	\$ 13.25

#### Requirements

1. Must be of good reputation, trustworthy, and competent to transact the business of an auctioneer.
2. Must provide two letters of reference to the board.
3. Must be at least 18 years of age.
4. Must provide a completed and notarized application for License.
5. Must provide a completed Arkansas State Police Identification form.
6. Must provide completed FBI fingerprint Cards (2).
7. Must provide a small photograph (2" x 2").
8. Must provide Consent to Service of Jurisdiction Form (Non-residents only).
9. Must provide letters of good standing from all states where current licenses are held.
10. Must successfully complete the exam process

**Number of Licenses:** 789 active licenses in 2019

## Arkansas Professional Bail Bondsman Licensing Board

101 East Capitol, Suite 117  
Little Rock, Arkansas 72201  
Telephone: (501) 682-9050  
E-mail: leann.ellerbee@arkansas.gov  
Website: <http://arailbonds.statesolutions.us>

### BAIL BONDSMAN

O\*NET CODE 13-2099.00

#### Job Description

A **Bail Bondsman** investigates arrested persons to determine bondability, interviews bond applicants to ascertain character and financial status, and furnishes bond for prescribed fee upon determining intention of accused to appear in court. A bail bondsman posts and signs bond with court clerk to obtain release of client and forfeits the amount of bond if client fails to appear for trial. A Professional Bail Bondsman must be licensed.

#### Examinations and Fees

Written examination	\$ 25.00
Agent Application fee	\$100.00
Agent Transfer fee	\$250.00
Additional Bail Bondsman fee	\$100.00

#### Requirements

1. A professional Bail Bondsman acts through authority of a licensed Professional Bail Bond company.
2. Must submit a completed license application.
3. Must submit a completed Company Statement.
4. Must submit a completed Personal Reference form.
5. Must have a Qualifying Power of Attorney issued by the Company.
6. Must have a criminal background check which includes fingerprints.
7. Must complete an 8 hour Bail Bond Agent Pre-licensing Course.
8. Must pass a written examination.

**Number of Licenses:** 679 active licenses in 2019

## State Board of Barber Examiners

501 Woodlane, Suite 311C  
Little Rock, Arkansas 72201  
Telephone: (501) 682-4035  
Email: barber.examiners@arkansas.gov  
Website: www.arbarber.com

### BARBER

O\*NET CODE 39-5011.00

#### Job Description

**Licensed Barbers** cut and style hair, trim beards and mustaches, do shaves, massages, facials, scalp treatments, permanent waving, hair coloring and fit hair pieces. They are skilled in the use of equipment such as scissors, razors, and clippers. They must be conscious of the condition of their tools and surroundings; keeping them clean and sanitized at all times to prevent the spread of disease. Licensed barbers may also sell grooming products. All working barbers must be currently licensed by the Board of Barber Examiners.

#### Examinations and Fees

Written, oral, and practical examinations	\$75.00
License fee	\$50.00
Renewal fee	\$50.00 per year
Restoration of expired license	\$75.00 per year of delinquency (up to three years) then re-examination.

#### Requirements

1. Proof of eighth grade education or its equivalent. (12<sup>th</sup> grade for Post-Secondary)
2. Must be at least 16 ½ years of age.
3. Must be of good moral character and temperate habits.
4. Must have at least 1,500 hours of instruction from an approved school of barbering.
5. Must pass written and practical examination given by the Board.

**Number of Licenses:** 2,552 active licenses in 2019

### BARBER INSTRUCTOR

O\*NET CODE 25-1194.00

#### Job Description

**A Barber School Instructor** provides instruction to the barber student in the various methods of cutting and styling hair; trimming beards and mustaches, giving shaves, massages, facials, and scalp treatments; and fitting hairpieces. The barber school instructor also provides instruction in sanitation practices, proper hygiene procedures, salesmanship, and general business practices. Permanent waving, hair coloring and chemical relaxing are also taught.

#### Examinations and Fees

Written, oral and practical examinations	\$80.00
License fee	\$40.00
Renewal fee	\$40.00 per year
Restoration of expired license	\$48.00 per year of delinquency (up to three years) then re-examination.

#### Requirements

1. Must be a high school graduate.
2. Must have worked as a barber in a shop environment for at least one year.
3. Must complete a postgraduate course (600 hours) in barber-teacher theory at an approved barber school.
4. Must pass a written and practical examination given by the Board.
5. Must be twenty-one years of age (21).

**Number of Licenses:** 105 active licenses in 2019

### BARBER TECHNICIAN

O\*NET CODE 39-5093.00

#### Job Description

**Barber Technicians** work under the direct personal supervision of a currently licensed barber in licensed barber shops. They assist barbers in shampooing hair and sanitizing and disinfecting tools. Barber Technicians shall not be permitted to cut or style hair or otherwise engage in the practice of barbering.

## State Board of Barber Examiners Barber Technician (Cont.)

### Examinations and Fees

License Fee	\$35.00
Renewal Fee	\$35.00
Restoration Fee	\$42.00

The board no longer accepts applications for new Technicians. Currently licensed Technicians may continue to be licensed.

**Number of Licenses:** 1 active license in 2018

# Arkansas State Board of Chiropractic Examiners

101 East Capitol Avenue, Suite 209  
Little Rock, Arkansas 72201  
Telephone: (501) 682-9015  
Fax: (501) 682-9016  
E-mail: [asbce@arkansas.gov](mailto:asbce@arkansas.gov)  
Website: [www.arkansas.gov/asbce](http://www.arkansas.gov/asbce)

## CHIROPRACTOR

O\*NET CODE 29-1011.00

### Job Description

**Chiropractors** treat patients by adjusting the spinal column and other articulations of the body to correct abnormalities of the human body believed to be caused by interference with the nervous system. They manipulate spine or other involved area. They may utilize supplementary measures, such as exercise, rest, water, light, heat and nutritional therapy.

### Examinations and Fees

Written Jurisprudence examination	
Application fee	\$150.00
Orientation fee	\$ 50.00
Criminal Background Check	\$ 35.00 (Federal & State together)
Renewal fee	\$250.00 per year for In-state Active \$125.00 per year for Out-of-State Active \$100.00 per year for Inactive
Late Renewal fee	\$200.00

### Requirements

1. Must be at least 21 years of age.
2. Must be of good moral character.
3. Must have a Doctor of Chiropractic degree from an approved chiropractic institution which includes 120 classroom hours of physiological therapeutics and not less than 4,400 fifty minute resident class hours or not less than 4 years of 9 academic months. Undergraduate courses must include not less than a total of sixty semester hours credits, of which a minimum of thirty semester hour credits must be in science subjects such as biology, zoology, chemistry, math, or other like subjects, with no less than a "C" average.
4. Must possess a valid National Board of Chiropractic Examiners certificate to include Parts I, II, III and IV and the physiological therapeutics section.
5. Must not have had a license to practice chiropractic in any other state suspended or revoked nor have been placed on probation for any cause.
6. Must have a letter of recommendation.
7. Must not have been convicted of a felony.
8. Must not be an habitual user of intoxicants, drugs, or hallucinatory preparations.
9. Must complete a Criminal Background check.
10. Must complete Jurisprudence exam after Application for Licensure is made.

**Number of Licenses:** 616 Active licenses, 49 Out-of-State Active, 31 Inactive licenses in 2019

## Arkansas State Board of Collection Agencies

523 South Louisiana Street, Suite 460  
Little Rock, Arkansas 72201  
Telephone: (501) 376-9814  
Fax: (501) 372-5383  
E-mail: aherrington@asbca.com  
Website: www.asbca.org

### COLLECTION AGENCY COLLECTOR

O\*NET CODE 43-3011.00

#### Job Description

**Collection Agency Collectors** contact debtors to collect delinquent accounts, bills, or other forms of indebtedness, including but not limited to Non-Sufficient Funds checks. The collectors contact the debtors and attempt to persuade them to pay the amount due. Accurate records must be kept of all collections received and of the status of accounts. Additionally, collectors must be knowledgeable of and comply with State and Federal Law regarding the conduct of collectors.

#### Examinations and Fees

No examinations are required for the collectors. The Agency Manager is required to educate and supervise the collectors.

The Licensed Collection Agency is responsible for making sure the registration fee is paid.

Registration fee	\$20.00
Renewal fee	\$20.00 per year

#### Requirements

1. Must be an employee of a licensed collection agency.
2. Must possess patience, persistence, and tact, and be skilled in various modes of communications.
3. Must be knowledgeable of the Federal Fair Debt Collection Practices Act and A.C.A. §17-24-101 et seq.

**Number of Licenses:** 1,411 active licenses in 2019

### COLLECTION AGENCY MANAGER

O\*NET CODE 11-1021.00

#### Job Description

A **Collection Agency Manager** supervises all phases of activity within a collection agency, trains collectors and other personnel who engage in the business of collections, has fiduciary responsibility for his or her clients' funds which they have collected, must be knowledgeable of Federal and State Law, must educate his or her employees as to proper conduct, etc. The Collection Agency Manager is affiliated with a licensed Collection Agency.

#### Examinations and Fees

Written examination is required for those managers who do not possess the requisite experience.

Registration fee	\$20.00
Renewal fee	\$20.00 per year

#### Requirements

1. Must be an employee of a licensed collection agency.
2. Must be approved by the Chairman of the Board.
3. Must be at least 21 years of age.
4. May not be a sheriff, deputy sheriff, constable or other law enforcement officer.
5. Must be deemed credit worthy.
6. Must have at least one year experience in the collection industry.
7. Must be knowledgeable of the Arkansas Fair Debt Collection Practices Act and A.C.A. §17-24-101 et seq.

**Number of Licenses:** 1,421 active licenses in 2018

## State of Arkansas Contractors Licensing Board

4100 Richards Road  
North Little Rock, Arkansas 72117  
Telephone: (501) 372-4661  
Fax: (501) 372-2247  
E-mail: [contractors.licensing.board@arkansas.gov](mailto:contractors.licensing.board@arkansas.gov)  
Website: [www.arkansas.gov/clb](http://www.arkansas.gov/clb)

### COMMERCIAL CONTRACTOR

O\*NET CODE 11-9021.00

#### Job Description

**Commercial Contractors** perform specified construction work of \$50,000 or more (including but not limited to labor and material) in accordance with the architect's plans, blueprints, codes, and other specifications on construction projects, except single family residential projects. They estimate the cost of materials, labor, and required equipment in order to prepare bids. They also confer with their clients to negotiate terms of the contract. On occasion, they may make arrangements with subcontractors to handle specialized construction not in their area of expertise. They must be knowledgeable in purchasing procedures and must supervise and coordinate the entire building process.

#### Examinations and Fees

Examination (Arkansas Business and Law)	\$ 80.00
New application fee	\$100.00
Renewal application fee	\$ 50.00
Late Renewal fee	\$100.00

#### Requirements

1. A complete application required.
2. Must have one to five years of experience, depending upon the type of license applied for, in the type of work to be performed in Arkansas.
3. Must have proof of financial responsibility (A reviewed or audited financial statement for a regular license OR a compiled financial statement for a restricted license-projects under \$750,000. Financials must be from an independent CPA showing a positive working capital and the minimum net worth which will be based on the classification applying for)
4. Must submit the completed reference forms showing experience in the classification(s) requested (for new application)
5. Must have a fully executed \$10,000 Contractors Surety Bond.
6. Must have a passing test score for the Arkansas Business and Law exam.
7. Worker's Compensation insurance coverage is required, if there are employee(s).

**Number of Licenses:** 7,635 active licenses in 2018

### RESIDENTIAL BUILDING CONTRACTOR

O\*NET CODE 11-9021.00

#### Job Description

**Residential Building Contractors** construct, contract, undertake to construct, assume charge in a supervisory capacity, or otherwise manage the construction of a single family residence consisting of one but not more than four units of new construction.

#### Examinations and Fees

Examination (Arkansas Business and Law)	\$ 80.00
New application fee	\$100.00
Renewal application fee	\$ 50.00
Renewal application late fee	\$100.00

#### Requirements

1. A complete application required.
2. Must submit the completed reference forms showing at least 4 years of experience (for new application).
3. Must submit current balance sheet less than one year old showing positive net worth.
4. Must have a passing test score for the Arkansas Business and Law exam.
5. Worker's Compensation coverage is required, if there are employee(s).

**Number of Licenses:** 1869 active licenses in 2018



## State of Arkansas Contractors Licensing Board (Cont.)

### RESIDENTIAL HOME IMPROVEMENT SPECIALTY CONTRACTOR

O\*NET CODE 11-9021.00

#### Job Description

**Residential Home Improvement Specialty Contractors** or **Home Improvement Contractors (Specialty)** manage the reconstruction, alteration, renovation, repair, modification, improvement, removal, or demolition, to any preexisting single family residence, in their individual areas of specialty. They do not perform remodeling projects or additions. In general (there are exceptions) doing specialty work at a single family residence, when the cost is more than \$2,000 (including but not limited to labor and material) must be licensed. A contractor holding a "limited" Home Improvement license can only do home improvement projects less than \$50,000, labor and material. A contractor holding an "unlimited" Home Improvement license can do home improvement projects of any dollar amount.

#### Examinations and Fees

New application fee	\$50.00
Renewal application fee (Limited and Unlimited)	\$25.00
Late Renewal application fee (Limited and Unlimited)	\$50.00

#### Requirements

1. A completed application required.
2. Must have experience in classification requested by reflecting jobs completed on the experience section of the new application.
3. For an "Unlimited" license, must submit a current balance sheet less than one year old showing a positive net worth.
4. For an "Unlimited" license, must have proof of Workers Compensation insurance, if there are employee(s).

**Number of Licenses:** 6,568 active licenses in 2018

### RESIDENTIAL REMODELER CONTRACTOR

O\*NET CODE 11-9021.00

#### Job Description

**Residential Remodeler Contractors** manage the reconstruction, alteration, renovation, repair, modification, improvement, removal, demolition, or addition to any preexisting single family residence. In general (there are exceptions) doing remodeling or repair work at a single family residence, when the cost is more than \$2,000 (including but not limited to labor and material), must be licensed. A contractor holding a "limited" Home Improvement license can only do home improvement projects less than \$50,000, (including but not limited to labor and material). A contractor holding an "unlimited" Home Improvement license can do home improvement projects of any dollar amount.

#### Examinations and Fees

Examination (Arkansas Business and Law)	\$80.00
New application fee	\$50.00
Renewal application fee (Limited)	\$25.00
Renewal application fee (Unlimited)	\$25.00
Late Renewal Fee (Limited)	\$50.00
Late Renewal Fee (Unlimited)	\$50.00

#### Requirements

1. A complete application required.
2. Must have 2 years of appropriate experience.
3. Residential Remodelers must pass the Arkansas Business and Law test.
4. For an "unlimited" license, must submit current balance sheet less than one year old showing positive net worth.
5. Worker's Compensation coverage is required, for an "Unlimited" license, if there are employee(s).
6. Must submit the completed reference forms showing experience in the classification(s) requested (for new application).

**Number of Licenses:** 2,333 active licenses in 2018

## Arkansas Board of Examiners in Counseling and Marriage & Family Therapy

101 East Capitol, Suite 202  
Little Rock, Arkansas 72201  
Telephone: (501) 683-5800  
Fax: (501) 683-6349  
Email: Lenora.Erickson@arkansas.gov  
Website: www.abec.arkansas.gov

### LICENSED ASSOCIATE COUNSELOR (LAC)

O\*NET CODES 21-1011.00 21-1014.00 21-1015.00 21-1019.00

#### Job Description

Under the direct supervision of a Licensed Professional Counselor, **Licensed Associate Counselors** provide counseling to individuals, groups, organizations, and the general public. Counseling is not restricted to, but may include, counseling, appraisal, consultation, referral, and research. Counseling is the act of assisting an individual or groups of people to develop an understanding of their personal problems, to help define their goals, to plan their actions toward reaching these goals, and to bring out their interests, abilities, aptitudes, and needs as these are related to personal-social concerns, educational progress, and occupations and careers.

#### Examinations and Fees

Written and oral examinations

Application packet	\$ 20.00 (Free from Web Site)
Application fee	\$200.00
License fee	\$250.00
Renewal fee	\$250.00 each two years

\*\*\* Specialization licenses are issued when counselor has specialization training beyond the generic license, and meets national standards in the specialty. \*\*\*

#### Requirements

1. Must possess a graduate degree that is primarily professional counseling in content from a regionally accredited institution. The graduate semester hours must meet the national academic and training content standards adopted by the Board and the Council for the Accreditation of Counseling and Related Educational Programs (CACREP/CORE) or equivalent.
2. Must demonstrate professional competencies by passing written, oral, and situational examinations as prescribed by the Board.
3. Must arrange supervision with a Board-approved Licensed Associate Counselor supervisor and have the plan/agreement for supervision approved by the Board prior to license issue. The required three years (3,000 clock hours) of supervision is intended for the Associate to become a Licensed Professional Counselor.
4. Must provide 4 letters of recommendation (two from faculty or adjuncts).
5. Must be a citizen of the United States or have an immigration green card.
6. Must complete a criminal background check.

**Number of Licenses:** 459 active licenses in 2017

### LICENSED ASSOCIATE MARRIAGE AND FAMILY THERAPIST (LAMFT)

O\*NET CODE 21-1013.00

#### Job Description

Under the direct supervision of a Licensed Marriage and Family Therapist (LMFT), a **Licensed Associate Marriage and Family Therapist (LAMFT)** provides psychotherapeutic services to individuals, groups, organizations, corporations, institutions, and government agencies. Marriage and Family Therapy is based on systems theories, marriage and family development, normal and dysfunctional behavior, human sexuality and psychotherapeutic marital and family therapy theories and techniques. Marriage and Family Therapists utilize the scientific and applied theories, methods, and procedures of marriage and family therapy for the purpose of evaluating, diagnosing and treating marital, family and individual behavior within the context of marital, family and/or other systems.

#### Examinations and Fees

Written and oral examinations

Application packet	\$ 20.00 (free from Web site)
Application fee	\$200.00
License fee	\$250.00
Renewal fee	\$250.00 (every two years)

# Arkansas Board of Examiners in Counseling and Marriage & Family Therapy

## Licensed Associate Marriage and Family Therapist (LAMFT) (Cont.)

\*\*\*Specialization licenses are issued when counselor has specialization training beyond the generic license, and meets national standards in the specialty.\*\*\*

### Requirements

1. Must have received a graduate degree in marriage and family therapy or related field from a regionally accredited institution. The graduate semester hours must meet the national academic and training content standards adopted by the Board from the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE/AAMFT) or the Council for Accreditation Counselor Related Education Programs (CACREP/CORE) or equivalent.
2. Must demonstrate professional competencies by passing written, oral, and situational examinations prescribed by the Board.
3. Must arrange supervision with a Board-approved Licensed Associate Marriage and Family Therapist supervisor and have the plan/agreement for supervision approved by the Board prior to license issue. The required three years (3,000 clock hours) of supervision is intended for the Associate to become a Licensed Marriage and Family Therapist.
4. Must provide 4 letters of recommendation (two from faculty or adjuncts).
5. Must be a citizen of the United States or have an immigration green card.
6. Must have a Criminal Background Check.

**Number of Licenses:** 72 active licenses in 2017

## LICENSED MARRIAGE AND FAMILY THERAPIST (LMFT)

O\*NET CODE 21-1013.00

### Job Description

**Licensed Marriage and Family Therapists (LMFT)** provide psychotherapeutic services to individuals, groups, organizations, corporations, institutions and government agencies. Marriage and Family Therapy is based on systems theories, marriage and family development, normal and dysfunctional behavior, human sexuality and psychotherapeutic marital and family therapy theories and techniques. Marriage and Family Therapists utilize the scientific and applied theories, methods and procedures of marriage and family therapy for the purpose of evaluating, diagnosing and treating marital, family and individual behavior within the context of marital, family and/or other systems.

### Examinations and Fees

Written and oral examinations

Application packet: \$ 20.00 (Free from Web site)

Application fee: \$200.00

License fee: \$300.00

Renewal fee: \$300.00 (every two years)

\*\*\* Specialization licenses are issued when counselors document training in specialty areas beyond the generic license and meet national standards.\*\*\*

### Requirements

1. Must have received a graduate degree in Marriage and Family Therapy or related field from a regionally accredited institution. The graduate semester hours must meet the national academic and training content standards adopted by the Board from the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or the Council for Accreditation of Counseling and Related Educational Programs (CACREP/CORE/COAMFTE Standards) or the American Association of Marriage & Family Therapy (AAMFT).
2. Must demonstrate professional competencies by passing written, oral, and situational examinations prescribed by the Board.
3. Must have three years (3,000 clock hours) of supervised full-time experience, as defined by the Board, in marriage and family therapy beyond the Master's degree. One year of experience may be gained for 30 semester hours of graduate work beyond the Master's level, provided the hours are clearly marriage and family therapy in nature and acceptable to the Board. Hours earned may be substituted for no more than

# Arkansas Board of Examiners in Counseling and Marriage & Family Therapy

## Licensed Marriage and Family Therapist (LMFT) (Cont.)

two years of supervised professional experience. The Board of Examiners in Counseling does not have the power to waive any required period of supervised experience.

4. Must provide 4 letters of recommendation (two from faculty or adjuncts).
5. Must be a citizen of the United States or have an immigration green card.
6. Must have a Criminal Background Check.

**Number of Licenses:** 155 active licenses in 2017

## LICENSED PROFESSIONAL COUNSELOR (LPC)

O\*NET CODES 21-1011.00 21-1014.00 21-1015.00 21-1019.00

### Job Description

**Licensed Professional Counselors** provide counseling to individuals, groups, organizations, and the general public. Counseling may include appraisals, consultation, referral, and research. Most counselors help individuals or groups of people in developing an understanding of their personal problems, defining and reaching goals, and bringing out their interests, abilities, aptitudes, and needs as related to personal-social concerns, educational progress, occupations, and careers. Counselors perform appraisal activities that may include selecting, administering, scoring, and interpreting assessments of an individual's aptitudes, interests, abilities, attitudes, achievements, and personality characteristics.

### Examinations and Fees

Written and oral examinations

Application packet	\$20.00 (Free from Web site)
Application fee	\$200.00
License fee	\$300.00
Renewal fee	\$300.00 each two years

\*\*\*Specialization licenses are issued when counselors document training in specialty areas beyond the generic license and meet national standards. \*\*\*

### Requirements

1. Must possess a graduate degree that is primarily professional counseling in content from a regionally accredited institution. The graduate semester hours must meet the national academic and training content standards adopted by the Board and the Council for the Accreditation of Counseling and Related Educational Programs (CACREP/CORE) or equivalent.
2. Must demonstrate professional competencies by passing written, oral, and situational examinations as prescribed by the Board.
3. Must provide evidence of three years (3,000 clock hours) of supervised full-time experience, as defined by the Board, in professional counseling beyond the Master's Degree. One year (1,000 hours) of experience may be gained for 30 semester hours of graduate work beyond the Master's level, provided the hours are clearly counseling in nature and acceptable to the Board. Hours earned may be substituted for no more than two years of supervised professional experience. The Board of Examiners in Counseling does not have power to waive any required period of supervised experience.
4. Must provide 4 letters of recommendation (two from faculty or adjuncts).
5. Must be a citizen of the United States or have an immigration green card.
6. Must complete a criminal background check.

**Number of Licenses:** 1,611 active licenses in 2017

## **Arkansas Board of Certified Court Reporter Examiners**

Arkansas Justice Building  
625 Marshall Street  
Little Rock, Arkansas 72201  
Telephone: (501) 425-5995  
E-mail: [exsec.arcrb@gmail.com](mailto:exsec.arcrb@gmail.com)  
Website: [www.arcrb.com](http://www.arcrb.com)

### **CERTIFIED COURT REPORTER**

O\*NET CODE 23-2091.00

#### **Job Description**

**Certified Court Reporters** use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information.

#### **Examinations and Fees**

Written and oral exams       \$75.00 in-state applicants, \$150.00 out-of-state applicants  
Renewal of Certification fee   \$50.00 per year  
Criminal Background Check   \$25.00

#### **Requirements**

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must not be a convicted felon or have been convicted of a misdemeanor that reflects adversely on the applicant's honesty, trustworthiness, or fitness as a reporter.
4. State criminal background check required
5. Must demonstrate the ability to make a verbatim record of court proceedings.
6. Must pass the Certified Court Reporter Examination consisting of five minutes of one-voice dictation of literacy at 180 words per minute, five minutes of one-voice dictation of jury charge at 200 words per minute, five minutes of two-voice dictation of questions and answers at 225 words per minute. Must transcribe all dictation with a minimum of 95 percent accuracy and pass a written knowledge test with a minimum of 70 percent accuracy.

**Number of Licenses:** 370 active licenses in 2018

## Arkansas State Board of Dental Examiners

101 East Capitol Ave., Suite 111  
Little Rock, Arkansas 72201  
Telephone: (501) 682-2085  
Fax: (501) 682-3543  
E-mail: [asbde@arkansas.gov](mailto:asbde@arkansas.gov)  
Website: [www.dentalboard.arkansas.gov](http://www.dentalboard.arkansas.gov)

### DENTAL HYGIENIST

O\*NET CODE 29-2021.00

#### Job Description

**Dental Hygienists** are part of the dental health team. They are oral clinicians who aid the public in developing and maintaining good oral health. They perform preventive and therapeutic treatment under the supervision of a dentist or work in a school system or public health agency. They perform such duties as polishing teeth and applying fluoride treatments to prevent and control tooth decay. While cleaning teeth, dental hygienists record decay and disease for use by the dentist in diagnosis and care. Dental hygienists may take and develop x-rays, sterilize instruments, or maintain patient records. They may also mix filling compounds and act as chairside assistants handling supplies and instruments. A license is required to practice as a Dental Hygienist.

#### Examinations and Fees

Written and practical examinations

Application \$100.00

Renewal fee (every 2 years) \$100.00

#### Requirements

1. Must have graduated from a dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Board.
2. Satisfactory completion of National Board Examination for Dental Hygiene.
3. Successful completion of clinical dental hygiene examination administered by the Southern Regional Testing Agency.
4. Successful passage of Arkansas Jurisprudence Exam over Arkansas dental laws.
5. Complete criminal background check required.
6. Healthcare provider level cardiopulmonary resuscitation (CPR) certification required.

**Number of Licenses:** 1,827 total licenses in 2019

### DENTIST

O\*NET CODE 29-1021.00 29-1022.00 29-1023.00 29-1024.00 29-1029.00

#### Job Description

**Dentists** prevent, diagnose and treat diseases, injuries, and malformations of the teeth and gums. Dentists take x-rays, locate and restore teeth, straighten teeth and treat gum and mouth diseases. They extract teeth when necessary and perform laboratory work such as making dentures and inlays. If necessary, the dentist will administer an anesthetic to deaden pain before doing dental work. Dentists may perform corrective surgery to the teeth and gums, or clean teeth. Most dentists are general practitioners who provide many types of dental care, but some dentists specialize in the various fields of the profession. A license is required to practice Dentistry.

#### Examinations and Fees

Written and clinical examinations

Application \$150.00

Renewal fee (every 2 years) \$300.00

#### Requirements

1. Must be a graduate of a school for the education and training of dentists approved by the Board and accredited by the American Dental Association's Commission on Dental Accreditation.
2. Satisfactory completion of the National Board Examination for Dentistry.
3. Successful completion of the clinical dental examination given by Southern Regional Testing Agency.
4. Successful completion of Arkansas Jurisprudence Exam over Arkansas dental laws.
5. Complete criminal background checks required.
6. Must have current healthcare provider level cardiopulmonary resuscitation (CPR) certification.

**Number of Licenses:** 1,537 total licenses in 2019

# Arkansas State Board of Dental Examiners (Cont.)

## REGISTERED DENTAL ASSISTANT

O\*NET CODE 31-9091.00

### Job Description

**Registered Dental Assistants** aid dentists in diagnostic, operative, surgical, periodontal, preventive, orthodontic and fixed prosthodontia procedures during examination and treatment of patients. They set up patient and equipment, and keep records.

Dental Assistants must become registered by the Arkansas State Board of Dental Examiners if they perform dental radiography, coronal polishing, administration/monitoring of nitrous oxide, and sedation monitoring in the dental office.

### Examinations and Fees

Registration fee	\$75.00
Renewal fee	\$50.00

### Requirements

Radiography and/or Coronal Polishing:

1. Must complete on the job training through an Arkansas-licensed dentist using the Educational Packet provided by the Board.

Or

Must be a graduate of an American Dental Association Commission on Dental Accreditation accredited school.

Or

Must be a Certified Dental Assistant through the Dental Assisting National Board.

2. Must pass an open book jurisprudence examination.
3. State and federal criminal background checks required.

The Administration of Nitrous Oxide requires the completion of a nitrous oxide administration and monitoring course approved by the board. An additional course is required for sedation monitoring.

**Number of Licenses:** 3,158 total licensed in 2019

## Arkansas Dietetics Licensing Board

P. O. Box 1016  
North Little Rock, Arkansas 72115  
Telephone: (501) 580-9294  
Fax: (501) 843-0878  
E-mail: ARDiet@arkansas.gov  
Website: www.ardieteticslicbrd.net

### DIETITIAN

O\*NET CODE 29-1031.00

#### Job Description

**Dietitians** plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. They provide nutrition care services through nutritional assessment and counseling. They may supervise activities of a department providing quantity food services, counsel individuals or conduct nutritional research.

#### Examinations and Fees

Written examination	
Initial License fee	\$110.00
Renewal fee	\$ 50.00
Reciprocity License fee	\$135.00
Provisional Licensed Dietitian for 18 months	\$150.00

#### Requirements

1. Baccalaureate or post-baccalaureate degree from a regionally accredited U.S. College or University with a program in human nutrition, food and nutrition, dietetics or food system management. Education outside the United States must be validated as equivalent.
2. Must successfully complete pre-professional dietetic experience that is approved by the Academy of Nutrition and Dietetics.
3. Must pass examination offered by the Commission on Dietetic Registration.

**Number of Licenses:** 774 active licenses in 2018



## Arkansas Department of Education

### Office of Educator Licensure

Four Capitol Mall, Room 106-B

Little Rock, Arkansas 72201

Telephone: (501) 682-4475

Fax: (501) 682-4898

Website: [www.arkansased.gov](http://www.arkansased.gov)

## ADULT EDUCATION TEACHER (POST-SECONDARY)

O\*NET CODE 25-3011.00

### Job Description

**Adult Education Teachers** instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.

### Examinations and Fees

All teachers must have successfully completed the following testing:

Praxis C.O.R.E: Basic skills tests in reading, writing and math	\$135.00
Praxis III: Principles of Learning and Teaching performance assessments	\$139.00
License Renewal (every 5 years)	\$ 75.00

### Requirements

1. Must have Bachelor's degree; must include 18 semester hours of secondary education and specialized requirements.
2. Must successfully complete the required criminal background check.
3. Must secure a signed recommendation by the institutional certifying officer.
4. Other requirements/provisions as specified by State law or the State Board of Education.

**Number of Licenses:** 434 active licenses in 2019

## BUILDING ADMINISTRATOR, K-12

O\*NET CODE 11-9032.00

### Job Description

**Building Administrators** direct and coordinate educational, administrative, and counseling activities of primary or secondary schools. They evaluate educational programs to insure complete conformance to State and School Board Standards. They coordinate educational programs through meetings with their staff and through review of teaching department's activities and they issue directives as necessary to insure compliance. They confer with teaching personnel, pupils, and parents, on matters pertaining to educational and behavioral problems in school. They establish and maintain relationships with colleges, community organizations, and other schools to coordinate the educational services. They requisition and allocate supplies, equipment, and instructional material as needed. In addition, they supervise the assignment of teachers and pupils to classes.

### Examinations and Fees

School Leadership Series, "School Leader Licensure Assessment"

Eight Hour Test \$425.00

NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

### Requirements

1. Must hold, or be eligible to hold, elementary or secondary teaching certificates.
2. Must meet minimum experience requirements as a teacher or administrator.
3. Certificate requires a program of study including appropriate graduate credit and a master's degree.
4. Other requirements/provisions as specified by State law or the State Board of Education.
5. Must have a minimum of three years of experience.

**Number of Licenses:** 9,385 active licenses in 2019

## CAREER AND PROFESSIONAL PERMITS TEACHER / INSTRUCTOR

O\*NET CODE 25-2032.00

### Job Description

**Career and Professional Education Instructors** provide training in a planned and organized educational program in trade and industrial occupations. The student's total experience is planned, coordinated, and

**Arkansas Department of Education  
Office of Educator Licensure  
Career and Professional Permits Teacher / Instructor (Cont.)**

supervised by the teacher working in close cooperation with business and industry. Teachers design their programs in two phases. The first phase includes an exploratory program that gives students hands-on and classroom experiences that will enable them to select skill training in an available occupation. The second phase is the actual training in a trade and industrial occupational area to provide entry level skills to the student in a specific trade.

**Examinations and Fees**

Praxis C.O.R.E. Exam	\$135.00
National Occupational Competency Test (NOCTI) (or a nationally recognized certification assessment approved by the Department of Career Education)	
License Renewal fee (Every 5 years)	\$ 75.00

**Requirements**

Experienced professionals with appropriate state or national certification (where available) from their respective professions may receive a career and technical initial permit after completion of the application for teacher licensure (professional permit area), all appropriate background checks, and documentation of a: 1) minimum of Bachelor's degree in the specialty area to be taught; or 2) four years work experience in the specialty area to be taught (summary of applicant's work history in resume form), verification of high school diploma or General Education Equivalency. Minimum education requirements/work experience shall be met prior to employment in the teaching specialty.

Initial permits will be valid for not less than one year, but not more than two years.

1. Within two years the applicant must submit a passing score on the National Occupational Competency Test (NOCTI), in the specialty area to be taught, or a nationally recognized certification assessment approved by the Department of Career Education. A passing score for the Praxis C.O.R.E exam must also be submitted.
2. Teachers without a degree must take nine semester hours of career and technical teacher education courses or 135 clock hours. These hours must be obtained at a rate of six semester hours or 90 clock hours per school year until all deficiencies are removed.
3. One-Year Provisional Certificate: renewable one time; application for renewal is required prior to the expiration date.

**Number of Licenses:** 1,502 active licenses in 2019

**DISTRICT ADMINISTRATOR**

O\*NET CODE 11-1011.00

**Job Description**

**District Administrators** direct and coordinate activities concerned with the administration of city, county, or other school systems in accordance with the Board of Education standards. They are responsible for formulating plans and policies for all educational programs and submitting them to the school board for approval. They administer the programs for selection of new school sites, construction of buildings, and provision of equipment and supplies. They further direct the preparation and presentation of school budgets and they determine the amount of school bond requirements. They also enlist the support of civic groups when required. They interpret program and policies of the school system to school personnel, to individuals, and community groups and governmental agencies. They are also responsible for coordinating the work of school systems with related activities of other school districts and agencies. In addition, they insure that the laws applying to attendance of children at school are enforced. They also may supervise the examining, appointing, training, and promoting of teaching personnel.

**Examinations and Fees**

School Leadership Series, "School Superintendent Assessment" Five Hour Test	\$300.00
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NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

**Requirements**

1. Must hold, or be eligible to hold, elementary or secondary teaching certificate, and Building Level administrator license or Curriculum Program administrator license.

**Arkansas Department of Education  
Office of Educator Licensure  
District Administrator (Cont.)**

2. Must have a minimum of three years of experience as a teacher and one year as an administrator.
3. Must complete program of study of graduate education above the Master's degree with emphasis in school administration, and Master's Degree in School Administration (or equivalent) at an approved institution.
4. Other requirements/provisions as specified by State law or the State Board of Education.

**Number of Licenses:** 1,680 active licenses in 2019

**ELEMENTARY AND SECONDARY SCHOOL COUNSELOR**

O\*NET CODE 21-1012.00

**Job Description**

**School Counselors** provide both individual and group counseling for education and vocational guidance services. They collect, organize, and analyze information gathered through records, tests, interviews, and professional sources in order to appraise student interests, aptitudes, abilities, and personality characteristics. In addition, they compile and study occupational, educational and economic information to aid students in making and carrying out vocational and educational objectives. They often refer students to placement services and will assist individuals to understand and overcome social and emotional problems. Often the counselor will also have teaching duties and may be engaged in research and follow up activities to evaluate counseling techniques.

**Examinations and Fees**

Specialty Area Test	\$115.00
License Renewal (every 5 years)	\$ 75.00

NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

**Requirements**

1. Must complete Master's Degree in school guidance and counseling at an approved institution.
2. Must complete general requirements in educational and guidance foundations.
3. Must complete specialized requirements for Elementary Guidance K-12.
4. Must be recommended by certifying officer of higher education institution.
5. Other requirements/provisions as specified by State law or the State Board of Education.

**Number of Licenses:** 3,951 active licenses in 2019

**ELEMENTARY EDUCATION K-6 TEACHER**

O\*NET CODES 25-2012.00 25-2021.00

**Job Description**

**Kindergarten teachers** teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. They promote physical, mental, and social development. **Elementary School Teachers** teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

**Examinations and Fees**

All teachers must have successfully completed the following testing:

Praxis CORE: Basic skills tests in reading, writing and math.	\$135.00
Praxis II: Advanced tests of teaching skill and subject area content knowledge.	\$115.00
Praxis III: Principles of Learning and Teaching performance assessments.	\$139.00
License Renewal (every 5 years)	\$ 75.00

**Requirements**

1. Must have a Bachelor's degree with 18 semester hours of early childhood education and specified requirements.
2. Must successfully complete the required criminal background check.
3. Must secure a signed recommendation by the Institutional Certifying Officer.
4. Other requirements/provisions as specified by State law or State Board of Education.

**Arkansas Department of Education  
Office of Educator Licensure  
Elementary Education K-6 Teacher (Cont.)**

<b><u>Number of Licenses:</u></b>	Active licenses in 2019:	
	Early Childhood P-4	17,327
	Elementary Education K-6	8,016
	Elementary Education 1-6	9,157

Note: **Elementary Education K-6** has taken the place of the Early Childhood P-4 Teacher license. Spring of 2015 was the last time Institutions could take students into the Early Childhood P-4 program. The Early Childhood P-4 Teacher license will cease to be issued after current students matriculate through the programs.

**LIBRARY MEDIA SPECIALIST**

O\*NET CODE 25-4021.00

**Job Description**

**Library Media Specialists** administer libraries and perform related library services. Their tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. They may set up or work with databases and information systems to catalogue and access information.

**Examinations and Fees**

Specialty Area Test	\$115.00
License Renewal (every 5 years)	\$ 75.00

NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

**Requirements**

1. Must have a Master's Degree in School Library Media.
2. Must hold or have held a standard content area teaching license.

**Number of Licenses:** 2,556 active licenses in 2019

**MIDDLE SCHOOL TEACHER**

O\*NET CODE 25-2022.00

**Job Description**

Middle School Teachers teach students in public or private schools in one or more subjects at the middle school level, which falls between elementary and senior high school and includes grades 4 thru 8. Specialty areas of licensure include teaching of the humanities, science and mathematics, and vocational education courses.

**Examinations and Fees**

All teachers must have successfully completed the following testing:	
Praxis C.O.R.E. Basic skills tests in reading, writing and math.	\$135.00
Praxis II: Advanced tests of teaching skill and subject area content knowledge.	\$115.00
Praxis III: Principles of Learning and Teaching performance assessments.	\$139.00
License Renewal (every 5 years)	\$ 75.00

**Requirements**

1. Must have bachelor's degree; must include 18 semester hours of middle childhood content area education and specialized requirements.
2. Must successfully complete the required criminal background check.
3. Must secure a signed recommendation by the institutional certifying officer.
4. Other requirements/provisions as specified by State law or the State Board of Education.

<b><u>Number of Licenses:</u></b>	Active licenses in 2019	
	Middle Childhood Language Arts/Social Studies	4,974
	Middle Childhood Science/Math	4,827
	Middle Childhood English	2,602
	Middle Childhood Math	2,271
	Middle Childhood Science	2,546
	Middle Childhood Social Studies	6,223
	5 <sup>th</sup> /6 <sup>th</sup> grade endorsements for P-4	950
	5 <sup>th</sup> /6 <sup>th</sup> grade endorsements for secondary areas	74

# Arkansas Department of Education

## Office of Educator Licensure (Cont.)

### SCHOOL PSYCHOLOGY SPECIALIST

O\*NET CODE 19-3031.01

#### Job Description

School Psychology Specialists are employed in Arkansas public schools. They diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. They may design and implement behavior modification programs.

#### Examinations and Fees

Specialty Area Test	\$115.00
License Renewal (every 5 years)	\$ 75.00

NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

#### Requirements

1. Must be a licensed Psychologist.
2. Must successfully complete the required criminal background check.

**Number of Licenses:** 273 active licenses in 2019

### SECONDARY SCHOOL TEACHER

O\*NET CODE 25-2031.00

#### Job Description

**Secondary School Teachers** usually teach in only one, two or three subject areas. They teach several classes every day, with the teaching method varying from formal lectures to free discussions, depending on the subject and the students' needs and aptitudes. The choice of method is usually left to the teacher. Besides giving classroom instruction, all school teachers plan and develop teaching materials, prepare and correct tests, maintain records and make out reports, consult with parents, and perform other duties as directed. Maintaining good relations with parents and the community is an important aspect of the teaching profession. Teachers must be willing to devote extra time to those students who need special help, and they must continually stay up-to-date on new educational materials and teaching techniques. Specialty areas of licensure include teaching of the humanities, science and mathematics, visual and performing arts and vocational education courses.

#### Examinations and Fees

All teachers must have successfully completed the following testing:

Praxis CORE: Basic skills tests in reading, writing and math.	\$135.00
Praxis II: Advanced tests of teaching skill and subject area content knowledge.	\$115.00
Praxis III: Principles of Learning and Teaching performance assessments.	\$139.00
License Renewal (every 5 years)	\$ 75.00

#### Requirements

1. Must have a Bachelor's degree; must include 18 semester hours of secondary education and specialized requirements.
2. Must successfully complete the required criminal background check.
3. Must secure a signed recommendation by the institutional certifying officer.
4. Other requirements/provisions as specified by State law or the State Board of Education.

### SPECIAL EDUCATION INSTRUCTIONAL SPECIALIST

O\*NET CODE 25-2051.00 25-2052.00 25-2053.00 25-2054.00

#### Job Description

Special Education Instructional Specialists teach subjects to educationally and physically handicapped students. Included are teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. Categories are Early Childhood, Grades 4-12, and Hearing Specialists.

#### Examinations and Fees

All teachers must have successfully completed the following testing:

Praxis CORE: Basic skills tests in reading, writing and math.	\$135.00
Praxis II: Advanced tests of teaching skill and subject area content knowledge.	\$115.00
Praxis III: Principles of Learning and Teaching performance assessments.	\$139.00
License Renewal (every 5 years)	\$ 75.00

**Arkansas Department of Education  
Office of Educator Licensure  
Special Education Instructional Specialist (Cont.)**

**Requirements**

1. Must have a Bachelor's degree; must include 18 semester hours of secondary education and specialized requirements.
2. Must successfully complete the required criminal background check.
3. Must secure a signed recommendation by the institutional certifying officer.
4. Other requirements/provisions as specified by State law or the State Board of Education.

**Number of Licenses:** Active licenses in 2019

Birth-Kindergarten	12
Special Ed. P-4	5,367
Special Ed. 4-12	5,010
Special Ed. K-12	1,109
Hearing Specialist P-12	247
Visual Specialist P-12	191

**SPEECH - LANGUAGE PATHOLOGIST (SCHOOL)**

O\*NET CODE 29-1127.00

**Job Description**

**School Speech-Language Pathologists** hold Arkansas Department of Education licenses and work in Arkansas public schools. They work with children who have speech, language, and voice disorders from such causes as hearing loss, mental retardation, emotional problems, cleft lip and palate, stroke, and foreign dialect.

**Examinations and Fees**

Specialty Area Test	\$115.00
License Renewal (every 5 years)	\$ 75.00

NOTE: Each testing site is unique and may have fees particular to the site. Candidate must check with test site for a complete list of fees.

**Requirements**

1. Must be a licensed Speech-Language Pathologist.
2. Must successfully complete the required criminal background check.

**Number of Licenses:** 909 active licenses in 2019

# Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors

623 Woodlane Ave.

Little Rock, Arkansas 72201

Or

P.O. Box 3750

Little Rock, Arkansas 72203-3750

Telephone: (501) 682-2824

Fax: (501) 682-2827

E-mail: [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)

Website: [www.pels.arkansas.gov](http://www.pels.arkansas.gov)

## ENGINEER INTERN

O\*NET CODES 17-2011.00 17-2021.00 17-2031.00 17-2041.00 17-2051.00 17-2061.00 17-2071.00  
17-2072.00 17-2081.00 17-2111.00 17-2112.00 17-2121.00 17-2131.00 17-2141.00 17-2151.00 17-2161.00  
17-2171.00 17-2199.00

### Job Description

**Engineer Interns** contribute greatly to the public safety, welfare, scientific progress, and defense of the nation. The results of their work have a profound effect on every phase of modern society. Engineers design industrial machinery, develop scientific equipment, supervise the construction of buildings and highways, and design consumer products and various other innovations that help people adjust to modern society. They evaluate the overall effectiveness of their new devices, as well as the cost and reliability. Although most engineers develop a specific expertise, all require a basic knowledge of common engineering methodology. The emphasis on application of scientific principles, rather than on their discovery, is the main distinguishing factor of an engineer's work from that of a scientist. The engineer's work is not limited to design and development and may include inspection, quality control, management and administration.

While under the supervision of a licensed engineer, an Engineer Intern performs the same design and development functions, as well as quality control, inspection, management and administration as a Professional Engineer.

### Examinations and Fees

Computer Based examination	Fees payable to NCEES
Application fee	\$50.00
Renewal fee (every 2 years)	\$10.00

### Requirements

1. Must be a graduate of an EAC of ABET accredited program, or equivalent engineering curriculum of four years or more.
2. Must pass NCEES Fundamentals of Engineering Exam.

**Number of Licenses:** 1,046 active licenses in 2018

## PROFESSIONAL ENGINEER

O\*NET CODES 17-2011.00 17-2021.00 17-2031.00 17-2041.00 17-2051.00 17-2061.00 17-2071.00  
17-2072.00 17-2081.00 17-2111.00 17-2112.00 17-2121.00 17-2131.00 17-2141.00 17-2151.00 17-2161.00  
17-2171.00 17-2199.00

### Job Description

**Professional Engineers** contribute greatly to the public safety, welfare, scientific progress, and defense of the nation. The results of their work have a profound effect on every phase of modern society. Engineers design industrial machinery, develop scientific equipment, supervise the construction of buildings and highways, and design consumer products and various other innovations that help people adjust to modern society. They evaluate the overall effectiveness of their new devices, as well as the cost and reliability. Although most engineers develop a specific expertise, all require a basic knowledge of common engineering methodology. The emphasis on application of scientific principles, rather than on their discovery, is the main distinguishing factor of an engineer's work from that of a scientist. The engineer's work is not limited to design and development and may include inspection, quality control, management and administration.

### Examinations and Fees

Written examinations	Fees payable to NCEES
Original Application fee	\$ 75.00
Comity Application fee	\$200.00

# Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors

## Professional Engineer (Cont.)

Temporary Permit	\$150.00
Renewal fee (every 2 years)	\$ 80.00

### Requirements

1. Must be a graduate of an EAC of ABET accredited program, or equivalent engineering curriculum of four years or more, followed by four years of work experience in engineering acceptable to the board.
2. Must submit five references, three of which are from professional engineers.
3. Must pass the NCEES Fundamentals of Engineering and NCEES Principals of Practice of Engineering exams.

**Number of Licenses:** 8,441 active licenses in 2018

## PROFESSIONAL SURVEYOR

O\*NET CODE 17-1022.00

### Job Description

**Professional Surveyors** perform a variety of duties in locating features and boundaries of property. They assemble information on the description of the land, locate land boundaries, and provide information about physical features and measurements for the development of maps and plats. The principal job of the surveyor is to establish precise measurements of property features and boundaries. Surveyors are often in charge of a field party and are responsible for the group's activities and the accuracy of their work. In conducting a field survey, the surveyor plans the field work, selects survey reference points, records information, makes mathematical calculations, verifies the accuracy of survey data, and prepares maps and reports.

### Examinations and Fees

Computer Based examinations	Fees payable to NCEES
State Specific Exam	\$100.00
Original Application fee	\$ 75.00
Comity Application fee	\$200.00
Renewal fee (every 2 years)	\$ 60.00

### Requirements

1. Must obtain one of the following:
  - a. Bachelor of Science degree in Surveying, Geomatics, Geomatics Engineering or Spatial Information Systems with a minor or emphasis in Surveying, from a program accredited by ABET or approved by the Board, plus 3 years of progressive experience;  
or
  - b. Associate of Science or Applied Science degree in Surveying or Surveying Technology from a program approved by the Board, plus 6 years of progressive experience;  
or
  - c. Baccalaureate degree from a curriculum of 4 years or more, or an engineering degree that is EAC of ABET accredited. Both degrees require at least 30 hours of surveying or surveying related courses, plus 3 years of progressive experience.
2. Must have five references, three of which are from Professional Surveyors.
3. Must have passed the NCEES Fundamentals of Surveying and NCEES Principals and Practice of Surveying exams.
4. Must have passed the Arkansas State Specific Exam.

**Number of Licenses:** 706 active licenses in 2018

## SURVEYOR INTERN

O\*NET CODE 17-1022.00

### Job Description

**Surveyor Interns** perform a variety of duties in locating features and boundaries of property. They assemble information on the description of the land, locate land boundaries, and provide information about physical features and measurements for the development of maps and plats. The principal job of the surveyor is to establish precise measurements of property features and boundaries. Surveyors are often in charge of a field party and are responsible for the group's activities and the accuracy of their work. In conducting a field survey, the surveyor plans the field work, selects survey reference points, records information, makes mathematical calculations, verifies the accuracy of survey data, and prepares maps and reports.



# Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors

## Surveyor Intern (Cont.)

While under the supervision of a licensed surveyor, a Surveyor Intern performs the same activities as the Professional Surveyor.

### **Examinations and Fees**

Computer Based examinations	Fees payable to NCEES
Application fee	\$ 50.00
Renewal fee (every 2 years)	\$ 10.00

### **Requirements**

1. Must obtain one of the following:
  - a. Bachelor of Science degree in Surveying, Geomatics, Geomatics Engineering or Spatial Information Systems with a minor or emphasis in Surveying, from a program accredited by ABET or approved by the Board;  
or
  - b. Associate of Science or Applied Science degree in Surveying or Surveying Technology from a program approved by the Board;  
or
  - c. Baccalaureate degree from a curriculum of 4 years or more, or an engineering degree that is EAC of ABET accredited. Both degrees require at least 30 hours of surveying or surveying related courses.
2. Must have passed the NCEES Fundamentals of Surveying exam.

**Number of Licenses:** 55 active licenses in 2018

# Arkansas Department of Environmental Quality

## Office of Air Quality

### Asbestos Section

5301 Northshore Drive

North Little Rock, Arkansas 72118-5317

Telephone: (501) 682-0744

Fax: (501) 682-0880

Website: [www.adeq.state.ar.us](http://www.adeq.state.ar.us)

## ASBESTOS ABATEMENT AIR MONITOR

O\*NET CODE 19-4091.00

### Job Description

An **Asbestos Abatement Air Monitor** is any person who measures the airborne asbestos fiber concentration of a specific quantity of air over a given amount of time for purposes of clearance air monitoring as prescribed by Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. Certified Air Monitors work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

### Examinations and Fees

Certification Fee \$115.00

### Requirements

1. Certification issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas-approved training course. Training consists of a 40-hour Contractor/Supervisor training course as a prerequisite and an air monitoring training course.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must submit a color photograph for all disciplines (initial certification only).

**Number of Licenses:** 20 active certifications in 2018

## ASBESTOS ABATEMENT CONTRACTOR or ABATEMENT CONSULTANT

O\*NET CODE 11-9021.00

### Job Description

An **Asbestos Abatement Contractor or Asbestos Abatement Consultant** is any person or other legal entity, however organized, that acts as an agent for the owner or operator in performing demolitions, renovations, air monitoring, and/or response actions which will involve, or may involve, or may include but not be limited to, the removal or disturbance of Regulated Asbestos-Containing Material (RACM) in any facility or facility component. This does not include in-house personnel performing work associated with the performance of that person's employment.

### Examinations and Fees

License \$375.00

### Requirements

1. Must submit a completed application on a form provided by the Department.
2. License Fee required.
3. Must submit proof that the Abatement Contractor has at least one supervisor who qualifies as a Contractor Supervisor, as determined by Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement, and who has been certified by the Department in the appropriate discipline.
4. Must submit a completed Disclosure Statement on a form provided by the Department. A consultant is not required to meet this provision.
5. Must provide proof of liability insurance coverage.

**Number of Licenses:** Active certifications in 2018:

Contractors	84
Consultants	47

**Arkansas Department of Environmental Quality  
Office of Air Quality  
Asbestos Section (Cont.)**

**ASBESTOS ABATEMENT CONTRACTOR SUPERVISOR**

O\*NET CODE 47-1011.00

**Job Description**

An **Asbestos Abatement Contractor Supervisor** is any person who supervises the following activities with respect to friable Asbestos-Containing Material (ACM) in a facility; a response action other than a small scale short-duration activity; a maintenance activity that disturbs friable ACM, or a response action for a major fiber release episode and who meets certification requirements of Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. Asbestos Abatement Contractor Supervisors work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

**Examination and Fees**

Certification Fee \$115.00

**Requirements**

1. Must have a training certificate issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas approved training course. The course length must be a minimum of 40 hours.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must provide a color photograph (initial certification only).

**Number of Licenses:** 161 active certifications in 2018

**ASBESTOS ABATEMENT WORKER**

O\*NET CODE 47-4041.00

**Job Description**

An **Asbestos Abatement Worker** is any person who carries out any of the following activities with respect to friable Asbestos-Containing Material (ACM) in a facility: a response action other than a small-scale short-duration activity, a maintenance activity that disturbs friable ACM other than a small-scale short-duration activity, or a response action for a major fiber release episode and who meets certification requirements of Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. Asbestos Abatement Workers work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

**Examinations and Fees**

Certification Fee \$25.00

**Requirements**

1. Must have a training certificate issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas approved training course. The course length must be a minimum of 32 hours.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must provide a color photograph (initial certification only).

**Number of Licenses:** 221 active licenses in 2018

**ASBESTOS INSPECTOR**

O\*NET CODE 19-4091.00

**Job Description**

An **Asbestos Inspector** is any person who inspects for Asbestos-Containing Material (ACM) in a facility and meets the certification requirements of Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. Asbestos Inspectors work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

**Examinations and Fees**

Certification Fee \$115.00

**Arkansas Department of Environmental Quality**  
**Office of Air Quality**  
**Asbestos Section**  
**Asbestos Inspector (Cont.)**

**Requirements**

1. Must have a training certificate issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas approved training course. Course must be a minimum of 24 hours.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must provide a color photograph (initial certification only).

**Number of Licenses:** 109 active certifications in 2018

**ASBESTOS MANAGEMENT PLANNER**

O\*NET CODE 11-9021.00

**Job Description**

An **Asbestos Management Planner** is any person who prepares management plans for a school and meets the certification requirements of Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. They work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

**Examinations and Fees**

Certification fee \$115.00

**Requirements**

1. Must have a training certificate issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas approved training course. A 24 hour Inspector training course must be completed along with a 16 hour Management Planner training course.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must provide a color photograph (initial certification only).

**Number of Licenses:** 4 active certifications in 2018

**ASBESTOS PROJECT DESIGNER**

O\*NET CODE 11-9021.00

**Job Description**

An **Asbestos Project Designer** is any person who designs the following activities with respect to friable Asbestos-Containing Material (ACM) in a facility: a response action other than a small-scale short-duration activity, a maintenance activity that disturbs friable ACM other than a small-scale short-duration maintenance activity, or a response action for a major fiber release episode and who meets certification requirements of Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement. Project Designers work under the supervision of a facility or firm licensed pursuant to the provisions of this regulation.

**Examinations and Fees**

Certification fee \$115.00

**Requirements**

1. Must have a training certificate issued by an Arkansas-licensed training provider as proof of successful completion of an Arkansas approved training course. Course length must be a minimum of 24 hours.
2. Must submit a completed application on a form provided by the Department.
3. Certification fee required.
4. Must provide a Disclosure Statement (initial certification only).
5. Must provide a color photograph (initial certification only).

**Number of Licenses:** 15 active licenses in 2016

**Arkansas Department of Environmental Quality  
Office of Air Quality  
Asbestos Section**

**ASBESTOS TRAINING PROVIDER**

O\*NET CODE 13-1151.00

**Job Description**

An **Asbestos Training Provider** is any person or other legal entity, however organized, who conducts some or all of the training programs for asbestos professional disciplines which are regulated in Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement.

**Examinations and Fees**

License fee	\$375.00
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**Requirements**

1. Must submit a completed application on a form provided by the Department.
2. Training provider fee required.
3. Must submit a statement certifying that each course complies with the requirements of Title 40 of the Code of Federal Regulations (CFR) Part 763, Appendix C to Subpart E Model Accreditation Plan (MAP) and Arkansas Pollution Control and Ecology Commission Regulation 21, Asbestos Abatement.
4. Must provide resumes of all instructors.
5. Must provide sample course agendas.
6. Must provide a completed Disclosure form for firms.
7. Must provide copies of manuals for each class (at ADEQ staff discretion).

**Number of Licenses:** 25 active licenses in 2018

## Arkansas Department of Environmental Quality

### Regulated Storage Tanks Division

5301 Northshore Drive

North Little Rock, Arkansas 72118-5317

Telephone: (501) 682-0993

Fax: (501) 682-0880

Website: [www.adeq.state.ar.us](http://www.adeq.state.ar.us)

## UNDERGROUND STORAGE TANK LICENSED CONTRACTOR / COMPANY

O\*NET CODE 11-9021.00

### Job Description

**UST Licensed Contractor** is a contracting company that has been licensed by the Arkansas Department of Environmental Quality under Chapter 5 of Regulation 12 to engage in the business of installing, repairing, upgrading or closing underground storage tanks in the State of Arkansas.

**UST Licensed Company** is a contracting company that has been licensed by the Arkansas Department of Environmental Quality under Chapter 6 of Regulation 12 to engage in the business of testing underground storage tanks in the State of Arkansas.

### Examinations and Fees

Contractor License fee (to install, repair, upgrade or close) \$300.00

Company License fee (to test UST systems for tightness) \$300.00

Licenses are to be renewed every two years.

### Requirements

1. Must be at least 18 years of age.
2. Must hold a current contractor's license if required by local, state or federal laws.
3. Companies testing underground storage tank systems must secure a surety bond in the amount of \$25,000.
4. Must file an application with the department on a form furnished by the department.
5. At least one active officer, partner, owner, or designated managerial representative of the Contractor must pass part one of the Underground Storage Tank Licensed Individual examination.
6. Must attest in the application that on any job a licensed individual will exercise responsible supervisory control and will be physically present on the site at all critical junctures in the installation, repair, upgrade or closure of an underground storage tank system or on all preparations for the testing of an underground storage tank system and during the actual test itself.
7. Companies requesting a Tester License should submit certification from the manufacturer that the testing methods used meet the federal performance standard as stated in 40 CFR 280.43(c).

**Number of Licenses:** 70 active licenses in 2017

## UNDERGROUND STORAGE TANK LICENSED INDIVIDUAL

O\*NET CODE 47-2221.00

### Job Description

**UST Licensed Individual** is an individual who has been licensed by the Arkansas Department of Environmental Quality under Chapter 5 of Regulation 12 to install, repair, upgrade, close, or under Chapter 6 of Regulation 12 to test underground storage tanks in the State of Arkansas.

### Examinations and Fees

Examination required

UST Individual License to Install, Repair, Upgrade or Close \$150.00 (every 2 years)

UST Individual License to Test (to test UST Systems for tightness) \$150.00 (every 2 years)

### Requirements

1. Must be at least 18 years of age.
2. Must have a minimum of one year of experience within the previous three years.
3. Must file an application with the department on a form furnished by the department.
4. Persons testing underground storage tank systems must secure a surety bond in the amount of \$25,000.
5. Must pass a written examination.
6. Must certify they are in good standing with all licensing authorities where licensing is required and have not had a license or certificate suspended or revoked.

**Arkansas Department of Environmental Quality  
Regulated Storage Tanks Division  
Underground Storage Tank Licensed Individual (Cont.)**

7. Tester applicants only must submit proof of the following:
  - a. Certification from the manufacturer that the testing methods used meet the federal performance standard as stated in 40 CFR 280.43(c).
  - b. Certification from the manufacturer that the applicant has received training, been examined, and satisfactorily shown proficiency in the use of the chosen testing method.

**Number of Licenses:** 188 active licenses in 2017

## Arkansas Department of Environmental Quality

### Regulated Waste Operations

### Office of Land Resources

### Licensing Program

5301 Northshore Drive

North Little Rock, Arkansas 72118-5317

Telephone: (501) 682-0860

Fax: (501) 628-0880

E-mail: Jennifer.Merritt@adeq.state.ar.us

Website: www.adeq.state.ar.us

## ILLEGAL DUMPS CONTROL OFFICER

O\*NET CODE 13-1041.01

### Job Description

**Illegal Dumps Control Officers** insure compliance with any state law prohibiting illegal disposal of solid wastes. A licensed illegal dumps control officer is empowered to inspect illegal dumps, collect evidence of open dumping and present said evidence to the prosecuting attorney or a court of competent jurisdiction where the offense was committed, and issue and serve citations for illegal dumping violations of the Act.

### Examinations and Fees

Application fee (covers exam and license)	\$50.00
Renewal fee	\$25.00

### Requirements

1. Satisfactory completion of approved training.
2. Satisfactory completion of written examination.
3. Proof of employment of a solid waste management district, county government, or ADEQ.
4. Required to take an oath and be sworn in by the Hearing Officer of the Arkansas Pollution Control and Ecology Commission.

**Number of Licenses:** 35 active licenses in 2019

## SOLID WASTE MANAGEMENT FACILITY OPERATOR

O\*NET CODE 51-8099.00

### Job Description

**Solid Waste Management Facility Operators** promote the protection of human health and the environment through the performance of sound solid waste management practices. Job duties of the solid waste management facility operator vary depending upon the type, size, and complexity of the facility. Consequently, there are various classifications and levels of solid waste management operators. Progress from apprentice to master ratings is based upon increased experience and education and the passing of successively more difficult examinations. A solid waste management facility operator license is required to operate the following facilities: Class 1 License – material recycling facilities, solid waste recovery facilities, solid waste processing facilities, composting facilities, transfer stations, municipal solid waste recovery facilities, and solid waste processing facilities, Class 2 License - solid waste disposal facilities or landfills not subject to Subtitle D with monofills included, Class 3 License - waste tire processing facilities.

### Examinations and Fees

Application fee (covers exam and license)	\$ 50.00 per classification
Renewal fee	\$ 25.00 per classification
Provisional Certification fee	\$ 25.00

### Requirements

1. Satisfactory completion of from 20 to 60 hours of approved training.
2. Completion of from zero to two years of experience in solid waste management or operation.
3. Satisfactory completion of written examinations for each classification of license.

**Number of Licenses:** 820 active licenses in 2019



## Arkansas Department of Environmental Quality

### Regulated Waste Operations

### Office of Land Resources

### Licensing Program

5301 Northshore Drive

North Little Rock, Arkansas 72118-5317

Telephone: (501) 682-0591

Fax: (501) 628-0880

E-mail: kent@adeq.state.ar.us

Website: www.adeq.state.ar.us

## WASTE TIRE TRANSPORTER

O\*NET CODE 53-7081.00

### Job Description

A **Waste Tire Transporter** collects and transports from one place to another, twenty-five (25) or more whole, used or waste tires, processed tires, or tire residuals for storage, processing, recycling, reuse, or energy recovery.

### Examinations and Fees

License fee per vehicle \$ 35.00

License renewal per vehicle \$ 35.00

Annual decal fee per vehicle \$ 10.00

Or

License fee for a fleet license \$250.00 (maximum)

(Note: no decal is required for a fleet license)

### Requirements

1. Must have a current driver's license.
2. Must have current liability insurance on the transporting vehicle in limits required by Arkansas law.

**Number of Licenses:** 137 active licenses in 2018

# Arkansas Department of Environmental Quality

## Water Division

5301 Northshore Drive  
North Little Rock, Arkansas 72118-5317  
Telephone: (501) 682-0640  
Fax: (501) 682-0880  
E-mail: luttrell@adeq.state.ar.us  
Website: www.adeq.state.ar.us

## WASTEWATER TREATMENT PLANT OPERATOR

O\*NET CODE 51-8031.00

### Job Description

**Wastewater Treatment Plant Operators** protect water resources by controlling water pollution through the removal of domestic and industrial waste. Domestic and industrial waste is carried by water through sewers and arrives at treatment plants in a diluted state. Plant operators control equipment to remove waste materials or render them harmless to human, animal and fish life. This operation involves a variety of treatment processes. The job duties of the wastewater treatment plant operator depend greatly upon the size and complexity of the treatment plant. In smaller plants, the operator may be responsible for the entire system, while in larger plants; the staff may include helpers, foremen, and chief operators. Some of the routine duties performed by plant operators include reading meters and gauges, directing the flow of wastewater, operating screening devices, repairing equipment, taking wastewater samples, and entering information on log sheets. Sometimes, operators must work under emergency conditions, such as when pumps or other equipment break down.

### Examinations and Fees

Written examination and license prepaid	\$40.00 per classification
Renewal fee (every two years)	\$40.00
Apprentice license fee	\$10.00

### Requirements

1. Must be a high school graduate or equivalent.
2. Must satisfactorily complete from 40 to 200 hours of approved training.
3. Must complete from one to six years of progressive work experience difficulty.
4. Must satisfactorily complete written examinations for each classification.

**Number of Licenses:** 3,783 active licenses in 2019

## Arkansas Department of Finance and Administration

### Office of Driver Services

Ragland Building, Room 2067

1900 West 7th Street

Little Rock, Arkansas 72201

Or

P.O. Box 1272

Little Rock, Arkansas 72203

Telephone: (501) 371-5581

Fax: (501) 682-7688

E-mail: [DriverServices@dfa.arkansas.gov](mailto:DriverServices@dfa.arkansas.gov)

Website: [www.dfa.arkansas.gov/driver-services](http://www.dfa.arkansas.gov/driver-services)

## COMMERCIAL DRIVER (TRACTOR-TRAILER TRUCK DRIVER)

O\*NET CODE 53-3032.00

### Job Description

**Commercial Driver's Licenses (CDL)** will be required for anyone driving a vehicle that (1) weighs more than 26,001 pounds, (2) carries 16 or more passengers, or (3) transports any amount of hazardous materials requiring a placard to be displayed.

### Examinations and Fees

Written and Driving Examinations

Test fee \$50.00

Commercial driver's license fee (original or renewal) \$42.00

Endorsement fee \$10.00

### Requirements

1. Must be at least 18 years of age, or must be at least 21 years of age to drive on the interstate.
2. Must pass written and road CDL exams if first CDL.
3. Must pass physical as required by the Department of Transportation/Federal Highway Administration.
4. Must self-certify to a single type of commercial operation on driver license application form. Based on that self-certification, must provide the Office of Driver Services or the State Revenue Office with a current medical examiner's certificate and show any existing variance to obtain or keep CDL.

## Arkansas Fire Protection Licensing Board

7509 Cantrell Road, Suite 102  
Little Rock, Arkansas 72207  
Telephone: (501) 661-7903  
Fax: (501) 603-3540  
E-mail: Sheila.caudle@arkansas.gov  
Website: www.arfireprotection.org

### CLASS A AND B HYDROSTATIC TESTING TECHNICIAN

O\*NET CODE 51-9061.00

#### Job Description

**Class A and B Hydrostatic Testing Technicians** pressure test portable or fixed fire extinguishers by hydrostatic means.

#### Examinations and Fees

Written examination required.

Examinations are based on information obtained from the Fire Protection Licensing Board Rules and Regulations, Act 743 of 1977, as amended, and various National Fire Protection Association (NFPA) pamphlets.

Hydrostatic License fee	\$60.00
Class A Hydrostatic License (Renewal)	\$15.00
Class B Hydrostatic License	\$60.00
Class B Hydrostatic Testing (Renewal)	\$10.00
Exam fee for each exam retake	\$30.00

#### Requirements

1. Individuals must obtain a grade of 90% to pass the examinations.
2. Must be employed by a certified firm.
3. Individuals requesting a Class A Hydrostatic license must be certified by the Department of Transportation.

**Number of Licenses:** 167 active licenses in 2019

### FIRE SPRINKLER INSPECTOR

O\*NET CODE 47-4011.00

#### Job Description

The **Fire Sprinkler Inspector** is an experienced and trained individual who is employed by a licensed fire protection sprinkler system firm to visually examine and verify an installed sprinkler system appears to be in operating condition and free of physical damage in accordance with nationally adopted standards. The Inspector also acts as a liaison and informant for the fire department by signing off on systems.

#### Examinations and Fees

Examination required

Fire Sprinkler Inspector License fee	\$150.00
Fire Sprinkler Inspector License (Renewal)	\$150.00
Exam fee for each exam retake	\$ 28.00

#### Requirements

1. Must pass the Sprinkler Inspector Examination with a score of 90% or above.
2. Must be an employee of an Arkansas licensed sprinkler firm.

**Number of Licenses:** 142 active licenses in 2019

### FIRE SPRINKLER RESPONSIBLE MANAGING EMPLOYEE (RME)

O\*NET CODE 47-1011.00

#### Job Description

The **Fire Sprinkler Responsible Managing Employee (RME)** is a full-time employee of a licensed sprinkler firm who plans and oversees a fire sprinkler system to assure that each system as installed, maintained, or serviced meets the standards provided by law. All drawings, executed by a contracting firm, require authentication from a licensed RME. The RME is physically involved with insuring the Design Process has been executed in a manner agreeable with the rules and regulations. In addition, the RME may perform the role of an inspector.

# Arkansas Fire Protection Licensing Board

## Fire Sprinkler Responsible Managing Employee (RME) (Cont.)

### Examinations and Fees

Examination required	
RME License fee	\$300.00
RME License (Renewal) fee	\$300.00
Exam fee for each exam retake	\$ 28.00

### Requirements

1. Must be at least 23 years of age
2. Must be a full-time employee of an Arkansas licensed sprinkler firm.
3. Must hold a NICET LEVEL III certification or hold a Bachelor of Science Degree in Fire
4. Protection Engineering (or Engineering Technology) from a recognized institution, along with a signed affidavit from an Arkansas licensed sprinkler contractor verifying a minimum of 3 years subsequent experience in the fire sprinkler layout.
5. Must submit an application and pass a sprinkler examination with a score of 90% or above prior to issuance of a license.

**Number of Licenses:** 80 active licenses in 2019

## FIXED FIRE PROTECTION SYSTEM TECHNICIAN

O\*NET CODE 47-2152.01

### Job Description

**Fixed Fire Protection Technicians** install, inspect or service any fixed fire protection system in any business.

### Examinations and Fees

Written Examination required

Examinations are based on information obtained from the Fire Protection Licensing Board Rules and Regulations, Act 743 of 1977, as amended, and various National Fire Protection Association (NFPA) pamphlets.

Fixed Systems License fee	\$60.00
Fixed Systems Renewal fee	\$30.00
Exam fee for each exam retake	\$30.00

### Requirements

1. Individuals must obtain a grade of 90% to pass the examinations.
2. Must be an employee of a licensed fixed fire protection firm.
3. Application for individual license to install or service fixed fire protection systems must be accompanied by a current certificate affirming the licensee has been trained by the particular brand name manufacturer the licensee is seeking a license for.

Or

An affidavit (on forms provided) affirming the licensee has been trained on the particular brand name of the manufacturer by a person holding a current certificate of training from the manufacturer and licensed by the Board. The person providing the training shall complete the affidavit. A copy of the trainer's manufacturer's certificate of training shall accompany the affidavit.

**Number of Licenses:** 252 active licenses in 2019

## PORTABLE / FIXED SYSTEMS AND SPRINKLER SYSTEMS FIRMS

O\*NET CODE 47-2152.01

### Description

Each firm or person desiring to engage in or to continue to engage in the business of installing, inspecting, or servicing portable fire extinguishers, selling, inspecting, installing, or servicing fixed fire protection systems, performing hydrostatic testing of fire extinguishers or fire extinguisher cylinders, or planning, selling, installing, maintaining, inspecting, or servicing fire protection sprinkler systems in the State of Arkansas as a condition of engaging or continuing to engage in such a business shall obtain from the board a certificate of registration and appropriate individual licenses.

## Arkansas Fire Protection Licensing Board Portable / Fixed Systems and Sprinkler Systems Firms (Cont.)

### PORTABLE/FIXED SYSTEM FIRM FEES

Portable	\$300.00
Fixed	\$300.00
Class A	\$100.00
Class B	\$ 50.00
Branch Office	\$ 28.00
Portable Renewal	\$300.00
Fixed Renewal	\$300.00
Class A Renewal	\$100.00
Class B Renewal	\$ 50.00
Branch Office Renewal	\$ 28.00

### SPRINKLERS SYSTEM FIRM FEES

Initial Fee	\$700.00
Application Fee (onetime fee)	\$100.00
Renewal Fee	\$700.00
Branch Office	\$ 28.00
Firm Renewal	\$700.00
Branch Office Renewal	\$ 28.00

### Number of Certificate of Registrations:

Portable/Fixed Firms: 75 active certificate of registrations in 2019

Sprinkler System Firms: 74 active certificate of registrations in 2019

An affidavit (on forms provided) affirming the licensee has been trained on the particular brand name of the manufacturer by a person holding a current certificate of training from the manufacturer and licensed by the Board. The person providing the training shall complete the affidavit. A copy of the trainer's manufacturer's certificate of training shall accompany the affidavit.

**Number of Licenses:** 252 active licenses in 2019

## **PORTABLE FIRE EXTINGUISHER TECHNICIAN**

O\*NET CODE 49-9099.00

### **Job Description**

**Portable Fire Extinguisher Technicians** sell, service, inspect or install any type of portable fire extinguisher in any business.

### **Examinations and Fees**

Written examination required

Examinations are based on information obtained from the Fire Protection Licensing Board Rules and Regulations, Act 743 of 1977, as amended, and various National Fire Protection Association (NFPA) Pamphlets.

Portable License fee	\$60.00
Portable License (Renewal) fee	\$30.00
Exam fee for each exam retake	\$30.00

### **Requirements**

1. Must be employed by a certified Portable Fire Extinguisher firm.
2. Must obtain a grade of 90% to pass the examinations.

**Number of Licenses:** 310 active licenses in 2019

## **SPRINKLER FITTER**

O\*NET CODE 47-2152.01

### **Job Description**

**Sprinkler Fitters** are qualified persons who oversee the initial installation or servicing of fire protection sprinkler systems and who oversee corrections of deficiencies from an inspection. They also oversee Fire Sprinkler Apprentices.

# Arkansas Fire Protection Licensing Board Sprinkler Fitter (Cont.)

## Examinations and Fees

Written examination required	
Sprinkler Fitter License fee	\$50.00
Exam fee for each exam	\$28.00

## Requirements

1. Must be an employee of an Arkansas licensed sprinkler firm.
2. Must obtain a grade of 70% or above to pass the examination.
3. An affidavit is required testifying to the competency of the individual's training and having 6,000 hours of experience with fire protection sprinkler systems.

Or

Must have proof of registration with the U.S. Department of Labor Fire Sprinkler Fitter Program.

**Number of Licenses:** 485 active licenses in 2019

## **SPRINKLER APPRENTICE PERMITS**

O\*NET CODE 47-2152.01

### Job Description

An individual to whom a permit has been issued by the Board to perform various acts of service under direct supervision of a person holding a valid license to perform such acts.

### FEES

Permit fee	\$25.00
Permit renewal	\$25.00

### Requirements

Must be an employee of an Arkansas licensed sprinkler firm.

**Number of Licenses:** 213 active permits in 2019

## **PORTABLE/FIXED APPRENTICE PERMITS**

O\*NET CODE 49-9099.01

### Job Description

An individual to whom a permit has been issued by the Board to perform various acts of service under direct supervision of a person holding a valid license to perform such acts.

### FEES

Permit fee (only valid for one year, no renewal)	\$15.00
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### Requirements

Must be an employee of an Arkansas licensed Portable/Fixed firm.

**Number of Licenses:** 26 active permits in 2019

## **Arkansas Fire Training Academy**

P. O. Box 3499

Camden, Arkansas 71711

Telephone: (870) 574-1521

Fax: (870) 574-0817

E-mail: [rnix@sautech.edu](mailto:rnix@sautech.edu)

Website: [www.sautech.edu/arkansas-fire-training-academy](http://www.sautech.edu/arkansas-fire-training-academy)

### **FIREFIGHTER II**

O\*NET CODE 33-2011.01 33-2011.02

#### **Job Description**

**Firefighters** control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance. Employment as a firefighter in Arkansas requires Firefighter II certification for those firefighters that work a minimum of 2,912 hours.

#### **Examinations and Fees**

Successful fire department candidates can attend training provided by the state.

Must pass firefighter training examinations throughout fire training course including finals

Testing fee: \$20

Training book: \$80

#### **Requirements**

1. Must be at least 18 years of age.
2. Must be examined by a licensed physician and meet certain physical requirements.
3. Must successfully complete one week of required medical training courses conducted by the Arkansas Fire Training Academy or have previously completed an equivalent course.
4. Must successfully complete the 7 week firefighter training program conducted by the Arkansas Fire Training Academy.

**Number of Licenses:** 125 active licenses in 2018



## State of Arkansas Board of Registration for Foresters

One Natural Resources Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 823-1729  
Fax: (501) 680-0013  
Website: [www.arkansas.gov/abof](http://www.arkansas.gov/abof)

### FORESTER

O\*NET CODE 19-1032.00

#### Job Description

**Foresters** manage forested lands for economic, recreational, and conservation purposes. They may inventory the type, amount, and location of standing timber, appraise the timber's worth, negotiate the purchase, and draw up contracts for procurement. Foresters may determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how best to comply with environmental regulations. They may devise plans for planting and growing new trees, monitor trees for healthy growth, and determine the best time for harvesting. They develop forest management plans for public- and privately-owned forested lands.

All individuals using "Forester" in connection with the person's name or otherwise assume, use or advertise any title or description that the person is a forester must be licensed and registered according to Arkansas Code 17-31-101.

#### Examinations and Fees

Written examination fee	\$30.00 (for retake only)
Application fee	\$40.00
Registration fee	\$30.00
Renewal fee (per year)	\$30.00

#### Requirements

1. Bachelor's or advanced degree in forestry from an accredited program  
Or
2. Bachelor's or advanced degree in forestry from a non-accredited program and three years of experience  
Or
3. Bachelor's degree in a natural resources related field, 20 semester hours of forestry courses, and three years of experience  
Or
4. Any bachelor's degree not related to natural resources with six years or more of experience in forestry work  
Or
5. Associate degree in forestry with six years or more of experience in forestry work

Applicants must pass the written examination on basic forestry.

**Number of Licenses:** 446 active licenses in 2018

## Arkansas State Board of Registration for Professional Geologists

3815 West Roosevelt Road  
Little Rock, Arkansas 72204  
Telephone: (501) 683-0150  
Fax: (501) 663-7360  
E-mail: [pgboard@arkansas.gov](mailto:pgboard@arkansas.gov)  
Website: [www.arpboard.org](http://www.arpboard.org)

### REGISTERED GEOLOGIST

O\*NET CODE 19-2042.00

#### Job Description

**Geologists** study the composition, structure and history of the Earth's crust. They examine rocks, minerals, and fossil remains to identify and determine the sequence of processes affecting development of the Earth. They apply knowledge of chemistry, physics, biology, and mathematics to explain these phenomena and to help locate mineral, geothermal, and petroleum deposits and underground water resources. "Public practice of geology" means the performance of geological service or work such as consultation, investigation, evaluation, planning, mapping, and inspection of geological work in which the performance is related to public welfare or safeguarding of life, health, property, and the environment.

#### Examinations and Fees

National Association of State Boards of Geology (ASBOG) examinations	
Fundamentals of Geology Exam	\$200.00
Practice of Geology Exam	\$250.00
Application fee	\$ 20.00
Initial registration fee	\$ 60.00
Annual Registration renewal fee	\$ 60.00
Geologist-in-Training application and annual fee	\$ 20.00
Geologist-in-Training registration fee	\$ 30.00

#### Requirements

1. Must be of good ethical character.
2. Must have graduated from an accredited college or university with a major in either geology, engineering geology, or geological engineering or have completed 30 semester hours in geological science courses leading to a major in geology.
3. Must have at least seven years of professional geological work, which shall include a minimum of three years of professional geological work under the supervision of a Registered Geologist.  
    Or  
    Have a minimum of five accumulative years of experience in responsible charge of geological work.
4. Must have three references from registered professional geologists.
5. Must have two personal references.
6. Must successfully pass ASBOG exam.

**Number of Licenses:** 641 active licenses in 2018

## Arkansas Department of Health

### Cosmetology Section

4815 West Markham Street, Slot 8

Little Rock, Arkansas 72205

Telephone: (501) 682-2168

Fax: (501) 682-5640

E-mail: [Cosmo@arkansas.gov](mailto:Cosmo@arkansas.gov)

Website: [www.arkansas.gov/cos](http://www.arkansas.gov/cos)

## COSMETOLOGIST

O\*NET CODE 39-5012.00

### Job Description

**Cosmetologists** provide beauty services such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. They may also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

### Examinations and Fees

Written Examinations	\$60.00 (written)
Renewal fee (Every two years)	\$50.00

### Requirements

1. Must be at least 16 years of age.
2. Must have completed the 10<sup>th</sup> grade or its equivalent.
3. Must be a graduate of an approved school of cosmetology with at least 1,500 hours of training.

**Number of Licenses:** 18,174 active licenses in 2019

## COSMETOLOGY INSTRUCTOR

O\*NET CODE 25-1194.00

### Job Description

**Cosmetology Instructors** provide instructions to students in the basic theory of cosmetology and its related branches. In addition, they provide students with the practical knowledge required in the fundamentals of sanitation, hygiene, sales, professional ethics, basic science, and safety precautions. The courses an instructor is eligible to teach are dependent upon which license to practice the instructor holds.

### Examinations and Fees

Written examinations	\$60.00 (written)
Renewal fee (Every two years)	\$50.00

### Requirements

1. Must be at least 21 years of age.
2. Must have completed four years of high school or its equivalent.
3. Must be licensed in the field you wish to teach as a Cosmetologist, Manicurist, Esthetician or Electrologist.
4. Must be a graduate of a 600-hour training course from an approved school of cosmetology.
5. Electrologist Instructor applicants must have three years of practical experience as an electrologist in the state of Arkansas within the past five years.

**Number of Licenses:** 571 active licenses in 2019

## ELECTROLOGIST

O\*NET CODE 39-5012.00

### Job Description

**Electrologists** permanently remove hair from the skin of patrons by destroying the roots through the use of electrolysis. Electrologists must be specially trained and thoroughly knowledgeable in the use of their equipment. In addition, they must use all sterilized equipment and be extremely careful with their hygienic procedures.

### Examinations and Fees

Written examinations	\$60.00 (written)
Renewal fee (Every 2 years)	\$50.00

**Arkansas Department of Health  
Cosmetology Section  
Electrologist (Cont.)**

**Requirements**

1. Must be at least 18 years of age.
2. Must have completed the 12<sup>th</sup> grade or its equivalent.
3. Must have completed one of the following:
  - a. A 600-hour course of instruction in an approved school of cosmetology.
  - b. A 350-hour course of instruction in an approved school of cosmetology in conjunction with a current cosmetology license.

**Number of Licenses:** 30 active licenses in 2019 (4 Electrology Instructors)

**ESTHETICIAN**

O\*NET CODE 39-5094.00

**Job Description**

**Estheticians** engage in the practice of beautifying the human body by cleaning, waxing, externally manipulating or stimulating the human body by means of the hands, devices, apparatus, or appliances, with or without the use of cosmetic preparations, antiseptics, tonics, lotions, and creams.

**Examinations and Fees**

Written examinations	\$60.00 (written)
Renewal fee (Every two years)	\$50.00

**Requirements**

1. Must be at least 16 years of age.
2. Must have completed the 10<sup>th</sup> grade or its equivalent.
3. Must have successfully completed a six hundred (600) hour course of instruction at an approved school of cosmetology.

**Number of Licenses:** 1257 active licenses in 2019 (9 Aesthetician Instructors)

**MANICURIST**

O\*NET CODE 39-5092.00

**Job Description**

**Manicurists** clean, shape, and polish fingernails and toenails. They remove polish with nail polish remover then shape and smooth the nail ends with scissors, files, and emery boards. The remover and nail residue are then rinsed off in soapy water. In addition, they soften cuticles with water, oil, or special cuticle solutions and trim them as needed. Manicures are completed by either buffing the nails to their natural color or by applying clear or colored nail polish. Nail extensions are included in services rendered by manicurists.

**Examinations and Fees**

Written examinations	\$60.00 (written)
Renewal fee (Every two years)	\$50.00

**Requirements**

1. Must be at least 16 years of age.
2. Must have completed the 10<sup>th</sup> grade or its equivalent.
3. Must be a graduate of a 600-hour course of instruction at an approved school of cosmetology.

**Number of Licenses:** 3,094 active licenses in 2019 (3 Manicure Instructors)

## Arkansas Department of Health

### Emergency Medical Services

5800 West 10<sup>th</sup> Street, Suite 800

Little Rock, Arkansas 72204

Telephone: (501) 661-2262

Fax: (501) 280-4901

E-mail: [adhems@arkansas.gov](mailto:adhems@arkansas.gov)

Website: <http://www.healthy.arkansas.gov/programs-services/topics/emergency-medical-services>

## ADVANCED EMERGENCY MEDICAL TECHNICIAN

O\*NET CODE 29-2041.00

### Job Description

**Advanced EMTs** are **Emergency Medical Technicians** who administer advanced medical treatment and transport sick or injured persons to a medical facility. They respond to instructions from a medical dispatcher and drive specially equipped emergency vehicles. They monitor communication equipment to maintain contact with the dispatcher and aid in removing victims from the scene of an accident or catastrophe. They determine the nature and extent of an illness or injury and the magnitude of a catastrophe to determine appropriate medical procedures or the need for additional assistance. They administer prescribed medical treatment at the site of an emergency or during transport. This may include applying splints, administering oxygen, or intravenous fluids, treating minor wounds or abrasions, or administering artificial resuscitation. They assist the treatment center admitting staff by obtaining and recording information about the victim's vital statistics and the circumstances of the emergency.

### Examinations and Fees

National Registry (NREMT)	\$115.00 Computer Based Test (CBT)
Licensure fee	\$ 20.00
License renewal fee	\$ 20.00 every two years

### Requirements

1. Must be at least 18 years of age.
2. Must be currently licensed as an Arkansas Emergency Medical Technician.
3. Must complete the National EMS Educational Standards course for Advanced EMT.
4. Must challenge and successfully pass the National Registry certification exam (CBT).

**Number of Licenses:** 148 active licenses in 2017

## EMERGENCY MEDICAL TECHNICIAN (EMT)

O\*NET CODE 29-2041.00

### Job Description

**Emergency Medical Technicians** are **Emergency Medical Service Providers** who administer immediate medical treatment and transport sick or injured persons to a medical facility. They respond to instructions from a medical dispatcher and drive specially equipped emergency vehicles. They monitor communication equipment to maintain contact with the dispatcher and aid in removing victims from the scene of an accident or catastrophe. They determine the nature and extent of an illness or injury and the magnitude of a catastrophe to determine appropriate procedures or the need for additional assistance. They administer prescribed medical treatment at the site of an emergency or during transport. This may include applying splints, administering oxygen, bleeding control, treating minor wounds or abrasions, or administering artificial resuscitation. They assist the treatment center admitting staff by obtaining and recording information about the victim's vital statistics and the circumstances of the emergency.

### Examinations and Fees

National Registry (NREMT)	\$75.00 for Computer Based Test (CBT)
Licensure fee	\$20.00 for each level
License renewal fee	\$20.00 every two years

### Requirements

1. Must be at least 18 years of age.
2. Must successfully complete Arkansas Criminal History background check and possibly a national check.
3. Must complete an approved National EMS Educational Standards course.
4. Must challenge and successfully pass the NREMT certification exam (CBT).
5. Must successfully pass the State Psychomotor (Skills) exam.

**Number of Licenses:** 5,160 active licenses in 2017

# Arkansas Department of Health Emergency Medical Services (Cont.)

## PARAMEDIC

O\*NET CODE 29-2041.00

### Job Description

**Paramedics** are **Emergency Medical Service Providers** who administer advanced prehospital medical treatment and transport sick or injured persons to a medical facility. They respond to instructions from an emergency medical dispatcher and drive a specially equipped emergency vehicle. They monitor communication equipment to maintain contact with the dispatcher and aid in the removal of victims from the scene of an accident or catastrophe. They determine the nature and extent of the illness or injury, or magnitude of the catastrophe, to establish appropriate medical procedures or need for additional assistance. They administer prescribed medical treatment at the site of an emergency or during transport, performing such activities as application of splints, administration of oxygen, intravenous fluids and injections, treatment of minor wounds or abrasions, defibrillation or administration of artificial resuscitation. They assist the treatment center admitting personnel in obtaining and recording information relating to the victim's vital statistics and circumstances of the emergency.

### Examinations and Fees

National Registry (NREMT)	\$125.00 Computer Based Test (CBT)
Licensure fee	\$ 20.00
License renewal fee	\$ 20.00 every two years

### Requirements

1. Must be at least 18 years of age.
2. Must be a certified Emergency Medical Technician.
3. Must complete an approved National EMS Educational Standards course with Paramedic training consisting of at least 1,200 hours of didactic, clinical and field internship.
4. Must challenge and successfully pass the National Registry certification exam (written) and psychomotor (skills) exam.

**Number of Licenses:** 2,378 active licenses in 2017

## Arkansas Department of Health

### Engineering Section

4815 West Markham Street, Slot 37

Little Rock, Arkansas 72205-3867

Telephone: (501) 661-2623

Fax: (501) 661-2032

E-mail: [safewater@arkansas.gov](mailto:safewater@arkansas.gov)

Website: <http://www.healthy.arkansas.gov/programs-services/topics/drinking-water>

## WATER DISTRIBUTION OPERATOR

O\*NET CODE 51-8031.00

### Job Description

**Water Distribution Operators** are responsible for the safety and quality of a public water distribution system. They are required to operate and control electric motors, pumps, valves, and disinfection processes, and perform pipeline maintenance in order to maintain flow and quality of water into and out of a water distribution system. Further, they are responsible for maintaining accurate records of all operations performed on the water and distribution system.

### Examinations and Fees

Examination	\$25.00 per examination
License fee	\$10.00
License renewal fee	\$10.00 (2 year renewal)
Late renewal penalty	\$ 5.00

### Requirements

Licenses are based on the size and complexity of the water distribution system. They range from Very Small Water System to Grade IV.

1. Must have a high school diploma or GED.
2. Must have completed mandatory training courses.
3. Must have completed a certification examination with passing scores.
4. Must have completed required water supply continuing education (24 hours per renewal).
5. Must have satisfactory work experience as determined from application.

**Number of Licenses:** 2,064 active licenses in 2018

## WATER TREATMENT OPERATOR

O\*NET CODE 51-8031.00

### Job Description

**Water Treatment Operators** are responsible for adding the correct amounts of chemicals into the water and for monitoring the machinery to insure that the water is properly treated. They are also responsible for performing laboratory examinations to insure the safety and potability of the finished treated water. In addition, they are responsible for monitoring and adjusting all the controls, for cleaning operations, and for repairing and lubricating the water treatment equipment as required.

### Examinations and Fees

Examination	\$25.00 per examination
License fee	\$10.00
License renewal fee	\$10.00 (2 year renewal)
Late renewal penalty	\$ 5.00

### Requirements

Licenses are based on the size and complexity of the water treatment system. They range from Grade I to Grade IV.

1. Must have a high school diploma or GED.
2. Must have completed mandatory training courses.
3. Must have completed a certification examination with passing scores.
4. Must have completed required water supply continuing education (24 hours per renewal).
5. Must have satisfactory work experience as determined from application.

**Number of Licenses:** 1,034 active licenses in 2018

## Arkansas Department of Health

### Environmental Epidemiology

#### Lead-Based Paint Program

4815 West Markham Street, Slot 32

Little Rock, Arkansas 72205-3867

Telephone: (501) 671-1472

Fax: (501) 682-5429

E-mail: [Lori.Simmons@Arkansas.gov](mailto:Lori.Simmons@Arkansas.gov)

Website: <https://www.healthy.arkansas.gov/programs-services/topics/lead-based-paint-program>

## LEAD-BASED PAINT ABATEMENT CONTRACTOR/CONSULTANT

O\*NET CODE 11-9021.00

### Job Description

A **Lead-based Paint Abatement Contractor/Consultant** is any firm, partnership, corporation, sole proprietorship, association, or other business entity that performs lead-based paint activities in target housing and child-occupied facilities.

### Examinations and Fees

License fee	\$1,200.00
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### Requirements

1. A completed application provided by the Department
2. Current insurance certificate covering lead-based paint activities
3. A letter attesting that the contractor or consultant shall employ only appropriately certified employees to conduct lead-based paint activities, that its employees shall follow the work practice standards contained in Arkansas State Board of Health's Rules Pertaining to Lead-based Paint Activities, and that a supervisor will be present during all lead-based paint activities.
4. Disclosure statement with original signatures and notary stamp
5. Required fee

**Number of Licenses:** 8 active licenses in 2018

## LEAD-BASED PAINT ABATEMENT INSPECTOR

O\*NET CODE 19-4091.00

### Job Description

A certified **Lead-Based Paint Abatement Inspector** samples for the presence of lead in dust and soil for the purpose of lead-based paint abatement in target housing and child-occupied facilities. A certified inspector must perform lead-based paint inspections for a licensed contractor or consultant, or as an in-house employee.

### Examinations and Fees

Examination required	\$ 50.00
Certification fee	\$150.00

### Requirements

1. A completed application provided by Department
2. Must have successfully completed licensed inspector course.
3. Original certificate for most current training, either an initial or refresher course
4. Disclosure statement with original signatures and notary stamp
5. Required fee
6. Proof of passing third party certification exam

**Number of Licenses:** 11 active certifications in 2018

## LEAD-BASED PAINT ABATEMENT PROJECT DESIGNER

O\*NET CODE 11-9021.00

### Job Description

A **Project Designer** prepares lead-based paint project designs, occupant protection plans, and abatement reports for target housing or child-occupied facilities for a licensed contractor or consultant, or as an in-house employee.

### Examinations and Fees

Certification fee	\$150.00
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**Arkansas Department of Health  
Environmental Epidemiology  
Lead-Based Paint Program  
Lead-Based paint Abatement Project Designer (Cont.)**

**Requirements**

1. A completed application provided by the Department
2. Must have successfully completed licensed supervisor and project designer training.
3. Original certificate for most current training, either an initial or refresher course
4. Proof of training, education, and work experience requirements
5. Disclosure statement with original signatures and notary stamp
6. Required fee

**LEAD-BASED PAINT ABATEMENT RISK ASSESSOR**

O\*NET CODE 19-4091.00

**Job Description**

A **Lead-Based Paint Abatement Risk Assessor** performs lead-based paint risk assessments and sampling for lead in dust and soil for the purpose of abatement for target housing and child-occupied facilities and must work for a licensed contractor or consultant, or as an in-house employee.

**Examinations and Fees**

Examination required	\$ 50.00
Certification fee	\$150.00

**Requirements**

1. A completed application provided by the Department
2. Must have successfully completed licensed inspector and risk assessor training.
3. Original certificate for most current training, either an initial or refresher course
4. Proof of training, education, and work experience requirements
5. Disclosure statement with original signatures and notary stamp
6. Required fee
7. Proof of passing third party certification exam

**Number of Licenses:** 10 active certifications in 2018

**LEAD-BASED PAINT ABATEMENT SUPERVISOR**

O\*NET CODE 47-1011.00

**Job Description**

A **Lead-Based Paint Abatement Supervisor** conducts and supervises lead-based paint abatements and prepares occupant protection plans and abatement reports for a licensed contractor or consultant, or as an in-house employee.

**Examinations and Fees**

Examination required	\$ 50.00
Certification fee	\$150.00

**Requirements**

1. A completed application provided by the Department
2. Must have successfully completed licensed supervisor training.
3. Proof of training and work experience requirements
4. Original certificate for most current training, either an initial or refresher course
5. Disclosure statement with original signatures and notary stamp
6. Required fee
7. Proof of passing third party certification exam

**Number of Licenses:** 3 active certifications in 2018

**LEAD-BASED PAINT ABATEMENT TRAINING PROVIDER**

O\*NET CODE 13-1151.00

**Job Description**

**Lead-based Paint Abatement Training Providers** must be licensed by the Department to offer lead-based paint activities courses or refresher courses in the state of Arkansas in any of the following disciplines: inspector, risk assessor, supervisor, project designer and abatement worker.

**Arkansas Department of Health  
Environmental Epidemiology  
Lead-Based Paint Program  
Lead-Based Paint Abatement Training Provider (Cont.)**

**Examinations and Fees**

License fee \$900.00

**Requirements**

1. A completed application provided by the Department
2. Must submit training provider fee
3. Must provide course curriculum
4. Must submit disclosure statement
5. Must supply resumes of instructors
6. Must provide sample course agendas

**Number of Licenses:** 2 active licenses in 2018

**LEAD-BASED PAINT ABATEMENT WORKER**

O\*NET CODE 47-4041.00

**Job Description**

A **Lead-based Paint Abatement Worker** performs lead-based paint abatements for target housing or child-occupied facilities for a licensed contractor or consultant, or as an in-house employee.

**Examinations and Fees**

Certification fee \$35.00

**Requirements**

1. A completed application provided by the Department
2. Must have successfully completed licensed worker training.
3. Original certificate for most current training, either an initial or refresher course
4. Disclosure statement with original signatures and notary stamp
5. Required fee

**Number of Licenses:** 3 active certifications in 2018

## Arkansas Department of Health

### Environmental Health

4815 West Markham Street, Slot 46

Little Rock, Arkansas 72205

Telephone: (501) 661-2171

Fax: (501) 661-2572

E-mail: adh.ehs@arkansas.gov

Website: www.healthy.arkansas.gov/contact-us

## BODY PIERCERS

O\*NET CODE 39-9099.00

### Job Description

**Body Piercers** create an opening in the body of a human being for the purpose of inserting jewelry or other decoration. Not included is the piercing of earlobes with disposable, single-use studs or solid needles that are applied using a mechanical device to force the needle or stud through the earlobe. Body piercing artists are required to be certified in Arkansas.

### Examinations and Fees

Written and Practical Exams	\$ 50.00
Artist License fee	\$100.00

### Requirements

1. Must complete an application for apprenticeship.
2. Must pass a written exam prior to beginning Artist in Training program.
3. Must complete a blood borne pathogens course (minimum of 2 hours of direct instruction) prior to applying for written exam.
4. Must complete a minimum six-month Artist in Training period, which includes a minimum of 375 clock hours in a licensed establishment, with an artist who has been certified in Arkansas for a minimum of three years.
5. Must pass practical exam conducted near the end of the training period.

**Number of Licenses:** 52 active licenses in 2019

## ONSITE WASTEWATER SYSTEM MONITOR

O\*NET CODE 51-8031.00

### Job Description

An **Onsite Wastewater System Monitor** is a person certified by the Arkansas Department of Health to monitor individual sewage disposal systems.

### Examinations and Fees

Written examination	
License fee	\$50.00
Annual fee	\$50.00

### Requirements

1. Each Onsite Wastewater System Monitor who operates within the State of Arkansas, regardless of the location of his/her home office, must become registered by the Arkansas Department of Health.
2. Prior to registration, the Onsite Wastewater System Monitor must demonstrate competence to the satisfaction of the Division of Environmental Health or its authorized agent.

**Number of Licenses:** 83 active licenses in 2019

## PERMANENT COSMETIC ARTIST

O\*NET CODE 27-1019.00

### Job Description

**Permanent Cosmetic Artists** apply permanent or semi-permanent pigmentation to the face for cosmetic purposes or to any part of the body for scar coverage or other corrective purposes by the penetration of the skin with a needle or other instrument.

Permanent Cosmetic Artists are required to have knowledge of and practice aseptic technique, which prevents or hinders the transmission of disease producing microorganisms from one person or place to another person or place. The Establishment where the application of permanent cosmetics is performed must be certified and inspected by the Department of Health.

**Arkansas Department of Health  
Environmental Health  
Permanent Cosmetic Artist (Cont.)**

**Examinations and Fees**

Written and Practical Exams	\$ 50.00
Artist license fee	\$100.00

**Requirements**

1. Must file an application for permanent cosmetic artist certification with the Department.
2. Must complete a blood borne pathogens course (minimum of 2 hours of direct instruction) prior to applying for the exam.
3. Must complete a minimum 6-24 month Artist in Training program, with a minimum of 375 clock hours in a licensed establishment approved by the Board of Private Career Education, under a certified artist who has been certified in Arkansas for a minimum of three years. There is currently no reciprocity with other states.
4. Must successfully complete a written and practical exam.
5. Must provide the following additional information to the Department at the time of the written exam:
  - a. A copy of high school diploma or equivalent.
  - b. A health evaluation that includes: testing for hepatitis or other communicable disease designated by the Department, and testing for color and normal vision.

**Number of Licenses:** 154 active licenses in 2019

**SEPTIC SYSTEM DESIGNER /  
SEWAGE DISPOSAL SYSTEMS DESIGNATED REPRESENTATIVE (D.R.)**

O\*NET CODE 47-4011.00

**Job Description**

A **Septic System Designer** or **Sewage Disposal Systems Designated Representative (DR)** is a person designated by the Division of Environmental Health of the Arkansas Department of Health to make percolation tests, system designs and inspections of individual sewage disposal systems and other alternate sewage disposal systems within the State. Prior to designation, the DR must demonstrate competence to the satisfaction of the Division of Environmental Health Protection or its authorized agent. Each DR who operates within the State of Arkansas must be registered by the Arkansas Department of Health.

**Examinations and Fees**

Examination required	
License fee	\$100.00
Annual Renewal fee	\$100.00

**Requirements**

1. The DR must be a Registered Professional Engineer, Registered Professional Land Surveyor, Licensed Master Plumber, Registered Professional Sanitarian, or hold other similar State-issued credentials.
2. The DR must attend at least one annual training course approved by the Arkansas Department of Health.

**Number of Licenses:** 135 active licenses in 2019

**SEPTIC TANK CLEANER**

O\*NET CODE 47-4071.00

**Job Description**

A **Septic Tank Cleaner** is a person or company who cleans septic tanks or transports septage or sewage within the State of Arkansas.

**Examinations and Fees**

Examination required	
License fee	\$25.00 per vehicle per year (Paid by owner of company [Licensee])

**Requirements**

Each Septic Tank Cleaner must comply with the Arkansas Department of Health's Rules and Regulations pertaining to Septic Tank Cleaners.

**Number of Licenses:** 125 active licenses in 2015

## Arkansas Department of Health Environmental Health (Cont.)

### SEPTIC TANK INSTALLER

O\*NET CODE 49-9099.00

#### Job Description

A **Septic Tank Installer** is a person who -- for compensation -- installs, alters, or repairs individual sewage disposal systems for others within the State.

#### Examinations and Fees

Written Examination required	
License fee	\$100.00
Annual Renewal fee	\$100.00

#### Requirements

1. Each installer who operates within the State of Arkansas, regardless of the location of his/her home office, must become registered by the Arkansas Department of Health.
2. Prior to registration, the installer must demonstrate competence to the satisfaction of the Division of Environmental Health or its authorized agent.
3. An installer must attend at least one annual training course approved by the Arkansas Department of Health.

**Number of Licenses:** 742 active licenses in 2015

### SEPTIC TANK MANUFACTURER

O\*NET CODE 11-3051.00

#### Job Description

A **Septic Tank Manufacturer** is a person or company who manufactures or sells septic tanks to the public. These tanks are usually concrete, fiberglass, or polyethylene. All septic tank manufacturers doing business in Arkansas must hold a valid registration issued by the Arkansas Department of Health.

#### Examinations and Fees

License fee	\$100.00 per year
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#### Requirements

Each Septic Tank Manufacturer must comply with the Arkansas Department of Health's Rules and Regulations pertaining to Septic Systems.

**Number of Licenses:** 33 active licenses in 2015

### TATTOO ARTIST

O\*NET CODE 27-1019.00

#### Job Description

**Tattoo Artists** use any method of placing designs, letters, scrolls, figures, symbols or any other marks upon or under the skin by introducing pigments, or by the production of scars to form indelible marks with the aid of needles or other instruments.

Tattoo Artists are required to have knowledge of and practice aseptic technique, which prevents or hinders the transmission of disease producing microorganisms from one person or place to another person or place. The Establishment where tattooing is performed must be certified and inspected by the Department of Health.

#### Examinations and Fees

Written and Practical Exams	\$ 50.00
Artist license fee	\$100.00

#### Requirements

1. Must file an application for tattoo artist certification with the Department.
2. Must complete a blood borne pathogens course (minimum of 2 hours of direct instruction) prior to applying for the exam.
3. Must complete a minimum 6-24 month Artist in Training program, with a minimum of 375 clock hours in a licensed establishment approved by the Board of Private Career Education, under a certified artist who has been certified in Arkansas for a minimum of three years. There is currently no reciprocity with other states.
4. Must successfully complete a written and practical exam.

## Arkansas Department of Health

### Health Facility Services

5800 West 10<sup>th</sup> Street, Suite 400

Little Rock, Arkansas 72204

Telephone: (501) 661-2201

Fax: (501) 661-2165

E-mail: adh.hfs@arkansas.gov

Website: www.healthy.arkansas.gov/contact-us

## ORTHOTIC / PROSTHETIC ASSISTANT

O\*NET CODE 51-9082.00

### Job Description

Under the supervision of an orthotist or orthotist/prosthetist, **Orthotic Assistants** assist with patient care services and fabrication of orthosis devices. Under the supervision of a prosthetist or orthotist/prosthetist, **Prosthetic Assistants** assist with patient care services and fabrication of prostheses devices.

**Orthotic/Prosthetic Assistants (OPA)** are licensed for both disciplines.

### Examinations and Fees

License fee (initial and renewal) \$100.00 (every 2 years)

### Requirements

1. Must possess a high school diploma or GED.
2. Must have a minimum of three years of experience in the field in which the person is seeking licensure as an assistant.
3. Must have written documentation from a licensed prosthetist or a licensed orthotist that the applicant is qualified to perform as an assistant in the field.
4. Must complete 15 hours of continuing education biennially if employed in one discipline or 20 hours biennially if employed in both.

**Number of Licenses:** 48 active licenses in 2018

## ORTHOTIST / PROSTHETIST

O\*NET CODE 29-2091.00

### Job Description

**Orthotists** and **Prosthetists** assist patients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthopedic braces or prostheses.

### Examinations and Fees

Examination required

License fee (initial and renewal) \$300.00 (every 2 years)

### Requirements

1. Must possess a baccalaureate degree or have successfully completed the number of semester hours equivalent to four years of study at a four-year college or university.
2. Must complete either an orthotics or a prosthetics education program which is accredited by the Commission on Accreditation of Allied Health Education Programs.
3. Must successfully complete a clinical National Commission on Orthotic and Prosthetic Education (NCOPE) residency in orthotics, prosthetics or both.
4. Must successfully complete and make a passing score on the American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABCOPP) Certification examination or equivalent as required by the Advisory Board.
5. Must biennially complete thirty hours of continuing education in courses applicable to his/her profession. A person who is licensed in more than one profession shall biennially complete forty hours of continuing education in courses applicable to the professions in which he/she is licensed.

**Number of Licenses:** 96 active licenses in 2018

## PEDORTHIST

O\*NET CODE 29-2091.00

### Job Description

**Pedorthists** are health care professionals who provide or manage therapeutic footwear, foot orthoses for use at the ankle or below, or footwear modified for therapeutic purposes; based on clinical assessment, technical judgement, and with an order from a health care practitioner authorized by law to write an order for a pedorthic device.

**Arkansas Department of Health  
Health Facility Services  
Pedorthist (Cont.)**

**Examinations and Fees**

Examination required  
License fee (initial and renewal)                      \$300.00 (every 2 years)

**Requirements**

1. Must possess a high school diploma or GED.
2. Must successfully complete an approved pedorthic education program.
3. Must successfully complete the American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABCOPP) Certification examination or equivalent as required by the Advisory Board.
4. Must complete 22 hours of continuing education biennially.

**Number of Licenses:** 29 active licenses in 2018

**PERFUSIONIST**

O\*NET CODE 29-2031.00

**Job Description**

**Perfusionists** operate extracorporeal circulation equipment during any medical procedure in which it is necessary to artificially support or temporarily replace a patient's circulatory or respiratory functions, such as in open heart surgery or other heart procedures. Perfusionists routinely administer various types of blood products, medications and control the temperature of patients during surgery. In conjunction with attending physicians, they are responsible for the selection of the most appropriate equipment and extracorporeal techniques. They are trained in the administration of blood products and drugs.

**Examinations and Fees**

Examination required  
License fee (initial)    \$150.00  
License Renewal fee    \$100.00 (every 2 years)

**Requirements**

1. Must successfully complete an approved perfusion education program.
2. Satisfactory performance on the American Board of Cardiovascular Perfusion (ABCP) certification examination.

**Number of Licenses:** 77 active licenses in 2018

## Arkansas Department of Health

### Massage Therapy Section

4815 West Markham Street, Slot 8

Little Rock, Arkansas 72205

Telephone: (501) 683-1448

Fax: (501) 682-5640

E-mail: ADH.massage@arkansas.gov

Website: [www.healthy.arkansas.gov/contact-us](http://www.healthy.arkansas.gov/contact-us)

## MESSAGE THERAPIST

O\*NET CODE 31-9011.00

### Job Description

**Massage Therapists** massage customers for hygienic or remedial purposes. "Massage therapy" means the treatment of soft tissues, which may include skin, fascia, and muscles and their dysfunctions for therapeutic purposes of establishing and maintaining good physical condition, comfort, and relief of pain. It is a health care service that includes gliding, kneading, percussion, compression, vibration, friction, nerve strokes, and stretching the tissue. "Massage therapy" also means to engage in the practice of any of the following procedures:

- a) Massage therapy techniques and procedures, either hands-on or with mechanical devices;
- b) Therapeutic application and use of oils, herbal or chemical preparations, lubricants, nonprescription creams, lotions, scrubs, powders, and other spa services;
- c) Therapeutic application of hot or cold packs;
- d) Hydrotherapy techniques;
- e) Heliotherapy, which may include mechanical devices, heat lamps, and other devices;
- f) Electrotherapy;
- g) Any hands-on bodywork techniques and procedures rising to the level of the techniques and procedures intended to be regulated and not covered under specific licensing laws of other boards.

### Examinations and Fees

Written Examination required

Application fee	\$ 75.00
License fee	\$ 80.00
Testing (AR Law Exam)	\$ 25.00
Criminal Background Check	\$ 38.25

### Requirements

1. Must complete a massage therapy program of at least 500 hours of in-classroom coursework from a Department approved massage therapy school or State approved education institution. Must provide a copy of Massage School Diploma and Massage School Transcript.
2. Must be eighteen years of age or older.
3. Must provide a valid Photo ID.
4. Must provide a copy of social security card.
5. Must have a high school diploma or graduate equivalency diploma.
6. Must provide National Test Score – Massage and Bodywork Licensing Examination (MBLEx), or National Certification Board for Therapeutic Massage & Bodywork (NCBTMP) Exam Score Report.
7. Must be free of infectious tuberculosis or a condition that could pose a health risk to the public.
8. Must complete an Arkansas Criminal Background Check and FBI Criminal Background Check.
9. Must pass the Arkansas Massage Therapy Law examination.

**Number of Licenses:** 2,018 active licenses in 2019



## Arkansas Department of Health

### Protective Health Codes

4815 West Markham Street, Slot #24

Little Rock, Arkansas 72205-3867

Telephone: (501) 661-2642

Fax: (501) 661-2671

E-mail: [adh.phc@arkansas.gov](mailto:adh.phc@arkansas.gov)

Website: [www.healthy.arkansas.gov/programservices](http://www.healthy.arkansas.gov/programservices)

## APPRENTICE PLUMBER

O\*NET CODE 47-3015.00

### Job Description

**Apprentice Plumbers** are persons, other than journeyman plumbers or master plumbers, who are engaged in learning and assisting in the installation of plumbing and drainage. Under the supervision of a licensed plumber, apprentice plumbers install, alter, or repair pipe systems conducting liquids or gases such as water, steam, wastewater, or air. They install plumbing fixtures, appliances, heating and cooling systems, and waste disposal systems. On a job, apprentice plumbers inspect the installation site, cut, thread, and bend pipes to exact specifications, and join the pipes using welds or threading. They must select the type and size of pipe and related materials according to job specifications. In addition, apprentice plumbers may help install and maintain refrigeration and air-conditioning systems. In the performance of their duties, they learn how to inspect and test for leaks in the system.

### Examinations and Fees

License fee	\$25.00
Renewal fee	\$25.00 per year

### Requirements

Must have a signed training agreement from an employer who is, or who employs, licensed plumbers.

**Number of Licenses:** 1,240 active licenses in 2018

## BACKFLOW PREVENTER TESTING TECHNICIAN

O\*NET CODE 51-9061.00

### Job Description

A Backflow Preventer Testing Technician performs all tests of the mechanical devices/assemblies of backflow and backpressure devices and is responsible for the competence and accuracy of all tests and reports. An "approved backflow preventer" means any permanent mechanical device or combination of permanent mechanical devices, of whatever material, which, after installation according to the state plumbing regulations, acts to prevent a reversal of the normal directional flow of potable water within the piping system in which it is installed.

### Examinations and Fees

Written Examination administered by the Arkansas Department of Health.  
No License fees.

### Requirements

1. Must complete a 40 hour backflow preventer testing technician training certification course.
2. Must pass a written examination administered by the Arkansas Department of Health.

**Number of Licenses:** 749 active licenses in 2018

## BACKFLOW PREVENTION REPAIRMAN

O\*NET CODE 47-2152.02 49-9012.00

### Job Description

A **Backflow Prevention Repairman** is responsible for all repairs performed on a backflow prevention assembly. An "approved backflow preventer" means any permanent mechanical device or combination of permanent mechanical devices, of whatever material, which, after installation according to the state plumbing regulations, acts to prevent a reversal of the normal directional flow of potable water within the piping system in which it is installed.

### Examinations and Fees

Written Examination administered by the Arkansas Department of Health.

**Arkansas Department of Health  
Protective Health Codes  
Backflow Prevention Repairman (Cont.)**

No License fees.

**Requirements**

1. Must hold the Backflow Preventer Testing Technician certification before being eligible for the Backflow Prevention Repairman certification.
2. Must complete a 40 hour backflow prevention repair technician training certification course.
3. Must pass a written examination administered by the Arkansas Department of Health.
4. Must hold an Arkansas Plumbers license in addition to a Repair Certification if you intend to repair a backflow device within the scope of the plumbing system.

**Number of Licenses:** 451 active licenses in 2018

**GAS FITTER**

O\*NET CODE 47-1011.00 47-2152.01 47-3015.00

**Job Description**

**Gas Fitters** install, alter or repair gas pipe systems that conduct gases of various types. They install gas piping, appliances, fixtures, devices and appurtenances. On a job, gas fitters inspect the installation site, cut and bend pipes to exact specifications, and join the pipes in accordance with prescribed methods. They must select the type and size of pipe and related materials according to job specifications. They must also be proficient in testing procedures in order to locate and repair leaks.

A **Gas Fitter Supervisor** is trained and skilled in the planning, supervision and practical installation of gas piping, appliances, fixtures, devices and appurtenances in connection with gas.

A **Gas Fitter Trainee** works with a licensed Gas Fitter to achieve experience and knowledge so they may advance to a Gas Fitter status.

**Examinations and Fees**

Gas Fitter Trainee	
No examinations	
License fee	\$ 25.00 per year
Gas Fitter	
Written and practical examinations	\$ 75.00
License fee	\$ 75.00
Gas Fitter Supervisor	
Written examination	\$125.00
License fee	\$200.00 per year

**Requirements**

1. A Gas Fitter Trainee must have secured a training agreement from an employer and supervising Gas Fitter for a two-year training period.
2. A Gas Fitter must have served two years as a Registered Gas Fitter Trainee and have successfully passed the required examination.
3. A Gas Fitter Supervisor must have a minimum of one full year as a licensed Gas Fitter and have successfully passed the examination prescribed.

**Number of Licenses:** 219 active licenses in 2018

**GOVERNMENTAL MAINTENANCE PLUMBER**

O\*NET CODE 47-2152.02

**Job Description**

**Governmental Maintenance Plumbers** perform maintenance and repair of all piping, fixtures, appliances and appurtenances in connection with the water supply, consumer's gas piping and sanitary drainage systems of government housing, state buildings and educational institutions in the state.

**Examinations and Fees**

Written examination	\$125.00
License fee	\$100.00 per year

**Requirements**

Must show evidence of training and experience in the phase of plumbing for which the license is requested.

**Number of Licenses:** 86 active licenses in 2018

## Arkansas Department of Health Protective Health Codes

### HOSPITAL MAINTENANCE PLUMBER

O\*NET CODE 47-1011.00 47-2152.02 47-3015.00

#### Job Description

**Hospital Maintenance Plumbers** perform work on specialized hospital fixtures, appliances, devices and appurtenances such as sterilizers, autoclaves, laboratory equipment, therapeutic baths and other special hospital equipment using plumbing with water, waste and gas. In the performance of duties, hospital maintenance plumbers may service, replace, adjust the location, or remodel the special fixtures and equipment. Since hospitals are high-risk cross-connection buildings, all hospital maintenance plumbers may be trained in the knowledge of cross-connection and back flow control including the testing and repair of back flow devices.

**Hospital Maintenance Plumber Supervisors** are skilled in planning, supervising, and performing practical hospital maintenance plumbing. They must be familiar with all laws, rules, and regulations that apply to hospital plumbing and be responsible for all plumbing work in the hospital where they are employed. Each hospital employs a supervising plumber who is legally responsible for proper maintenance, installations, and alterations of plumbing and gas equipment. Supervisors oversee hospital maintenance plumbers and trainees. In addition, supervisors may perform practical maintenance plumbing when required.

**Hospital Maintenance Plumber Trainees** work under the supervision of a licensed Hospital Maintenance Plumber. During the first three years of training, trainees cannot perform work by themselves but may assist the licensed plumber. During the fourth year of training they may perform duties by themselves under supervision.

#### Examinations and Fees

Hospital Maintenance Plumber Trainee	
No examinations	
Registration fee	\$25.00 per year
Hospital Maintenance Plumber	
Written and practical examinations	\$75.00
License fee	\$37.50 per year
Hospital Maintenance Plumber Supervisor	
Written and practical examinations	\$125.00
License fee	\$100.00 per year

#### Requirements

1. Hospital Maintenance Plumber Trainees must have a signed training agreement from an employer who is or who employs licensed hospital maintenance persons. They must serve a training period of four years. The State Committee of Plumbing Examiners may evaluate any equivalent experience, training and schooling, including correspondence courses that may be substituted for the experience requirements.
2. Hospital Maintenance Plumbers must have served a four-year training period. The State Committee of Plumbing Examiners may evaluate any equivalent experience, training, and schooling, including correspondence courses that may be substituted for the experience requirements.
3. Hospital Maintenance Plumber Supervisors must have a minimum of six years hospital maintenance plumbing experience or its equivalent. One year of the six must have been as a licensed Hospital Maintenance Plumber.

**Number of Licenses:** 14 active licenses in 2018

### HVAC/R CONTRACTOR

#### (HEATING, VENTILATION, AIR CONDITIONING or REFRIGERATION)

O\*NET CODE 49-9021.01 49-9021.02

#### Job Description

A **Class A** license entitles the licensee to perform all phases of Heating, Ventilation, Air Conditioning or Refrigeration (HVAC/R) work without limitation to BTUH or horsepower capacities.

A **Class B** license entitles the licensee to perform all phases of HVAC/R work on air conditioning systems that develop a total of not more than fifteen (15) tons of cooling capacity per unit or one (1) million BTUH of heating input per unit and refrigeration systems of fifteen (15) H.P. or less, per unit.

A **Class C** license entitles the licensee to perform servicing and repairing of heating, ventilation, air conditioning or refrigeration equipment and to service, repair, or replace components of HVAC/R equipment. The licensee is also entitled to perform HVAC/R work on air conditioning systems that develop a total of not more than

**Arkansas Department of Health  
Protective Health Codes  
HVAC/R Contractor  
(Heating, Ventilation, Air Conditioning or Refrigeration) (Cont.)**

15 tons cooling capacity per unit on one (1) million BTUH heating input per unit and refrigeration systems of fifteen (15) horsepower or less per unit. A class C license holder shall not install any original HVAC/R equipment or replace any existing HVAC/R equipment.

A **Class D** license entitles the licensee to perform all phases of sheet metal ductwork HVAC/R work without limitation to BTUH or horsepower capacities.

A **Class E** license entitles the licensee to perform all phases of HVAC/R refrigeration work without limitation to BTUH or horsepower capacities.

A **Class L** license entitles a licensee to obtain a restricted lifetime license without having to pay a license fee.

**Examination and Fees**

Examination Required	
Class A License fee and Renewal fee (per year)	\$200.00
Class B License fee and Renewal fee (per year)	\$150.00
Class C License fee and Renewal fee (per year)	\$100.00
Class D License fee and Renewal fee (per year)	\$150.00
Class E License fee and Renewal fee (per year)	\$150.00
Class L License fee	No Charge

**Requirements**

Applicant must submit notarized documentation with proof of minimum age of eighteen (18) years and a minimum of two (2) years of work experience in order to qualify for the exam.

Lifetime license holders must be at least sixty-five years of age and hold a current license in good standing with the Board.

**Number of Licenses:** 3,643 active licenses in 2018

**HVAC/R MECHANICAL INSPECTOR  
(HEATING, VENTILATION, AIR CONDITIONING or REFRIGERATION)**

O\*NET CODE 47-4011.00

**Job Description**

**HVAC/R Mechanical Inspectors** inspect residential and commercial mechanical systems for conformance to State Mechanical codes and equipment listing criteria. This includes equipment installations, duct systems, refrigerant piping, ventilation systems, exhaust duct and hoods, venting and combustion air requirements. They also check HVAC/R contractors for proper licensing, local permits and fee requirements. They must keep complete records of inspection performance, actions taken and corrections recommended.

**Examinations and Fees**

Examination Required	
License fee	\$25.00 per year

**Requirements**

1. Must be an employee of a city or other recognized municipality.
2. Must have 12 (twelve) hours initial training before taking the prescribed exam and must maintain certification by completing 8 (eight) hours of annual training.
3. Must successfully pass an approved examination.

**Number of Licenses:** 309 active licenses in 2018

**HVAC/R REGISTRANT  
(HEATING, VENTILATION, AIR CONDITIONING or REFRIGERATION)**

O\*NET CODE 49-9021.01 49-9021.02

**Job Description**

An **HVAC/R Registrant** is an individual who performs work for a class A, B or C license holder, within the limitations of that license, and is duly registered with the Department.

**Examinations and Fees**

Examination Required	
License fee:	\$25.00 per year

**Arkansas Department of Health**  
**Protective Health Codes**  
**HVAC/R Registrant (Heating, Ventilation, Air Conditioning or Refrigeration) (Cont.)**

**Requirements**

Must be legally employed by a licensed class A, B, C, D or E or L contractor and be duly registered with the Department.

**Number of Licenses:** 7,306 active licenses in 2018

**JOURNEYMAN PLUMBER**

O\*NET CODE 47-2152.02

**Job Description**

**Journeyman Plumbers** are engaged in the practical installation of plumbing. They must be thoroughly familiar with the laws, rules, and regulations governing the plumbing codes. In the performance of their duties, plumbers install, alter, or repair pipe systems conducting liquids or gases such as water, steam, wastewater, or air. They also install plumbing fixtures, appliances, heating and cooling systems, and waste disposal systems. On a job, plumbers inspect the installation site, cut, thread, and bend pipes to exact specifications, and join the pipes using welds or threading. They must select the type and size of pipe and related materials according to job specifications. In addition, plumbers may install and maintain refrigeration and air conditioning systems. They must also be proficient in testing procedures in order to check for leaks.

**Examinations and Fees**

Written and practical examinations	\$75.00
License fee	\$75.00 per year

**Requirements**

1. Must show satisfactory evidence of completion of apprenticeship training Or
2. Must have a minimum of four years of experience in the plumbing trade.
3. Graduates of trade schools or correspondence school courses in plumbing will be given credit toward the four years of experience.

**Number of Licenses:** 1,740 active licenses in 2018

**MASTER PLUMBER**

O\*NET CODE 47-2152.02

**Job Description**

**Master Plumbers** are persons skilled in the planning, supervision, and practical installation of plumbing. They must be thoroughly familiar with the laws, rules, and regulations governing the plumbing codes. In the performance of their duties, plumbers install, alter, or repair pipe systems conducting liquids or gases such as water, steam, wastewater, or air. They also install plumbing fixtures, appliances, heating and cooling systems, and waste disposal systems. On a job, plumbers inspect the installation site, cut, thread, and bend pipes to exact specifications, and join the pipes using welds or threading. They must select the type and size of pipe and related materials according to job specifications. In addition, plumbers may install and maintain refrigeration and air-conditioning systems. Also, they must be proficient in testing procedures in order to check for leaks.

**Examinations and Fees**

Written and practical examinations	\$125.00
License fee	\$200.00 per year

**Requirements**

1. Must have a minimum of five years of plumbing experience.
2. Must have one full year as a licensed journeyman plumber.

**Number of Licenses:** 2,160 active licenses in 2018

**PLUMBING AND GAS INSPECTOR**

O\*NET CODE 47-4011.00

**Job Description**

**Plumbing and Gas Inspectors** inspect commercial and industrial plumbing systems for conformance to

## Arkansas Department of Health Protective Health Codes Plumbing and Gas Inspector (Cont.)

plumbing codes and approved plans and specifications. They may inspect water supply systems, drainage and sewer systems, water heater installations, fire sprinkler systems, and air and gas piping systems for approved materials, specified pipe sizes and connections, required braces, ventilation, and air-and-water tightness. They may be required to inspect building sites for soil type to determine fill conditions, water table level, site layout, seepage rate, and other conditions. They advise owners and contractors on acceptable locations for septic tanks, cesspools, and seepage pits. In addition, they check plumbers for valid occupational licenses, review plumbing permits, verify payment of fees, review complaints concerning alleged violations of plumbing codes, gather evidence, and appear in court if necessary. They must also keep complete records of inspections performed, actions taken, and corrections recommended.

### **Examinations and Fees**

Written examination	\$ 5.00
License fee	\$25.00 per year

### **Requirements**

Completed application

**Number of Licenses:** 877 active licenses in 2018

## **RESTRICTED WATER AND SERVICE LINE INSTALLER**

O\*NET CODE 47-2152.02

### **Job Description**

A **Restricted Water and Service Line Installer** may work only on water and sewer service lines from the point of public connection or meter and point of public disposal respectively to a point within (3) three to (5) feet of the building where any specific water and/or sewer utility system in the state is currently extending or renovating service into a major service area.

### **Examinations and Fees**

Written examination	\$125.00
License fee	\$200.00 per year

### **Requirements**

Must show evidence of training and experience in the phase of plumbing for which the license is requested.

**Number of Licenses:** 5 active licenses in 2018

## **SOLAR MECHANIC PLUMBER**

O\*NET CODE 47-1011.00 47-2152.02 47-3015.00

### **Job Description**

A **Solar Mechanic Plumber** is qualified to perform the installation and maintenance for the particular phase of solar and hydronic heating, and for the purpose of solar heating of domestic hot water.

A **Supervising Solar Mechanic Plumber** is skilled in the planning, superintending and practical installation and maintenance for the particular phase of solar and hydronic heating and for the purpose of solar heating of domestic hot water.

A **Solar Mechanic Trainee** is a person who is engaged in learning, acquiring experience and assisting the Solar Mechanics in order to become a Solar Mechanic.

### **Examinations and Fees**

Solar Mechanic Plumber	
Examination Fee:	\$ 75.00
License fee:	\$ 75.00 per year
Supervising Solar Mechanic Plumber	
Examination fee:	\$125.00
License fee:	\$200.00 per year

### **Requirements**

Solar Mechanic Plumbers must have four years of experience as a registered Solar Mechanic Apprentice.

Supervising Solar Mechanic Plumbers must have a minimum of five years solar mechanic plumbing experience or its equivalent, with at least one year as a licensed Solar Mechanic Plumber.

**Arkansas Department of Health  
Radiation Control Section  
Radiologic Technology Licensure Program**

Freeway Medical Tower Building  
5800 West 10<sup>th</sup> Street, Suite 401  
Little Rock, Arkansas 72204  
Telephone: (501) 661-2301  
Fax: 501-280-4407  
Website: [www.healthy.arkansas.gov/contact-us](http://www.healthy.arkansas.gov/contact-us)

**CARDIOVASCULAR INVASIVE SPECIALIST (LSL) / LIMITED SPECIALTY LICENSE**

O\*NET CODE 29-2031.00

**Job Description**

A **Cardiovascular Invasive Specialist** with a **Limited Specialty** license is an individual other than a Licensed Practitioner, Radiologic Technologist, or Licensed Technologist, who while under the supervision of a License Practitioner, operates medical equipment emitting ionizing radiation for diagnostic purposes that are limited to specific Invasive Cardiovascular Imaging Procedures on human beings. They have Registered Cardiovascular Invasive Specialist (RCIS) credentialing.

**Examinations and Fees**

CCI-RCIS Invasive Registry Examination  
License fee \$ 45.00

**Requirements**

Must have Registered Cardiovascular Invasive Specialist CCI-(RCIS) credentials.

**Number of Licenses:** 40 active licenses in 2019

**LICENSED TECHNOLOGIST LICENSE (LTL)**

O\*NET CODE 29-2034.00

**Job Description**

**Licensed Technologist Licensees**, while under the supervision of a Licensed Practitioner, operate medical equipment emitting ionizing radiation for human diagnostic purposes and may perform specific radiologic procedures and exams identified by a specific license for human diagnostic purposes. These individuals have had no formal didactic or clinical training. Licensed Technologist Licensees are individuals who were grandfathered in under Act 1071 of 1999. \*New Licensed Technologist Licenses are no longer issued.

**Examinations and Fees**

Renewal License fee \$ 45.00

**Requirements**

Must have applied for grandfather provision before July 1, 2000.

**Number of Licenses:** 326 active licenses in 2019

**LIMITED LICENSED TECHNOLOGIST (LLT) / LIMITED LICENSED X-RAY  
TECHNOLOGIST**

O\*NET CODE 29-2034.00

**Job Description**

**Limited Licensed Technologists**, while under the supervision of a Licensed Practitioner, operate medical equipment emitting ionizing radiation for human diagnostic purposes for radiographic examination of the chest or skeletal areas. They are only allowed to perform radiographic exams in the categories they have passed in the Limited Scope of Practice in Radiography Examination, excluding fluoroscopy and contrast studies.

**Examinations and Fees**

Limited Scope Examination \$125.00  
License fee \$ 45.00 for one category  
\$ 65.00 for more than one category

**Requirements**

1. Must be at least 18 years old.
2. Must be a high school graduate.
3. Must have passed the Limited Scope Examination in either chest, extremity, skull/sinus, spine and/or podiatry.

**Number of Licenses:** 390 active licenses in 2019

**Arkansas Department of Health  
Radiation Control Section  
Radiologic Technology Licensure Program (Cont.)**

**NUCLEAR MEDICINE TECHNOLOGIST**

O\*NET CODE 29-2033.00

**Job Description**

**Nuclear Medicine Technologists** prepare, administer, and measure radioactive isotopes in therapeutic, diagnostic, and tracer studies utilizing a variety of radioisotope equipment. They prepare stock solutions of radioactive materials and calculate doses to be administered by radiologists. They subject patients to radiation. They also execute blood volume, red cell survival, and fat absorption studies following standard laboratory techniques. Nuclear Medicine Technologists are only authorized to perform Nuclear Medicine procedures.

**Examinations and Fees**

Written examination required

License fee

\$ 45.00 for one category

\$ 65.00 for more than one category

**Requirements**

1. Must have graduated from an accredited Nuclear Medicine Technology School.
2. Must have passed either the American Registry of Radiologic Technologists Nuclear Medicine national registry examination or the Nuclear Medicine Technology Certification Board national certification examination.

**Number of Licenses:** 235 active licenses in 2019

**RADIATION THERAPY TECHNOLOGIST**

O\*NET CODE 29-1124.00

**Job Description**

**Radiation Therapy Technologists** provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards. Their duties may include reviewing prescription and diagnosis; acting as liaison with physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. They may assist in dosimetry procedures and tumor localization. They are only authorized to perform Radiation Therapy procedures.

**Examinations and Fees**

Written examination required

License fee

\$ 45.00 for one category

\$ 65.00 for more than one category

**Requirements**

1. Must have graduated from an accredited Radiation Therapy School.
2. Must have passed the American Registry of Radiologic Technologists Radiation Therapy national registry examination.

**Number of Licenses:** 110 active licenses in 2019

**RADIOLOGIC TECHNOLOGIST (RADIOGRAPHER)**

O\*NET CODE 29-2034.00

**Job Description**

**Radiologic Technologists** use medical equipment emitting ionizing radiation for human diagnostic purposes under the supervision of a Licensed Practitioner. A Radiologic Technologist License is a license for individuals who have graduated from an accredited Radiologic Technology School and passed the American Registry of Radiologic Technologists Radiography national registry examination. They are authorized to perform all types of radiography studies, including Computed Tomography, Mammography, Special Procedures and Bone Densitometry.

**Examinations and Fees**

Written examination required

License fee:

\$ 45.00 for one category

\$ 65.00 for more than one category

**Requirements**

1. Must have graduated from an accredited Radiologic Technology School.
2. Must have passed the American Registry of Radiologic Technologists Radiography national registry examination.



**Arkansas Department of Health  
Radiation Control Section  
Radiologic Technologist (Radiographer) (Cont.)**

**Number of Licenses:** 3595 active licenses in 2019

## **Arkansas Department of Health**

### **Women's Health**

5800 West 10<sup>th</sup> Street, Suite 810

Little Rock, Arkansas 72204

Telephone: (501) 661-2480

Fax: 501-661-2464

E-mail: [adh.whgen@arkansas.gov](mailto:adh.whgen@arkansas.gov)

Website: [www.healthy.arkansas.gov/contact-us](http://www.healthy.arkansas.gov/contact-us)

## **LICENSED LAY MIDWIFE**

O\*NET CODE 29-9099.01

### **Job Description**

A **Licensed Lay Midwife**, while not a Physician or Certified Nurse Midwife, provides prenatal, delivery and postpartum care to women wishing to have a Licensed Lay Midwife assisted home birth. The Licensed Lay Midwife's clients are pregnant women who are determined to be at low risk for the development of medical or obstetrical complications of pregnancy or childbirth. The Licensed Lay Midwife ensures her client receives the required medical and laboratory testing and assessment from a Physician, Certified Nurse Midwife or an Arkansas Department of Health (ADH) clinician. The Licensed Lay Midwife develops a plan of care, providing support and education for the client and her family. They consult with the Physician, Certified Nurse Midwife or ADH clinician for identified risk conditions. They keep ongoing assessments and records.

### **Examinations and Fees**

Written Exams for initial licensure:

Arkansas Rules Examination

### **Requirements**

1. Must have a high school diploma or equivalent.
2. Must be certified by the North American Registry of Midwives (NARM) as a Certified Professional Midwife (CPM).
3. Must obtain a passing score of 80 or higher on the licensing examination administered by the Arkansas Department of Health.

**Number of Licenses:** 25 active licenses as of May 28, 2019.

## Arkansas Board of Hearing Instrument Dispensers

P.O Box 219

Jacksonville, Arkansas 72078

Telephone: (501) 241-1120

E-mail: arhidboard@gmail.com

### HEARING INSTRUMENT DISPENSER

O\*NET CODE 29-2092.00

#### Job Description

**Hearing Instrument Dispensers** sell and fit hearing instruments to clients/patients in a retail environment. They must be able to adapt the hearing instruments to the special needs of the client/patient. They recommend type and style of instrument that will best fit the client/patient. They record and evaluate audiograms and take ear mold impressions to insure a proper fit. In addition, they may replace parts or make repairs to equipment returned by clients/patients. A hearing instrument dispenser must have the ability to do precision work. Further, they must have a good understanding of business practices and have the ability to work independently. Personal cleanliness and neatness are a must. Hearing instrument dispensers should be able to work well with people and be interested in improving their client's hearing. They must understand their client's/patient's problems and be able to keep them at ease.

#### Examinations and Fees

Application fee	\$200.00 (nonrefundable)
Written, oral and practical examinations	\$225.00 (taken through the International Hearing Society)
Board Examination Fee	\$ 75.00
Registration fee	\$ 50.00
Internship fee	\$150.00
Annual License fee (yearly renewal fee)	\$225.00
Late payment penalty (within 30 days)	10% of annual license fee
License reinstatement fee	\$300.00

#### Requirements

1. Must be 20 years of age or older.
2. Must have an education equivalent to two years of accredited college-level course work from a regionally accredited college or university.
3. Must be of good moral character.
4. Must have satisfactorily submitted an application in the form and within the time prescribed by the Board.

Also, prior to applying for a license the applicant must meet one of the following requirements:

1. Complete a one-year internship.
2. Hold National Board of Certified Hearing Instrument Sciences Certificate.
3. Be registered as a hearing instrument dispenser in good standing in another state whose licensing requirements meet or exceed the licensing requirements of the State of Arkansas at the time of application.
4. Be a graduate of an American Conference of Audioprosthology program; or
5. Hold an Associate of Applied Science degree in Hearing Healthcare Practitioner or a similar degree from a regionally accredited college or university.

**Number of Licenses:** 73 active licenses in 2019

## Arkansas Home Inspector Registration Board

1515 West 7<sup>th</sup> Street, Suite 305

Little Rock, Arkansas 72201

Or

P.O. Box 251911

Little Rock, Arkansas 72225

Telephone: (501) 683-3710

Fax: (501) 682-3574

E-mail: ahib@arkansas.gov

Website: www.ahib.org

### HOME INSPECTOR

O\*NET CODE 47-4011.00

#### Job Description

**Home Inspectors** inspect the condition of a private residence for compensation. They visually inspect a residential unit, its attached carports and garages, and check the operation of the building systems by using the controls normally operated by the owner. They document the results of the home inspection in a written report.

#### Examinations and Fees

80 hour classroom seminar is required

Examination includes two parts: National Home Inspector Examination (NHIE) and Standards and Ethics Examination (ASHI)

Initial Registration fee \$250.00 (January 1 thru June 30)  
\$375.00 (July 1 thru December 31)

Annual Renewal fee \$250.00

Pre-Registration Course Provider fees: (per curriculum)

Initial qualifying fee \$200.00 for first year

Annual renewal fee \$100.00/year

Continuing education provider fees: (per course)

Initial qualifying fee \$45.00 for first year

Additional course filing fee \$25.00 for first year

Annual renewal fee per course \$25.00/year

#### Requirements

1. Must have a good reputation for honesty, truthfulness, and fair dealing, and be competent to transact the business of a registered Home Inspector in such a manner as to safeguard the interests of the public.
2. Must be at least 18 years old.
3. Must have a High School Diploma or a Graduate Equivalent Diploma (GED).
4. Must meet current educational and experience requirements for registration prior to the time of application for registration.
5. A non-resident applicant shall be in good standing as a Home Inspector in every jurisdiction where licensed or registered. Applicant must still meet Arkansas qualifications.
6. Application for registration or renewal may be denied if the applicant has been convicted, found guilty or pled guilty, regardless of adjudication, in any jurisdiction of a misdemeanor involving moral turpitude, of any felony, or is currently adjudicated as being insane.
7. Must have general liability insurance of at least one hundred thousand dollars (\$100,000).
8. Successful completion of 80 hour or more Board approved preregistration home inspector education course.
9. Successful passage of two part competency examination.

**Number of Licenses:** 315 active licenses in 2018

**Arkansas Department of Human Services**  
**Division of Child Care and Early Childhood Education**  
**Child Care Licensing**

700 Main Street, Slot S-140  
Little Rock, Arkansas 72201

Or

P.O. Box 1437, Slot S140  
Little Rock, Arkansas 72203-1437

Telephone: (501) 682-8590

Fax: 501-682-2317

Website: [www.ARBetterBeginnings.com](http://www.ARBetterBeginnings.com) or

[http://humanservices.arkansas.gov/dccece/Pages/ChildCareLicensing.aspx#Child\\_Care\\_Licensing](http://humanservices.arkansas.gov/dccece/Pages/ChildCareLicensing.aspx#Child_Care_Licensing)

**CHILD CARE PROVIDER**

O\*NET CODE 11-9031.00

**Job Description**

**Child Care Providers** provide care and supervision for individuals or groups of children in private homes or day care centers on a regular basis. They provide nutritious snacks and meals for children, depending upon the length of daily care provided. They may plan programs of activity for children according to age groups. The types of child care licenses are Infant, Toddler, Preschool, School Age and Sick Care.

**Examinations and Fees**

No examinations

<u>Capacity</u>	<u>Regular License Fee Amount (One Year)</u>
16 or less children	\$ 15.00
17-99 children	\$ 50.00
100 children and above	\$100.00

**Requirements**

There are four types of licenses: Licensed Child Care Centers, Licensed Out-of-School Time Facilities (for stand-alone, before-and-after care school age programs), Licensed Child Care Family Homes, and Registered Child Care Family Homes. Within the Child Care Center license, there are different license care types: infant, toddler, preschool, school-age and sick care. Requirements for each area and license vary slightly. Homes can care for all age types, and the ratios will vary based on the youngest child in care. All providers, or employees of licensed programs must submit to a state criminal record check, FBI check (required for all owners and directors), and a central registry/neglect registry check. Child Care Directors must be 21 years of age or older and have early childhood education and/or experience. Child Care Center staff must be 18 years of age or older and are required to have a GED or high school diploma. The primary care giver for licensed homes must be 21 years old. All staff must have continuous education or workshop training requirements in Early Childhood Education annually (15 hours).

NOTE: Individual persons are not licensed. The license to operate is issued to both the owner/operator and a specific location. If either the owner/operator or the location changes, a new license is required.

**Number of Licenses:** 2,080 licensed facilities in 2019

**Arkansas Department of Human Services  
Division of Provider Services and Quality Assurance**

P.O. Box 8059, Slot S405  
Little Rock, Arkansas 72203-8059  
Telephone: (501) 320-6461  
Fax: (501) 682-8551  
E-mail: CNA.OLTC@arkansas.gov  
Website: <https://humanservices.arkansas.gov/about-dhs/dpsqa>

**NURSING ASSISTANT (CERTIFIED)**

O\*NET CODE 31-1014.00

**Job Description**

**Nursing Assistants** help care for physically or mentally ill, injured, disabled, or infirm individuals confined to hospitals, nursing care facilities, and mental health settings. Some work in patients' homes or residential care facilities. They perform routine tasks under the supervision of nursing and medical staff. They answer patients' call lights, deliver messages, serve meals, make beds, and help patients eat, dress, and bathe. They also may provide skin care to patients; take their temperatures, pulse rate, respiration rate, and blood pressure; and help patients get in and out of bed and walk. They observe patients' physical, mental, and emotional conditions and report any change to the nursing or medical staff.

**Examinations and Fees**

Nurse Aide Certification Exam	( <a href="http://www.prometric.com/nurseaide/ar">www.prometric.com/nurseaide/ar</a> )
Certification fee	\$85.00
Renewal every two years	No charge

**Requirements**

1. Nursing assistants must complete an Arkansas-approved nursing assistant training program consisting of a minimum of 90 hours of classroom and practical training.
2. Must pass the two-part State competency evaluation/examination within one year from the date of completion of training.
3. An Arkansas State Background check is required before being employed in a long term care facility. Nursing Assistants who have not lived in Arkansas for five consecutive years must undergo a national FBI fingerprint background check.

**Number of Certifications:** 28,959 active certifications in 2018

**Arkansas Department of Human Services**  
**Division of Provider Services and Quality Assurance**

P.O. Box 8059, Slot S402  
Little Rock, Arkansas 72203-8059  
Telephone: (501) 320-6411  
Fax: (501) 682-1197  
E-mail: jean.adams@dhs.arkansas.gov  
Website: <https://humanservices.arkansas.gov/about-dhs/dpsqa>

**NURSING HOME ADMINISTRATOR**

O\*NET CODE 11-9111.00

**Job Description**

**Nursing Home Administrators** direct and coordinate all nursing home services. They are responsible for marketing, public relations, safety, and overseeing the entire resident care program. They are also responsible for compliance with state and federal regulations. They recruit and train personnel and confer with staff to formulate policies and procedures. They are required to compile and analyze operational and financial data and to prepare reports and budgets.

**Examinations and Fees**

Application fee	\$100.00
Written examination (State)	included in application fee
Written examinations (National or NAB test)	\$425.00
Renewal fee	\$100.00 active/\$50.00 inactive
Restoration fee	\$150 (\$100 application fee, \$50 restoration fee)

**Requirements**

1. Must be 21 years of age.
2. Must be of good moral character.
3. Must be physically and mentally able to perform the duties.
4. Must have an associate degree or higher from a college or university.
5. Must have experience in a nursing home (3 months to 1 year depending on degree).
6. Must have work experience or education in the five basic core areas of accounting, management, personnel, writing, and resident care (one 3-hour college course per area or 18 weeks work experience per area).
7. Must pass a criminal record check.

**Number of Licenses:** 655 total licenses in 2018

## Arkansas Insurance Department

### Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services

1200 West 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor

Little Rock, AR 72201-1904

Telephone: (501) 682-0574

Fax: (501) 682-0575

E-mail: amy.goode@arkansas.gov

Website: <https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/>

## EMBALMER

O\*NET CODE 39-4011.00

### Job Description

**Embalmers** prepare bodies for burial as a sanitary and preservative measure according to State law. They treat bodies with antiseptic and disinfectant chemicals prior to viewing and burial. They remove blood from the circulatory system and replace it with embalming fluid. Embalmers apply cosmetics to give the body a natural appearance and, if necessary, restore disfigured or maimed bodies by using clay, cotton, or wax. Embalmers also dress and place bodies in caskets. Embalmers may assist funeral directors with funeral arrangements or maintain records.

### Examinations and Fees

Written Examinations	
Examination fee	\$100.00
Original Wall License fee	\$ 10.00
Initial License fee	\$ 30.00
Renewal fee	\$ 30.00

### Requirements

1. Must have graduated from an accredited school of mortuary science.
2. Must take and pass both parts of the National Conference Exam and take and pass the Arkansas Laws, Rules, and Regulations Exam.
3. Must have completed all embalmer apprentice requirements.
4. Must have served as a registered apprentice embalmer for one year. Apprenticeship may be served before, during or after attending mortuary school.
5. Must enroll in mortuary school within a year of starting apprenticeship.
6. Must assist in the preparation of at least fifty bodies.

**Number of Licenses:** 599 total licenses in 2019

## EMBALMER APPRENTICE

O\*NET CODE 39-4011.00

### Job Description

**Apprentice Embalmers** learn the practice of embalming under the instruction and direct supervision of a licensed embalmer. They help prepare bodies for burial as a sanitary and preservative measure according to State law. They help treat bodies with antiseptic and disinfectant chemicals prior to viewing and burial. They aide the embalmer in the removing of blood from the circulatory system and help him replace the blood with embalming fluid. Apprentice embalmers apply cosmetics to give the body a natural appearance and, if necessary, restore disfigured or maimed bodies by using clay, cotton, or wax. They also help dress and place bodies in caskets. Apprentice embalmers may assist funeral directors with funeral arrangements or maintain records.

### Examinations and Fees

Examination required	
Embalmer Apprenticeship application	\$50.00



# Arkansas Insurance Department

## Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services

### Embalmer Apprentice (Cont.)

#### Requirements

1. Must be at least 18 years of age.
2. Must have graduated from high school or equivalent.
3. Must serve one year in an Arkansas licensed establishment under an embalmer licensed by the Board and must assist in the embalming of at least 50 bodies during the apprenticeship.
4. Must enroll in mortuary school within a year of starting apprenticeship.
5. May serve apprenticeship before, during, or after attending an accredited college of mortuary science.
6. Must pass both parts of the National Conference Exam with 75 or better and the Arkansas Laws Rules and Regulations Exam with 75 or better to become a licensed embalmer.
7. Any person who is registered as an apprentice embalmer and/or funeral director in the State of Arkansas is required to complete this apprenticeship within three years of the date of registration. If not completed within three years, the apprentice may re-register for a second three years. If the apprenticeship is not completed within six years of the date of original registration, he or she shall not be eligible to register as an apprentice for twenty-four months. After this twenty-four month period, a person may register as an apprentice and begin the process from the beginning, including case reports.
8. When an apprenticeship expires, the apprentice will be notified they have 60 days to re-register. If they do not re-register during that time they will have to repeat case reports.

**Number of Apprenticeships:** 109 active in 2018

#### **FUNERAL DIRECTOR**

O\*NET CODE 39-4031.00

#### **Job Description**

**Funeral Directors** arrange and direct funeral services and coordinate the activities of workers handling and embalming bodies. They collect the information needed to complete the death certificate and consult with the family to arrange the funeral details such as the certificate and obituary notice, selection of the casket, location and time of the burial or cremation. They arrange and adjust lights, fixtures, floral displays, and the casket. The funeral director also directs pallbearers in moving the casket and organizes other proceedings during the service and funeral procession. After the service, they may help the family file claims for social security, insurance, and other benefits. Every funeral conducted within the State of Arkansas must be under the personal supervision, direction, and charge of a funeral director who holds a valid license.

#### **Examinations and Fees**

Written Examinations	
Examination fee	\$100.00
Original Wall License fee	\$ 10.00
Initial License fee	\$ 30.00
Renewal fee	\$ 30.00

#### **Requirements**

1. Must serve two years as an apprentice under a Licensed Funeral Director.
2. Must have completed 18 months of apprenticeship before taking the exam.
3. Must actively assist in conducting 50 funerals during apprenticeship.
4. If a graduate of an accredited school of mortuary science and have passed the National Conference Exam, only have to serve one year as an apprentice.
5. Must pass the written Arkansas Laws, Rules, and Regulations Exam with a score of at least 75.

**Number of Licenses:** 1,400 total licenses in 2018

#### **FUNERAL DIRECTOR APPRENTICE**

O\*NET CODE 39-4021.00

#### **Job Description**

**Apprentice Funeral Directors** learn the business of funeral directing under the instruction and direct personal supervision of a licensed funeral director. They help the funeral director arrange and direct funeral services and coordinate the activities of workers handling and embalming bodies. They collect the information needed to complete the death certificate and consult with the family to arrange the funeral details such as the certificate and obituary notice, selection of the casket, location, and time of the burial or cremation. The apprentice funeral director also helps direct pallbearers in moving the casket and organizing other proceedings

**Arkansas Insurance Department  
Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services  
Funeral Director Apprentice (Cont.)**

during the service and the funeral procession. After the service, they may help the family file claims for social security, insurance, and other benefits.

**Examinations and Fees**

Examination required	
Application fee	\$50.00

**Requirements**

1. Must be 18 years of age.
2. Must have graduated from high school or equivalent.
3. Must serve at least a two-year apprenticeship to become a licensed funeral director. Effective July 1, 2018 this will be reduced to eighteen (18) months. Funeral Director Apprentices will be required to take up to twenty (20) classroom hours of education approved by the Board.
4. Must assist in conducting 50 funerals during apprenticeship.
5. Must pass the written Arkansas Laws, Rules, and Regulations Exam with 75 or better.
6. Graduates of an accredited school of mortuary science program who have passed the National Conference Exam are only required to serve one year as an apprentice funeral director. Effective July 1, 2018, completion of the requirement to be a graduate of a school of embalmers as set forth in §17-29-301 (a) (3) may be substituted for six (6) of the eighteen (18) months.
7. Any person who is registered as an apprentice embalmer and/or funeral director in the State of Arkansas is required to complete this apprenticeship within three years of the date of registration. If not completed within three years, the apprentice may re-register for a second three years. If the apprenticeship is not completed within six years of the date of original registration, he or she shall not be eligible to register as an apprentice for twenty-four months. After this twenty-four month period, a person may register as an apprentice and begin the process from the beginning, including case reports.
8. When an apprenticeship expires, the apprentice will be notified they have 60 days to re-register. If they do not re-register during that time they will have to repeat case reports.

**Number of Apprenticeships:** 347 active in 2018

## Arkansas Insurance Department

### License Division

1200 West Third Street

Little Rock, Arkansas 72201-1904

Telephone: (501) 371-2750

Fax: (501) 683-2604

E-mail: [insurance.license@arkansas.gov](mailto:insurance.license@arkansas.gov)

Website: <http://www.insurance.arkansas.gov/pages/industry-regulation/licensing/>

## CLAIMS ADJUSTER

O\*NET CODE 13-1031.02

### Job Description

**Claim Adjusters** represent the property/casualty insurance company and examine claim forms and other records to determine insurance coverage. They interview, telephone, or correspond with claimants and witnesses. They may consult with police and hospitals or inspect property for damage to determine the extent of the company's liability. Their methods of investigation may vary according to the type of insurance. They must prepare a report of findings and negotiate a settlement with the claimant. They may also recommend litigation by the legal department when settlement cannot be negotiated.

### Examinations and Fees

Adjusters must take a General Exam and then at least one other exam to get a license. The other exams include Workers' Comp., Casualty, and Property.

General examination	\$ 80.00 single examination
	\$120.00 two examinations
	\$160.00 three examinations
Criminal background report	\$ 22.00 (First time licensed only)
New Regulatory fee	\$ 35.00
Total license renewal fee	\$120.00 (every 2 years)

### Requirements

1. Must be at least 18 years of age.
2. Must be a resident of Arkansas or licensed as an independent adjuster in their home state which permits Arkansas residents to license as adjusters.
3. Must have one-year experience or special training in the handling of loss claims for casualty and workers' compensation or work under direct supervision of an Arkansas licensed adjuster.
4. License Exempt: Salaried employees of insurer, and life and health claims representatives.
5. Every applicant is required to take the general exam and then make a choice between Property, Casualty or Workers' Comp. Examinations. An individual can take (besides the general) one exam, two exams or all three.
6. Every two years, must complete 24 hours of continuing education, which includes three hours in ethics.

**Number of Licenses:** 1,084 active licenses in 2019

## INSURANCE BROKER (SURPLUS LINE)

O\*NET CODE 41-3021.00

### Job Description

**Surplus Line Insurance Brokers** take consumer and insurance agent calls for excess or hazardous insurance for a property or casualty risk of persons or businesses, after rejection by regular licensed insurance companies. These brokers contact a Surplus Line Insurer or syndicate such as Lloyds of London, to secure an insurance policy for that excess or hazardous risk. The Surplus Line Broker has a contract with one or more Surplus Line Insurers (many of which are offshore or located in foreign countries) to place such coverages. The Surplus Line Broker often is given authority from the insurer to field-issue policies and certificates to the insured and the holder of mortgages or lien holders; to adjust and settle claims on the surplus line policy. The Surplus Line Broker has to maintain its books and records in its Arkansas office. The Surplus Line Broker has to pay a 4% tax to the State of Arkansas with a monthly activity report (affidavit), followed by an annual tax report.

### Examinations and Fees

Written examination (Residents Only)	\$ 50.00
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## Arkansas Insurance Department License Division Insurance Broker (Surplus Line) (Cont.)

Initial License fee	\$1,035.00
Criminal background report	\$ 22.00 (First time licensed only)
Renewal fee	\$ 25.00
New annual ALF fee	\$ 35.00

### Requirements

1. Must be licensed as a resident agent or broker for a minimum of three years before application, unless agent is a non-resident. Three years' licensure must be for sales of property, casualty, surety and marine insurance.
2. Must pass written examination. Non-resident must hold similar license in home state.
3. Must be a resident of Arkansas (one exception under Federal law for nonresidents) and maintain an office in Arkansas. License now open to non-residents who hold similar license in home state.
4. Must post \$50,000 surety bond or other securities. (Residents only, non-residents are exempt from bond requirement.)

**Number of Licenses:** 47 active licenses in 2019

## INSURANCE CONSULTANT

O\*NET CODE 13-2052.00

### Job Description

**Insurance Consultants** counsel and advise a consumer about his insurance needs and coverages for a reasonable fee; the consultations may cover property, casualty and surety insurance; or life and accident/health/sickness insurance, or all these if the person is dually licensed. Consultants review the insurance portfolios (all policies, contracts, certificates) of businesses and private individuals to counsel on areas where the client is overinsured or underinsured. These services may also include risk prevention, investments in insurance products such as annuities, and financial planning with the primary focus on insurance. It is permissible for a consultant to offer assistance in completing insurance claims forms, but the consultant may not serve as the client's legal representative without an attorney's license (Arkansas does not license public adjusters).

Consultants are not required to have a written contract or memorandum of their services for a client, but it is advisable. Consultants do not solicit or sell insurance of any kind; however, it is permissible to hold a consultant license at the same time as you are licensed as an insurance agent, broker or solicitor. License exemptions are available for attorneys and accountants who routinely counsel clients about insurance in the course of their profession.

### Examinations and Fees

Application and fee	\$120.00
Criminal background report	\$ 22.00 (First time licensed only)
Exam fee contains initial licensing fee	
Renewal fee	\$ 25.00
Annual ALF fee	\$ 35.00

### Requirements

1. Must be at least 18 years of age.
2. Must satisfy 20 hours of approved classroom instruction per line of authority (pre-licensure).
3. Must pass written examination.
4. Must be a resident of Arkansas.
5. If an individual is already licensed as a producer, then the individual only has to complete a Consultant's application and submit it with annual fee.

**Number of Licenses:** 131 active licenses in 2019

## INSURANCE SALES PRODUCER (AGENT)

O\*NET CODE 41-3021.00

### Job Description

**Insurance Sales Producers** compile lists of prospective clients to provide leads for additional business. They contact prospects and explain features and merits of the policies offered by using persuasive sales techniques. They calculate and quote premium rates for recommended policies, using adding machines and rate books. They call on policyholders to deliver and explain policies, suggest additions or changes in insurance

**Arkansas Insurance Department  
License Division  
Insurance Sales Producer (Agent) (Cont.)**

programs, or make changes in beneficiaries. They may collect premiums from policyholders and keep records of payments.

**Examinations and Fees**

Written examination	\$50.00 - Life \$50.00 – Health \$50.00 – Property/Casualty \$50.00 – Personal Lines
Appointment fee	\$20.00 per year (The insurance company must pay this fee)
Renewal fee	\$20.00 annually (Renews only by insurance company. The licensee cannot pay this fee.)
Criminal background report	\$22.00 (First time licensed only)
New regulatory fee	\$35.00
License Renewal fee (Every 2 years)	\$70.00

**Requirements**

1. Must be at least 18 years of age.
2. Must satisfy pre-licensure hours of approved classroom instruction for life, accident/health/sickness, property, casualty and/or personal lines. This includes the completion of 20 hours of pre-license education per line of authority: Life: 20 hours, Accident/Health/Sickness: 20 hours, Property: 20 hours, Casualty: 20 hours, and Personal Lines: 20 hours.
3. Twelve hours of continuing education required, which includes two hours of ethics education. Career agents (those with 15 years), and those over 60, are exempt from continuing education, if they are licensed as residents prior to 7/1/2003 and have not let their license lapse. A notarized exemption form, requested from the Insurance Department, must be filled out.
4. Must pass written examination.
5. Must be a resident of Arkansas or non-resident of reciprocal state.

**Number of Licenses:** 17,790 active licenses in 2019

**MANAGING GENERAL AGENT (MGA) [INSURANCE]**

O\*NET CODE 41-1012.00

**Job Description**

**Managing General Agents** for insurance companies act under a service contract for the insurance company, to perform routine but important functions which insurer is not delegating to its employees or doing “in-house”. The services can include overseeing the licensing and training of the insurer-client’s marketing force (insurance agents and brokers), and payment of agent commissions to those commissioned agents of the insurer who are not salaried. It includes handling claims adjustments and premium collections for the insurer; it can include handling the negotiation and implementation of indemnity reinsurance treaties for the insurer and its reinsurers.

MGA's should have their written contract with any domestic insurance company approved by the State Insurance Commissioner.

**Examinations and Fees**

New License fee	\$1,500.00
Renewal License fee	\$ 500.00

**Requirements**

1. Must be at least 18 years of age.
2. Must hold license as an insurance agent or agency.
3. Must be a resident of Arkansas, or nonresident from a reciprocal state.
4. Must write 5% of insurer’s premium and provide one other function for the insurance such as, licensing, claim adjustment, underwriting, etc.
5. Must post \$100,000 surety bond for licensure.

**Number of Licenses:** 1 active license in 2019

# Arkansas Insurance Department

## License Division

### THIRD PARTY ADMINISTRATOR (TPA) [INSURANCE]

O\*NET CODE 43-9041.02

#### Job Description

**Third Party Administrators** operate and administer self-insured plans, multiple employer trusts, and multiple employee welfare arrangements for a fee, commission or other charge. Such plans provide life and accident/health/sickness coverages to residents of this State. The TPA's administrative duties under contract to such plans include charging and collecting premiums from persons covered by the plan for immediate deposit into a plan bank account; keeping books and records on plan business, including accounting for premium payments in the plan's bank accounts; buying reinsurance contracts to protect plan assets; and settling and paying medical and death claims against the plan.

TPA's who must register with the State do not include an employer administering an employee plan, trade unions, insurance companies, or insurance agents or adjusters.

#### Examinations and Fees

Initial Registration fee	\$100.00
Renewal fee	\$100.00

#### Requirements

1. Must be competent, trustworthy, and financially responsible.
2. Must not be a convicted felon.
3. Must post \$25,000 surety bond (some exceptions).
4. Must have service or administration contracts with at least one plan with Arkansas enrollees.

**Number of Licenses:** 25 active licenses in 2019

## **Arkansas Judiciary Office of Court Interpreter Services**

Arkansas Justice Building  
625 Marshall Street  
Little Rock, Arkansas 72201  
Telephone: (501) 682-9400  
Email: [aoc.interpreter.services@arcourts.gov](mailto:aoc.interpreter.services@arcourts.gov)  
Website: <https://www.arcourts.gov/administration/interpreters>

### **COURT INTERPRETERS AND TRANSLATORS**

O\*NET CODE 27-3091.00

#### **Job Description**

The Administrative Office of the Courts (AOC) provides interpreting services for individuals who have a limited ability to understand English, are deaf or hard of hearing, or are unable to speak. Removing barriers to communication helps ensure that all persons receive fair and equal access to justice.

#### **Examinations and Fees**

- 1) Each applicant must successfully complete an orientation training. On the final day of the Orientation, the applicant must take the English Language Assessment Exam, which is an objective, multiple choice test developed under the auspices of the National Center for State Courts
- 2) English Language Assessment Exam: Part I - English Proficiency Part II – Court-Related Terms & Usage and Ethics and Professional Responsibility. A passing score is a combined score of 80% on Parts I through II of the English Language Assessment Exam. This exam will be waived for those applicants who possess the following certifications: RID SC:L and/or BEI Court Interpreter Certificate and/or Level V Intermediary.

Orientation fee

\$200.00 for materials and exam processing

#### **Requirements**

- 1) Sign Language interpreters must be able to work and provide interpreting services to Arkansas state courts and are required to complete the following requirements before being eligible to interpret in any Arkansas court proceeding.
- 2) An applicant must hold one of the following certifications from the Registry of Interpreters for the Deaf (RID): SC:L, NIC, NIC-A, NIC-M CI, CT, NAD V, CDI, and/or Board for Evaluation of Interpreters (BEI) Court Interpreter Certification and/or Level V Intermediary, and provide documentation of at least 30 hours of formal legal interpreter training.
- 3) Applicant must be at least 21 years old
- 4) Applicant must have the legal right to live and work in the United States.
- 5) Applicant must submit a completed Personal Information Form and must attach: a recent passport-style photo; current Registry of Interpreters for the Deaf (RID) membership and/or Board for Evaluation of Interpreters (BEI) annual certificate renewal; and license as pursuant to Ark. Code Ann. §20-14-801

## Arkansas Department of Labor

### Boiler Inspection Division

10421 West Markham

Little Rock, Arkansas 72205

Telephone: (501) 682-4513

E-mail: asklabor@arkansas.gov

Website: <http://www.labor.arkansas.gov/boiler-inspection-division>

## BOILER INSPECTOR (INSURANCE)

O\*NET CODE 47-4011.00

### Job Description

**Insurance Inspectors (Boiler)** are employed by insurance companies authorized to inspect boilers in the state. They visually inspect boilers and water and steam connections, both internally and externally, to locate leaks and defective parts. In addition, they visually inspect all repaired boilers and insure that the repairs were satisfactorily performed. If any discrepancies are noted, they notify the appropriate authority to make the needed repairs. They also inspect the tools used for cleaning and maintenance. All work performed must be in accordance with the State of Arkansas Boiler and Pressure Vessel laws, rules, and regulations.

### Examinations and Fees

Initial License fee	\$25.00
Renewal fee	\$15.00

### Requirements

1. Must be employed by a company authorized to insure boilers against explosion.
2. Must meet all requirements and be approved by the State Insurance Commission to insure boilers and machinery in Arkansas.
3. Must pass the National Board Written Examination and be issued a certificate of competency as a boiler inspector.

**Number of Licenses:** 161 active licenses in 2017

## BOILER INSPECTOR (STATE)

O\*NET CODE 47-4011.00

### Job Description

**Boiler Inspectors** visually inspect boilers, water and steam connection pipes, both internally and externally, to locate leaks and defective parts. In addition, they visually inspect all repaired boilers to insure that the repairs were satisfactorily performed. If any discrepancies are noted, they notify the appropriate authority to make the needed repairs. No boiler operation will be resumed until all repairs have been made. They also, in their inspections, inspect the tools used for cleaning and maintenance. They also inspect pressure vessels in addition to boilers and water and steam connection pipes. All work performed must be in accordance with the State of Arkansas Boiler and Pressure Vessel laws, rules, and regulations.

### Examinations and Fees

No examination  
No Fees

### Requirements

1. Must have five years of experience in construction, maintenance, installation, and repair of high-pressure boilers and unfired pressure vessels.
2. The State of Arkansas must furnish a bond in the sum of \$2,000.00.
3. Must be employed by the State.

**Number of Licenses:** 6 active licenses in 2017

## BOILER INSTALLER

O\*NET CODE 47-2011.00

### Job Description

**Boiler Installers** assemble boilers. They locate and mark reference points for columns or plates on foundations using straightedges, squares, transits, and measuring tapes. They assist in the rigging and lifting of boilers and aligning structures or plate sections to assemble boilers. They bolt or weld structures and sections together, position drums and headers into support and bolt or weld supports to the frame. In addition, they assist



**Arkansas Department of Labor  
Boiler Inspection Division  
Boiler Installer (Cont.)**

in the testing of assembled vessels by pumping water or gas under specified pressure into the vessel, and they observe the instruments for evidence of leakage. Installation of all boilers and pressure vessels must meet ASME and State Boiler Division laws, rules, and regulations.

**Examinations and Fees**

No examination  
License Fee \$75.00

**Requirements**

Must furnish suitable evidence to the Boiler Inspection Division showing qualifications to perform such work.

**Number of Licenses:** 398 active licenses in 2017

**BOILER OPERATOR**

O\*NET CODE 51-8021.00

**Job Description**

**Boiler Operators** operate manually and automatically fired boilers that generate steam used for heating or power in buildings or industries. They are responsible for lighting the gas or oil-fed burners and starting the pulverizer and stoker to grind and feed coal into the boiler furnace. They are required to observe the pressure, temperature, and draft meters to insure proper operation of all the automatic combustion control systems. They are responsible for making all required corrections to the valves and controls to set and maintain the proper specifications. They observe the boiler and auxiliary units to detect malfunctions and make the needed repairs. There are two types of boiler operator licenses. Low Pressure Boiler Operator licenses allow operation of low pressure boilers only. High Pressure Boiler Operator licenses allow operation of both low and high pressure boilers.

**Examinations and Fees**

Written and oral exam \$25.00 Test fee (includes 1<sup>st</sup> year license)  
Yearly Renewal fee \$17.00

**Requirements**

Before the applicant may participate in an examination, he shall have had not less than six months on-the-job training. Proof of which shall be furnished to the Department of Labor by the employer prior to the examination.

A restricted license may be issued to an applicant who has passed the required examination but who has not met the additional requirements provided that:

- (a) The restricted license shall be effective for one year from the date of issue.
- (b) The licensee is to work under the direction and supervision of a regularly licensed operator.

**Number of Licenses:** 6,338 active licenses in 2017

**BOILER REPAIRER**

O\*NET CODE 47-2011.00

**Job Description**

**Boiler Repairers** are responsible for the maintenance and repair of steam boilers and boiler houses. They insure that boilers and auxiliary equipment are cleaned and maintained properly. They are further responsible for inspecting and repairing boiler fittings, regulators, automatic-control mechanisms, and auxiliary machines such as pumps, fans, stokers, and burners. They replace damaged boiler tubes and plates and repair or replace high-pressure piping using a power saw, gas torch, threading die, and welding equipment. They may also perform water pressure tests by pumping water into the system to determine the location of any leaks. In addition, they may be required to replace defective firebrick and may operate a lathe and milling machine to repair or manufacture parts.

**Examinations and Fees**

No examination  
License Fee \$75.00

**Requirements**

Must furnish evidence to the Boiler Inspection Division showing qualifications to perform such work, including ASME Section IX, Welding Code Specifications, Procedures and Qualifications, if performing welding on boiler and vessels.

**Arkansas Department of Labor**  
**Boiler Inspection Division**  
**Boiler Repairer (Cont.)**

**Number of Licenses:** 265 active licenses in 2017

## Arkansas Department of Labor Arkansas Board of Electrical Examiners

10421 West Markham  
Little Rock, Arkansas 72205  
Telephone: (501) 682-4538  
Fax: (501) 682-2569  
E-mail: asklabor@arkansas.gov  
Website: <http://www.labor.arkansas.gov/electrical-inspection-and-licensing>

### AIR CONDITIONING ELECTRICIAN

O\*NET CODE 47-2111.00

#### Job Description

An **Air Conditioning Electrician** is an individual who is limited by license classification to the installation, maintenance, and extension of electrical conductors and equipment solely for the purpose of supplying heating and air conditioning and refrigeration units. This license is mandatory. It is needed to go past the 10 feet restriction placed on HVACR license holders.

#### Examinations and Fees

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$25.00
Renewal fee	\$25.00 per year

#### Requirements

1. Must have two years of experience in wiring HVACR equipment.  
or
2. Any combination of experience and training, as approved by the Board, equivalent to that specified in number 1 above.
3. The experience required in number 1 above may be demonstrated by having held for two years:
  - a. A HVACR electrician's license issued by an Arkansas municipality.  
or
  - b. A HVACR Class A or Class B license issued by the state HVACR Licensing Board.

**Number of Licenses:** 84 active licenses in 2017

### ELECTRICAL APPRENTICE

O\*NET CODE 47-3013.00

#### Job Description

**Electrical Apprentice** means any person whose principal occupation is the learning of and assisting in the installation of electrical work under the direct supervision of a licensed journeyman electrician or master electrician. To do electrical construction, this registration with the state is mandatory.

#### Examinations and Fees

License fee	\$10.00
Renewal fee	\$10.00 per year

#### Requirements

1. Must make proper application and pay fee.
2. Must provide satisfactory proof of enrollment in a school or training course for electrical apprentices certified by the U.S. Department of Labor, Office of Apprenticeship and Training.

**Number of Licenses:** 4,662 active licenses in 2017

### ELECTRICAL CONTRACTOR

O\*NET CODE 47-2111.00

#### Job Description

**Electrical Contractor** is any person, member, or employee of a firm, partnership, or corporation engaged in the business of installing, erecting, repairing, or contracting to install, erect, or repair electrical wires or conductors to be used for the transmission of electric light, heat, power, or signaling purposes, or to install or repair molding, ducts, raceways, or conduit for the reception or protection of such wires or conduits, or any electrical machinery, apparatus or systems to be used for electrical light, heat, power, or signaling purposes.

#### Examinations and Fees

No Examinations

**Arkansas Department of Labor  
Arkansas Board of Electrical Examiners  
Electrical Contractor (Cont.)**

License fee	\$100.00
Renewal fee	\$100.00 per year

**Requirements**

Must be a licensed master electrician or employ a master electrician as a superintendent or manager.

**Number of Licenses:** 44 active licenses in 2017

**INDUSTRIAL MAINTENANCE ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

An **Industrial Maintenance Electrician** is an individual who is limited by license classification to the repair, maintenance, alteration, and extension of electrical conductors and equipment for electrical power and control systems on or within industrial, manufacturing, or similar type facilities. For employees of industrial facilities, it is not necessary to possess this or any other class of license.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$25.00
Renewal fee	\$25.00 per year

**Requirements**

1. Must have four years of experience under the supervision of an engineer, master electrician, journeyman electrician or industrial maintenance electrician in the maintenance of electrical conductors and equipment.

Or

2. Must have any combination of training and experience approved by the Board such as formal apprenticeship programs, on-the-job training programs, public or private electrical training programs such as those conducted by the Armed Forces, colleges, or vocational-technical schools, or a combination of training and electrical maintenance experience determined by the Board to be equivalent to that in number 1 above.

**Number of Licenses:** 951 active licenses in 2017

**JOURNEYMAN ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

**Journeyman Electricians** work under the supervision of a master electrician. They must be able to install and maintain electrical materials and equipment in and on buildings, structures, and premises. They must have thorough knowledge in the use of electrical testing equipment and procedures to check for defective or faulty electrical systems and to check electrical systems for conformance with safety and performance standards. They must have knowledge of electrical codes, standards, rules, and regulations of the electrical industry. They must be proficient in the use of various tools used in the electrical industry and be able to perform in all phases of the electrical industry such as new installations, repair of electrical materials and equipment, testing of electrical materials, equipment and systems, and maintenance of electrical materials and equipment.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$25.00
Renewal fee	\$25.00 per year

**Requirements**

1. Applicants who have completed a 4-year electrical construction apprenticeship program approved by the U. S. Department of Labor, Office of Apprenticeship and Training must have:
  - a. a "Notice of Apprenticeship Committee Action – Released for Test/Completion" form from the applicant's training program and approved by the Arkansas Department of Career Education.

Or

  - b. if the applicant completed an apprenticeship program in another state, certification from the U.S. Department of Labor, Office of Apprenticeship and Training or the state agency responsible for oversight of apprenticeship programs of completion.

**Arkansas Department of Labor  
Arkansas Board of Electrical Examiners  
Journeyman Electrician (Cont.)**

2. Applicants who have not completed a 4-year electrical construction apprenticeship program approved by the U.S. Department of Labor, Office of Apprenticeship and Training must have 8 years (16,000 hours) of electrical construction experience or training approved by the Board. This training or experience may include electrical experience gained in the military.

**Number of Licenses:** 4,628 active licenses in 2017

**MASTER ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

**Master Electricians** must be proficient in all areas of electrical work and be able to supervise and coordinate the work of others engaged in construction, maintenance, and repair of electrical power, lighting, control, and communication systems. They must plan and layout complete wiring systems according to instructions, blueprints, schematic drawings, and sketches. They must have thorough knowledge in the use of electrical testing equipment and procedures to check for defective or faulty electrical systems and to check electrical systems for conformance with safety and performance standards. They must be completely knowledgeable of electrical codes, standards, rules, and regulations of the industry. They must be capable of checking their work and the work of other electricians under them to insure that all electrical installations are correct and in compliance with applicable rules and regulations.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$50.00
Renewal fee	\$50.00 per year

**Requirements**

1. Must have a degree in Electrical Engineering plus two years construction related experience  
Or
2. Six years of experience in the construction industry, both residential and commercial, including two years of experience as a licensed journeyman electrician.  
Or
3. Any combination of training and experience as the Board may approve, such as formal electrical apprenticeship programs specifically approved by the Board, on-the-job training specifically approved by the Board, or a combination of training and construction experience that is determined by the Board to be equivalent to that as specified in number 1 or 2 above.

**Number of Licenses:** 5,568 active licenses in 2017

**RESIDENTIAL JOURNEYMAN ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

A **Residential Journeyman Electrician** is an individual who is limited by license classification to install, maintain, alter, repair, or renovate electrical facilities for one and two family dwellings under the general supervision of a residential master electrician or a master electrician. A residential journeyman may perform electrical work on a commercial or other project under the direct supervision of a journeyman electrician or master electrician in the same manner and with same ratio as an electrical apprentice.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$25.00
Renewal fee	\$25.00 per year

**Requirements**

1. Must have two years of experience in the wiring of one or two family dwellings  
And
2. Two years of a combination of training and experience, such as formal apprenticeship programs, approved by the board.
3. Must have a signed letter from the applicant's school verifying the applicant's hours.

**Number of Licenses:** 264 active licenses in 2017

**Arkansas Department of Labor  
Arkansas Board of Electrical Examiners**

**RESIDENTIAL MASTER ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

A **Residential Master Electrician** is an individual who is limited by license classification to performing electrical work for one and two family dwellings, including planning and supervising the installation, maintenance and extension of electrical facilities. A residential master electrician may perform electrical work on a commercial or other project under the direct supervision of a journeyman electrician or master electrician in the same manner and with the same ratio as an electrical apprentice.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$50.00
Renewal fee	\$50.00 per year

**Requirements**

1. Must have three years of experience in the wiring of one and two family dwellings, including one year of experience as a licensed residential journeyman.  
Or
2. Must have any combination of Board approved training and experience equivalent to that which is specified in number 1 above.

**Number of Licenses:** 304 active licenses in 2017

**SPECIALIST SIGN ELECTRICIAN**

O\*NET CODE 47-2111.00

**Job Description**

A **Specialist Sign Electrician** is an individual who is limited to a license classification possessing the necessary qualifications, training, and technical knowledge for installing, maintaining and repairing electrically illuminated or electrically operated signs and gaseous tubing for illumination, making all connection to an approved outlet of sufficient capacity within twenty-five feet of the sign to be connected. A specialist sign electrician may obtain a parking lot light endorsement to maintain and repair parking lot lights.

**Examinations and Fees**

Examination	\$50.00 written exam / \$80.00 computerized exam
License fee	\$25.00
Renewal fee	\$25.00 per year

**Requirements**

1. Must have two years of experience working for an electrical sign company or a licensed electrical licensee performing the work of installing, maintaining and repairing electrically illuminated or operated signs and gaseous tubing for illumination, making all connection to an approved outlet of sufficient capacity within twenty-five feet of the sign to be connected.  
Or
2. Any combination of experience and training, as approved by the Board, equivalent to that specified in number 1 above.
3. Must successfully pass a separate examination to qualify for an endorsement to maintain and repair parking lot lights.

**Number of Licenses:** 119 active licenses in 2017

## Arkansas Department of Labor

### Elevator Safety Division

10421 West Markham

Little Rock, Arkansas 72205

Telephone: (501) 682-4538

Fax: (501) 682-1765

E-mail: asklabor@arkansas.gov

Website: <http://www.labor.arkansas.gov/elevator-inspection-and-permits>

## ACCESSIBILITY TECHNICIAN

O\*NET CODE 47-4021.00

### Job Description

An **Accessibility Technician** license is a restricted class of an elevator mechanic's license.

Accessibility Technicians are restricted to performing work involving vertical platform lifts, wheelchair lifts and inclined stairway chairlifts including those for private residences.

### Examinations and Fees

Written Examination	\$ 75.00
License fee (annually)	\$ 75.00

### Requirements

1. Must have at least three years of verifiable work experience in constructing, maintaining, servicing or repairing conveyances.
2. Must successfully pass a written examination approved by the Elevator Safety Board for a restricted license.
3. Must complete eight hours of continuing education in a course of training or instruction every two years in a course approved by the Board.

**Number of Licenses:** 2 active licenses in 2017

## ELEVATOR CONTRACTOR

O\*NET CODE 11-9021.00

### Job Description

**Elevator Contractors** plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of electric or hydraulic freight or passenger elevators, escalators, moving sidewalks, and dumbwaiters. They participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. They make sure that safety regulations and building codes are met, and that service reports verifying conformance to standards are completed.

### Examinations and Fees

License fee (annually)	\$250.00
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### Requirements

1. Must employ a properly licensed elevator mechanic.
2. Must submit proof of an insurance policy issued by an insurance company authorized to do business in Arkansas and providing liability coverage for at least \$1,000,000 for injury or death of a person and \$500,000 for property damage.
3. Must have a permanent office located in Arkansas to receive notices on behalf of contractor, or must be registered with the Secretary of State, with a designated representative that is authorized to receive notices on behalf of the contractor.

**Number of Licenses:** 56 active licenses in 2017

## ELEVATOR INSPECTOR

O\*NET CODE 47-4011.00

### Job Description

**Elevator Inspectors** inspect elevators, moving walks, dumbwaiters, and wheel chair lifts to verify their conformance to laws and ordinances regulating the design, installation, and safe operations. They are responsible for inspecting the mechanical and electrical features, cables, guide rails, counterweights, and buffers for conformance to governmental safety orders. They may observe timed tests of the speeds, and conformance to code of the apparatus, compute the allowable loads, and observe the tests of brakes and safety devices installed. They may recommend corrections for unsafe machinery. Only inspectors employed by the State may

**Arkansas Department of Labor  
Elevator Safety Division  
Elevator Inspector (Cont.)**

close down any unsafe equipment until corrections are made. In addition, they are required to maintain accurate logs of all their inspections and investigations for possible use by administrative and legal authorities.

**Examinations and Fees**

Written Examination	Qualified Elevator Inspector (QEI) Required (Not available from ADOL)
License fee	\$100.00
Renewal fee	\$100.00

**Requirements**

1. Must have four years of verifiable experience designing, installing, maintaining or inspecting conveyances.
2. Must successfully pass a written examination approved by an accredited ASME Testing facility.
3. Must have proof of Qualified Elevator Inspector (QEI) Certification.
4. Must submit proof of an insurance policy issued by an insurance company authorized to do business in Arkansas and providing general liability coverage for at least \$1,000,000 for injury or death of a person and \$500,000 for property damage.
5. Must have eight hours of continuing education hours every two years in a course of training or instruction approved by the Board.

**Number of Licenses:** 42 active licenses in 2017

**ELEVATOR MECHANIC**

O\*NET CODE 47-4021.00

**Job Description**

**Elevator Mechanics** assemble, install, repair and maintain electric or hydraulic freight or passenger elevators, escalators, moving sidewalks, and dumbwaiters, using hand and power tools, and testing devices such as test lamps, ammeters, and voltmeters. They test newly installed equipment to ensure that it meets specifications, such as stopping at floors for set amounts of time. They locate malfunctions in brakes, motors, switches, and signal and control systems, using test equipment. They check that safety regulations are met, and complete service reports verifying conformance to standards.

**Examinations and Fees**

Written Examination	\$75.00
License fee (annually)	\$75.00

**Requirements**

1. Must have three years of verifiable work experience in constructing, maintaining, servicing, or repairing conveyances.
2. Must successfully pass a written examination approved by the Board.
3. Must complete eight hours of continuing education every two years in a course of training or instruction approved by the Board.

**Number of Licenses:** 410 active licenses in 2017



## Arkansas Department of Labor

### Labor Standards Division

10421 West Markham

Little Rock, Arkansas 72205

Telephone: (501) 682-4534

E-mail: asklabor@arkansas.gov

Website: www.labor.arkansas.gov

## EMPLOYMENT AGENCY MANAGER

O\*NET CODE 11-1021.00

### Job Description

**Employment Agency Managers** are designated by an employment agency to conduct the general management, administration, and operation of a designated employment agency office. Every employment agency must maintain a licensed agency manager at each of its separate office locations.

### Examinations and Fees

Written examination	\$ 5.00
Temporary license fee	\$10.00
License fee	\$25.00 per year

### Requirements

1. Must be a citizen of the United States.
2. Must be of good moral character.
3. Must be at least 21 years of age.
4. Must not have had a license suspended or revoked in the last two years.
5. Must have completed the twelfth grade or possess a satisfactory level of intellectual competency, judgment and achievement.
6. Must demonstrate business integrity, financial responsibility, and judgment.
7. Must file a written application form and have two letters of character reference from persons of reputed business or professional integrity.

**Number of Licenses:** 23 active licenses in 2018

## EMPLOYMENT AGENT (INTERVIEWER)

O\*NET CODE 13-1071.00

### Job Description

**Employment Agents** are engaged for hire, compensation, gain, or profit to furnish information and other services to persons seeking employment. Such information helps people find jobs through employer contact, or helps employers locate potential personnel.

### Examinations and Fees

Written examination	\$ 5.00
Temporary license fee	\$100.00
License fee	\$250.00 per year

### Requirements

1. Must be a citizen of the United States.
2. Must be of good moral character.
3. Must be at least 21 years of age.
4. Must not have had a license suspended or revoked in the last two years.
5. Must have completed the twelfth grade or possess a satisfactory level of intellectual competency, judgment and responsibility.
6. Must demonstrate business integrity, financial responsibility, and judgment.
7. Must file a \$5,000.00 bond with the application.
8. Must present a copy of all forms and fee schedules to be used in the business.
9. Must get approval for location of business.

**Number of Licenses:** 23 active licenses in 2018

**Arkansas Department of Labor  
Labor Standards Division**

**EMPLOYMENT COUNSELOR**

O\*NET CODE 13-1071.00

**Job Description**

**Employment Counselors** are employees of an employment agency who interview, counsel, or advise applicants or employers, or both on employment or allied problems. They make or arrange contracts between employers and employees. The term "employment counselor" includes employees who solicit job orders from prospective employers.

**Examinations and Fees**

Written examination	\$ 5.00
Temporary license fee	\$10.00
License fee	\$20.00 per year

**Requirements**

1. Must be a citizen of the United States.
2. Must be of good moral character.
3. Must not have had a license suspended or revoked in the last two years.
4. Must be able to demonstrate business integrity.
5. Must file a written application form and have two letters of character reference from persons of reputed business or professional integrity.

**Number of Licenses:** 10 active licenses in 2018

## **Arkansas Commission on Law Enforcement Standards and Training**

P. O. Box 3106  
East Camden, Arkansas 71711  
Phone: (870) 574-1810  
Email: jami.l.cook@arkansas.gov  
Website: www.clest.org

### **LAW ENFORCEMENT OFFICER**

O\*NET CODE 33-3051.01 33-3051.03

#### **Job Description**

**Law Enforcement Officers** are responsible for the prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of the state. No individual shall serve, be employed or otherwise function as a law enforcement officer in the state who is not certified by the Commission at the appropriate classification for the position held by the individual.

#### **Examinations and Fees**

Basic Police Training course examinations

#### **Requirements**

1. Must be a citizen of the United States.
2. Must be at least 21 years of age.
3. Must be fingerprinted for a search of state and national fingerprint files to disclose any criminal record.
4. Must be free of a felony record.
5. Must be of good character as determined by a thorough background investigation.
6. Must be a high school graduate or have passed the General Education Development (GED) test.
7. Must be examined by a licensed physician and meet certain physical requirements.
8. Must be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
9. Must be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination finds the officer to be competent and recommends the agency hire the individual.
10. Must possess a valid driver's license.
11. Must successfully complete the 13 week Basic Police Training course with a minimum of 520 hours of instruction.
12. Must complete an approved firearms qualification and review departmental policies, specifically policies covering the use of force, criminal law, and emergency vehicle operations.
13. For continued employment, must successfully complete a minimum of sixteen hours of approved certified training annually, to include firearms qualification and Racial Profiling.
14. Must be free of a misdemeanor domestic violence conviction.

**Number of Licenses:** 11,752 active licenses in 2019

## Arkansas Liquefied Petroleum Gas Board

3800 Richards Road  
North Little Rock, Arkansas 72117-2944  
Telephone: (501) 683-4100  
Fax: (501) 683-4110  
E-mail: kevin.pfalsler@arkansaslpgasboard.com  
Website: www.arkansaslpgasboard.com

### LIQUEFIED PETROLEUM GAS SAFETY SUPERVISOR

O\*NET CODE 29-9011.00

#### Job Description

**Liquefied Petroleum Gas Safety Supervisors** are responsible for the day to day operations and employee supervision of Class 1 retail locations. The Safety Supervisor plans, implements, and coordinates safety programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. They coordinate safety activities of the unit managers to insure implementation of safety activities throughout the organization. They act as liaison with outside organizations to assure information exchange and mutual assistance. They are required to evaluate publications concerned with safety management, and participate in activities of related professional organizations to keep updated knowledge of safety program developments.

#### Examinations and Fees

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

#### Requirements

1. Must be employed by a Class 1 Permit Holder.
2. Must have a thorough knowledge of liquefied petroleum gases.
3. Must have a thorough knowledge and understanding of NFPA 58, NFPA 54 and the State Liquefied Petroleum Gas Code.
4. Must attend a mandatory 40-Hour Basic LP-Gas School within one year of obtaining certification.
5. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 247 active licenses in 2019

### LIQUEFIED PETROLEUM GAS BOBTAIL TRUCK DRIVER

O\*NET CODE 53-3032.00

#### Job Description

**Liquefied Petroleum Gas Bobtail Truck Drivers** are responsible for making retail deliveries of propane to residential, commercial, agricultural, and reseller customers. They are responsible for ensuring both state LP-Gas Board and federal DOT regulations are followed during the course of making deliveries. Bobtail truck drivers may perform pressure testing to ensure a leak free system prior to delivery. Bobtail truck drivers may assist with the filling of DOT cylinders.

#### Examinations and Fees

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

#### Requirements

1. Must be employed by a Class 1 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must have a thorough knowledge of NFPA 58 and the State Liquefied Petroleum Gas Code as it pertains to operating a bobtail truck.
4. Must attend a mandatory 40-Hour Basic LP-Gas School within one year of obtaining certification.
5. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 178 active licenses in 2019 (426 with general installation)

### LIQUEFIED PETROLEUM GAS TRANSPORT TRUCK DRIVER

O\*NET CODE 53-3032.00

#### Job Description

**Liquefied Petroleum Gas Transport Truck Drivers** are responsible for making bulk deliveries of propane to and for Class 1 Permit Holders delivering to bulk plants, commercial and agricultural customers. They are

## Arkansas Liquefied Petroleum Gas Board Liquefied Petroleum Gas Transport Truck Driver (Cont.)

responsible for ensuring both state LP-Gas Board and federal DOT regulations are followed during the course of making deliveries.

### **Examinations and Fees**

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

### **Requirements**

1. Must be employed by a Class 5 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 923 active licenses in 2019

## LIQUEFIED PETROLEUM GAS CYLINDER DELIVERY TRUCK DRIVER

O\*NET CODE 53-3032.00

### **Job Description**

**Liquefied Petroleum Gas Cylinder Delivery Truck Drivers** are responsible for delivering DOT and ASME cylinders to retail locations. They are responsible for ensuring both state LP-Gas Board and federal DOT regulations are followed during the course of making deliveries.

### **Examinations and Fees**

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

### **Requirements**

1. Must be employed by a Class 1 or Class 3 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 85 active licenses in 2019

## LIQUEFIED PETROLEUM GAS GENERAL INSTALLATION SERVICE TECHNICIAN

O\*NET CODE 47-2152.01

### **Job Description**

**Liquefied Petroleum Gas General Installation Service Technicians** are responsible for LP-Gas system installations including residential, commercial, industrial, agricultural, reseller, and places of public assembly. They are responsible for plumbing both liquid and vapor applications. Installation Service Technicians are responsible for LP-Gas container installation as well as interior and exterior plumbing. They are responsible for ensuring state LP-Gas Board regulations are followed during the course of all installations.

### **Examinations and Fees**

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

### **Requirements**

1. Must be employed by a Class 1 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must have a thorough knowledge of NFPA 58, NFPA 54 and the State Liquefied Petroleum Gas Code.
4. Must attend a mandatory 40-Hour Basic LP-Gas School within one year of obtaining certification.
5. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 47 active licenses in 2019

## LIQUEFIED PETROLEUM GAS PLUMBING INSTALLATION SERVICE TECHNICIAN

O\*NET CODE 47-2152.01

### **Job Description**

**Liquefied Petroleum Gas Plumbing Service Technicians** are responsible for appliance installation and interior residential plumbing only. They may be responsible for DOT and ASME cylinder delivery and placing system into service.

# Arkansas Liquefied Petroleum Gas Board

## Liquefied Petroleum Gas Plumbing Installation Service Technician (Cont.)

### Examinations and Fees

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

### Requirements

1. Must be employed by a Class 3 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must have a thorough knowledge of NFPA 58, NFPA 54 and the State Liquefied Petroleum Gas Code.
4. Must attend a mandatory 40-Hour Basic LP-Gas School within one year of obtaining certification.
5. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 12 active licenses in 2019

## LIQUEFIED PETROLEUM GAS CYLINDER FILLING PERSONNEL

O\*NET CODE 53-7071.00

### Job Description

**Liquefied Petroleum Gas Cylinder Filling Personnel** are responsible for refilling DOT and ASME cylinders. They are responsible for ensuring both state LP-Gas Board regulations and federal DOT regulations are followed during the course of refilling cylinders.

### Examinations and Fees

Written and Oral Examinations	
License fee	\$25.00
Renewal fee	\$25.00 per year

### Requirements

1. Must be employed by a Class 1 or Class 3 Permit Holder.
2. Must have on-the-job training in the liquefied petroleum gas business of not less than 30 days.
3. Must attend a minimum of one (1) board sanctioned safety meeting annually.

**Number of Licenses:** 1,362 active licenses in 2019 (4 with plumbing installation)

## Arkansas Manufactured Homes Commission

101 East Capitol Avenue, Suite 210

Little Rock, Arkansas 72201-3826

Telephone: (501) 324-9032

Fax: (501) 683-3538

Website: <https://portal.arkansas.gov/agency/department-of-labor-and-licensing/arkansas-manufactured-home-commission>

### MANUFACTURED HOME INSTALLER

O\*NET CODE 49-9095.00

#### Job Description

A **Manufactured Home Installer** means any person, firm, or corporation not certified as a dealer, installing and anchoring manufactured homes. Each installer must obtain a license to practice from the Administrative Authority. The license has an annual renewal. For licensing and compliance purposes, installers that occupy more than one business location shall have each location treated as a separate entity and adhere to all requirements for installer licensing.

#### Examinations and Fees

Written examination	required
Original license fee	\$ 250.00
Renewal	\$ 250.00 (annually)
Recovery Fund	\$2,500.00

#### Requirements

1. Must have paid all fees set forth for licensing.
2. Must possess a Statement of Compliance.
3. Must have a two thousand five hundred dollar (\$2,500.00) deposit in the Manufactured Housing Recovery Fund.
4. Must be in good standing with the Commission.
5. Must not have any unpaid civil penalties or outstanding obligations to the Commission.
6. Must complete education requirement and pass the written exam prior to receiving a license.
7. Continuing education is required annually.

### MANUFACTURED HOME INSTALLING RETAILER

O\*NET CODE 41-2031.00

#### Job Description

An **Installing Retailer** means any person in the business of accepting on consignment, buying for resale, selling or exchanging manufactured homes or offering same to the public for sale, exchange or lease-purchase, whether for himself or on behalf of any other person not certified as a retailer by the Arkansas Manufactured Home Commission. For certification and compliance purposes, each noncontiguous retail location shall be considered a separate entity and adhere to all requirements for retailer certification.

#### Examinations and Fees

Original certification fee	\$1,000.00
Renewal	\$ 250.00 (annually)
Recovery Fund	\$5,000.00 (per location)

#### Requirements

1. Must have on file a completed application on forms supplied by the Commission.
2. Application must be accompanied by a Statement of Compliance and required fees.
3. Application must be accompanied by an assessment fee of five thousand dollars (\$5,000.00) per location deposited in the Manufactured Housing Recovery Fund.
4. Must provide proof of installation, anchoring and service capabilities, including compliance with installation testing and continuing education requirements; or provision of a written contract with a licensed installer to perform installation and anchoring of manufactured homes.
5. Must have salespersons' license applications with fees other than the owner(s) of the retail location.
6. Must provide a list of all directors, officers, limited and general partners, or controlling shareholders if the application is made on behalf of a corporation or partnership or a list of all principal owners of the retail location on a form provided by the Commission.
7. Must provide a general business/employment history for each person identified on the application form,

## Arkansas Manufactured Home Commission Manufactured Home Installing Retailer (Cont.)

- including a sworn statement that none of the directors, officers, partners, shareholders or owners of the applicant have: a) been found guilty, pleaded guilty or entered a plea of nolo contendere or suffered a judgement in a civil action for forgery, embezzlement, obtaining funds under false pretenses, extortion, conspiracy to defraud, bribery, fraud, misrepresentation or moral turpitude; or b) had a license, permit or certification suspended or revoked by any government agency for violation of Federal or state laws or regulations.
8. Must show evidence of a net worth of at least \$100,000.
  9. Must show evidence of having at least 2 years of experience as a licensed retailer or a salesperson working for a licensed retailer.
  10. Must maintain a business office, separate and apart from any residence, connected to all applicable public utilities and in compliance with applicable local zoning regulations. The business must have a public restroom connected to all applicable public utilities and a valid landline business telephone, with the number listed under the name of the business.
  11. Must have a state sales tax permit and master certification issued by the Arkansas Department of Finance and Administration.
  12. Must provide proof of at least \$1 million in commercial general liability insurance issued in the name of the business.
  13. Must have a permanent, all-weather business sign in view of public traffic bearing the name of the firm and identifying the firm with the housing industry. Sign letters must be at least eight inches in height.
  14. The applicant must be in good standing with the Commission and not have any unpaid civil penalties or outstanding obligations to the Commission.
  15. Initial applicants are subject to a criminal background check. If the criminal background check shows that the applicant has been convicted of a felony, the certification will not be granted without a hearing before the Commission and approval by the Commission.

**Number of Licenses:** 27 active licenses in 2019

### MANUFACTURED HOME MANUFACTURER

O\*NET CODE 11-3051.00

#### Job Description

A **Manufactured Home Manufacturer** means any person who manufactures manufactured homes. Each manufacturer, in-or out-of-state, delivering in or shipping into the State manufactured homes for sale, shall apply to the Arkansas Manufactured Home Commission for certification. For certification and compliance purposes, manufacturers, firms or corporations that occupy more than one location, shall have each location treated as a separate entity and adhere to all requirements for manufacturer certification.

#### Examinations and Fees

Original certification fee	\$ 1,000.00
Renewal	\$ 625.00 (annually)
Recovery Fund	\$10,000.00

#### Requirements

1. Must have on file a completed application on forms supplied by the Administrative Authority.
2. Must possess a Statement of Compliance.
3. Must have a ten thousand dollar (\$10,000.00) deposit in the Manufactured Housing Recovery Fund.
4. Must have paid all fees set forth for certification.
5. Must possess a copy of the Manufacturer's Homeowner and Installation Manual.
6. Must be in good standing with the Commission.
7. Must not have any unpaid civil penalties or outstanding obligations to the Commission.

### MANUFACTURED HOME RETAILER

O\*NET CODE 41-2031.00

#### Job Description

A **Manufactured Home Retailer** means any person in the business of accepting on consignment, buying for resale, selling or exchanging manufactured homes or offering same to the public for sale, exchange or lease-



## Arkansas Manufactured Home Commission Manufactured Home Retailer (Cont.)

purchase, whether for himself or on behalf of any other person not certified as a retailer by the Arkansas Manufactured Home Commission. For certification and compliance purposes, each noncontiguous retail location shall be considered a separate entity and adhere to all requirements for retailer certification.

### Examinations and Fees

Original certification fee	\$1,000.00
Renewal	\$ 250.00 (annually)
Recovery Fund	\$5,000.00 (per location)

### Requirements

1. Must have on file a completed application on forms supplied by the Commission.
2. Application must be accompanied by a Statement of Compliance and required fees.
3. Application must be accompanied by an assessment fee of five thousand dollars (\$5,000.00) per location deposited in the Manufactured Housing Recovery Fund.
4. Must provide proof of installation, anchoring and service capabilities, including compliance with installation testing and continuing education requirements; or provision of a written contract with a licensed installer to perform installation and anchoring of manufactured homes.
5. Must have salespersons' license applications with fees other than the owner(s) of the retail location.
6. Must provide a list of all directors, officers, limited and general partners, or controlling shareholders if the application is made on behalf of a corporation or partnership or a list of all principal owners of the retail location on a form provided by the Commission.
7. Must provide a general business/employment history for each person identified on the application form, including a sworn statement that none of the directors, officers, partners, shareholders or owners of the applicant have: a) been found guilty, pleaded guilty or entered a plea of nolo contendere or suffered a judgement in a civil action for forgery, embezzlement, obtaining funds under false pretenses, extortion, conspiracy to defraud, bribery, fraud, misrepresentation or moral turpitude; or b) had a license, permit or certification suspended or revoked by any government agency for violation of Federal or state laws or regulations.
8. Must show evidence of a net worth of at least \$100,000.
9. Must show evidence of having at least 2 years of experience as a licensed retailer or a salesperson working for a licensed retailer.
10. Must maintain a business office, separate and apart from any residence, connected to all applicable public utilities and in compliance with applicable local zoning regulations. The business must have a public restroom connected to all applicable public utilities and a valid landline business telephone, with the number listed under the name of the business.
11. Must have a state sales tax permit and master certification issued by the Arkansas Department of Finance and Administration.
12. Must provide proof of at least \$1 million in commercial general liability insurance issued in the name of the business.
13. Must have a permanent, all-weather business sign in view of public traffic bearing the name of the firm and identifying the firm with the housing industry. Sign letters must be at least eight inches in height.
14. The applicant must be in good standing with the Commission and not have any unpaid civil penalties or outstanding obligations to the Commission.
15. Initial applicants are subject to a criminal background check. If the criminal background check
16. shows that the applicant has been convicted of a felony, the certification will not be granted without a hearing before the Commission and approval by the Commission.

## **MANUFACTURED HOME SALESPERSON**

O\*NET CODE 41-4012.00 41-2031.00

### Job Description

A **Manufactured Home Salesperson** means any person employed by the dealer or manufacturer who is engaged in either wholesale or retail sales of manufactured homes. Each salesperson must apply for a license and be licensed as a manufactured home salesperson in order to sell manufactured homes.

### Examinations and Fees

Original license fee	\$ 50.00
Renewal	\$ 50.00 (annually)

# Arkansas Manufactured Home Commission

## Manufactured Home Salesperson (Cont.)

### Requirements

1. Must have paid all fees set forth for licensing.
2. Must be in good standing with the Commission.
3. Must not have any unpaid civil penalties or outstanding obligations to the Commission.
4. Must work for a licensed Retailer, Installing Retailer or licensed manufacturer..

**Number of Licenses:** 63 active licenses in 2019

### **MODULAR HOME INSTALLER**

O\*NET CODE 49-9095.00

#### **Job Description**

A **Modular Home Installer** means any person, firm, or corporation not otherwise certified or licensed, engaged in the business of installing modular homes for himself or on behalf of any other person not certified or licensed. The installation includes work done to stabilize, support or anchor a modular home or join sections of a multi-section modular home. Each installer must obtain a license to practice from the Commission. The license has an annual renewal.

#### **Examinations and Fees**

Original license fee	\$ 250.00
Renewal	\$ 250.00 (annually)

#### **Requirements**

1. Must have on file a completed application on forms supplied by the Commission.
2. Application must be accompanied by a Statement of Compliance and required fees.
3. Must be in good standing with the Commission.
4. Must not have any unpaid civil penalties or outstanding obligations to the Commission.

### **MODULAR HOME MANUFACTURER**

O\*NET CODE 11-3051.00

#### **Job Description**

A **Modular Home Manufacturer** means any person who manufactures modular homes. Each manufacturer, in-or out-of-state, delivering or shipping into the State modular homes for sale, shall apply to the Arkansas Manufactured Home Commission for certification. For certification and compliance purposes, manufacturers, firms or corporations that occupy more than one location shall have each location treated as a separate entity and adhere to all requirements for manufacturer certification.

#### **Examinations and Fees**

Original certification fee	\$1,000.00
Renewal	\$ 625.00 (annually)
Recovery Fund	None

#### **Requirements**

1. Must have on file a completed application on forms supplied by the Administrative Authority.
2. Must possess a Statement of Compliance.
3. Must have paid all fees set forth for certification.

### **MODULAR HOME RETAILER**

O\*NET CODE 41-2031.00

#### **Job Description**

A **Modular Home Retailer** means any person in the business of accepting on consignment, buying for resale, selling or exchanging modular homes or offering same to the public for sale, exchange or lease-purchase, whether for himself or on behalf of any other person not certified as a retailer by the Arkansas Manufactured Home Commission. For certification and compliance purposes, each noncontiguous retail location shall be considered a separate entity and adhere to all requirements for retailer certification.

#### **Examinations and Fees**

Original certification fee	\$1,000.00
Renewal	\$ 250.00 (annually)
Recovery Fund	None

## Arkansas Manufactured Home Commission Modular Home Retailer (Cont.)

### Requirements

1. Must have on file a completed application on forms supplied by the Administrative Authority.
2. Must possess a Statement of Compliance.
3. Must have a business office with all utilities including public restroom and a business telephone.
4. Must have a permanent business sign in view of public traffic bearing the name of the firm and identifying the firm with the housing industry.
5. Must provide a photograph of entire dealer lot including, but not limited to, the front of the office and primary business sign.
6. Must have salespersons' license applications with fees other than the owner(s) of dealership.
7. Must have paid all fees set forth for certification.
8. Applicant shall be cleared by the Arkansas State Police showing that the person involved has not been convicted of a felony and shall submit a copy of the completed background check form to this agency.
9. Applicant shall be in good standing with the Commission and shall not have any unpaid civil penalties or outstanding obligations to the Commission.

## **MODULAR HOME SALESPERSON**

O\*NET CODE 41-4012.00 41-2031.00

### Job Description

A **Modular Home Salesperson** means any person employed by the dealer or manufacturer who is engaged in either wholesale or retail sales of modular homes. Licenses are the property of the manufacturer or retailer.

### Examinations and Fees

Original license fee (payable by manufacturer or retailer)	\$ 50.00
Renewal (payable by manufacturer or retailer)	\$ 50.00 (annually)

### Requirements

1. Must have on file a completed application on forms supplied by the Commission.
2. Application must be accompanied by required fees.
3. The Commission may require an examination of applicants for modular home salespeople based on knowledge of laws, rules and regulations pertaining to modular homes.
4. Applicant shall be in good standing with the Commission and shall not have any unpaid civil penalties or outstanding obligations to the Commission.
5. Initial applicants are subject to a criminal background check. If the criminal background check
6. shows that the applicant has been convicted of a felony, the certification will not be granted without a hearing before the Commission and approval by the Commission.

## Arkansas State Medical Board

1401 West Capitol Ave., Suite 340  
Little Rock, Arkansas 72201-2936  
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E-mail: support@medicalboard.org  
Website: www.armedicalboard.org

### OCCUPATIONAL THERAPIST (OT)

O\*NET CODES 29-1122.00

#### Job Description

**Occupational Therapists** evaluate and treat individuals whose ability to cope with the tasks of living is threatened or impaired by developmental deficits, the aging process, poverty or cultural differences, environmental or sensory deprivation, physical injury or illness, or psychological and social disability. Occupational therapists utilize task-oriented activities to prevent or correct physical or emotional deficits or minimize the disabling effect of these deficits in the life of the individual so that he might perform tasks normal to his state of development. Specific occupational therapy techniques include, but are not limited to, instruction in activities of daily living, design, fabrication, application, recommendation, and instruction in the use of selected orthotic or prosthetic devices and other adaptive equipment; perceptual-motor and sensory integrative activities; the use of specifically designed crafts; exercises to enhance functional performance; and prepositional evaluation and treatment. Such techniques are applied to the treatment of individual patients or clients, in groups, or through social systems.

#### Examinations and Fees

Written examinations	
Application for License fee	\$75.00
License Renewal fee	\$65.00 (annual)
Late Renewal fee	\$25.00

#### Requirements

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must have satisfactorily completed all educational requirements and have graduated with a bachelor's degree, master's degree, or advanced standing certificate from an accredited occupational therapy educational program.
4. Must complete a minimum of six months of supervised fieldwork.
5. Must successfully pass an examination conducted by the Board.
6. Must complete a criminal background check.
7. Must present indisputable identification.

**Number of Licenses:** 1,674 occupational therapists licensed in 2019

### OCCUPATIONAL THERAPIST ASSISTANT (OTA)

O\*NET CODE 31-2011.00

#### Job Description

**Occupational Therapist Assistants** are licensed to assist in the practice of occupational therapy under the frequent and regular supervision by or with consultation with an occupational therapist, whose license is in good standing.

#### Examinations and Fees

Written examination	
Application for License fee	\$50.00
License Renewal fee	\$65.00 (annual)
Late Renewal fee	\$25.00

#### Requirements

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must have satisfactorily completed training and graduated with an associate level degree in occupational therapy from an approved American Occupational Therapy Association program.
4. Must complete a minimum of two months of supervised field work.
5. Must successfully pass the examination conducted by the board.
6. Must complete a criminal background check.

# Arkansas State Medical Board Occupational Therapist Assistant (OTA) (Cont.)

7. Must present indisputable identification.

**Number of Licenses:** 879 occupational therapy assistants licensed in 2019

## PHYSICIAN (MD/DO)

O\*NET CODES 29-1061.00 29-1062.00 29-1063.00 29-1064.00 29-1065.00 29-1066.00 29-1067.00  
29-1069.00

### Job Description

**Physicians (Medical Doctors or Osteopathic Doctors)** are involved in the diagnosis, treatment, and prevention of human disorders that result from disease, illness, and injury. Some are general practitioners while others are specialized in various recognized fields of medicine. Among the largest specialties are internal medicine, general surgery, obstetrics and gynecology, psychiatry, pediatrics, radiology, anesthesiology, ophthalmology, pathology, and orthopedic surgery. Most physicians treat patients in their own offices or in hospitals. Some combine their medical practice with research in medical schools, while others hold full-time research or teaching positions. A number of physicians work in an administrative capacity for hospitals, professional associations, and other organizations.

### Examinations and Fees

Examinations required	
License fee	\$500.00 (\$400 application plus \$100 CCVS Assessment)
Temporary license	\$ 50.00
License Renewal fee	\$220.00
Late fee	\$ 50.00

### Requirements

1. Must be at least twenty-one years of age.
2. Must be of good moral character and have not been guilty of acts constituting unprofessional conduct.
3. Must complete a criminal background check.
4. Must be a graduate of an approved medical school and request the school to provide a certified copy of your transcript to the Board.
5. Must have completed at least one year of internship or residency in an accredited medical program in the United States.
6. Must present indisputable identification.
7. Must have taken and passed within three attempts all steps of the USMLE (or other approved examination, such as FLEX, NBME, NBOME, COMLEX, LMCC or State Examination taken prior to 1975).
8. International Medical Graduates must:
  - a. Have completed three years of internship or residency in an ACGME approved program in the United States.

Or

Have served three years as an intern or resident in a postgraduate medical education program outside the United States and have completed at least one year of fellowship training in an ACGME approved program in the United States and received board certification by the American Board of Medical Specialties.

Or

Have completed at least one year of internship or residency in an ACGME approved program in the United States and be currently enrolled in a postgraduate training program in Arkansas.
- b. Have taken and received a Standard Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- c. Have taken and passed all steps of the USMLE with no more than three attempts per step.

**Number of Licenses:** 10,845 medical/osteopathic physicians licensed in 2019

## PHYSICIAN ASSISTANT (PA)

O\*NET CODE 29-1071.00

### Job Description

A **Physician Assistant** is a medical practitioner who provides health care services under the supervision of a physician. They examine patients and perform comprehensive physical examinations. They also compile patient medical data, including health history and results of physical examinations.

## Arkansas State Medical Board Physician Assistant (PA) (Cont.)

### Examinations and Fees

Examination Required	
Application for license fee	\$80.00
License renewal fee	\$50.00 (annual)
Late Renewal fee	\$25.00

### Requirements

1. Must have a bachelor's degree from a regionally accredited college or university, unless the applicant has other approved education.
2. Must successfully complete an accredited physician assistant or surgeon assistant program.
3. Must pass the Physician Assistant National Certifying Examination (PANCE).
4. Must be of good moral character.
5. Must be at least 21 years of age.
6. Must complete a criminal background check.
7. Must be mentally and physically able to engage safely in the role as a physician assistant.

**Number of Licenses:** 495 physician assistants licensed in 2019

## RADIOLOGIST ASSISTANT / RADIOLOGY PRACTITIONER ASSISTANT

O\*NET CODE 29-1071.00

### Job Description

**Radiologist Assistants/Radiology Practitioner Assistants** work under the supervision of a radiologist to provide patient care. They take a leading role in patient management and assessment. Although each radiologist assistant's responsibilities will vary, a few of the procedures include assisting radiologists with invasive procedures, performing fluoroscopy for noninvasive procedures under direct supervision of the radiologist, placing nasogastric and orogastric feeding tubes in uncomplicated patients, and performing selected peripheral venous diagnostic procedures.

### Examinations and Fees

Examination Required	
Initial licensure fee	\$75.00
License Renewal fee	\$60.00 (annual)
Late Renewal fee	No late fee applies to these practitioners

### Requirements

1. Must pass the Registered Radiologist Assistant examination by the American Registry of Radiologic Technologists.
2. Must be at least 18 years of age.
3. Must complete a criminal background check.
4. Must provide the names and signatures of the supervising and alternate supervising radiation practitioners licensed to practice in the State of Arkansas who agree to supervision of the Radiologist Assistant or the Radiology Practitioner Assistant.
5. Must provide a practice-specific document delineating the specific procedures and tasks to be performed by the Radiologist Assistant or the Radiology Practitioner Assistant in each facility utilized, including the level of supervision to be provided by the supervision licensed radiation practitioners.

**Number of Licenses:** 10 RA/RPAs licensed in 2019

## RESPIRATORY THERAPIST

O\*NET CODE 29-1126.00

### Job Description

**Respiratory Therapists** assess, treat, and care for patients with breathing disorders. They assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. They initiate and conduct therapeutic procedures. They also maintain patient records and select, assemble, check, and operate equipment.

### Examinations and Fees

Examination Required	
Application for License fee	\$75.00

## Arkansas State Medical Board Respiratory Therapist (Cont.)

Temporary License fee	\$35.00
License Renewal fee	\$40.00
Late Renewal fee	\$10.00

### **Requirements**

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must have a high school diploma or equivalent.
4. Must have satisfactorily completed training in an approved respiratory care educational program.
5. Must successfully pass the CRT Exam.
6. Must complete a criminal background check.
7. Must present undisputable identification.

**Number of Licenses:** 2,059 respiratory therapists licensed in 2019

## **SURGICAL TECHNOLOGIST**

O\*NET CODE 29-2055.00

### **Job Description**

**Surgical Technologists** assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

### **Examinations and Fees**

Application for License fee	\$25.00
License Renewal fee	\$10.00

**Number of Licenses:** 303 surgical technologists licensed in 2019

## Arkansas Motor Vehicle Commission

101 East Capitol, Suite 204  
Little Rock, Arkansas 72201-3826  
Telephone: (501) 682-1428  
Fax: (501) 682-5573  
E-mail: amvc@arkansas.gov  
Website: www.amvc.arkansas.gov

### MOTOR VEHICLE DEALER, NEW

O\*NET CODE 11-2022.00

#### Job Description

A **New Motor Vehicle Dealer** is any person engaged in the business of selling, offering to sell, soliciting, or advertising the sale of motor vehicles, regardless of the medium used, or possessing motor vehicles for the purpose of resale, either on his or her own account or on behalf of another, either as his or her primary business or incidental thereto. Motor Vehicle Dealerships sell automobiles, trucks, commercial trucks, or RV type vehicles. Other Motor Vehicle Dealerships sell motorcycles, ATVs, ATKs, scooters, utility vehicles, and/or go cart type vehicles. Included is any person engaged in the business of selling, offering to sell, soliciting, or advertising the sale, regardless of the medium used, of commercial buses, school buses, or other multipassenger motor vehicles, or possessing them for the purpose of resale.

#### Examinations and Fees

No examinations required	
Dealer License fee	\$100.00
Used Branch License fee	\$ 25.00

#### Requirements

1. Must obtain a license issued by the Arkansas Motor Vehicle Commission.
  2. Must have current Franchise Agreement or Sales and Service Agreement.
  3. General Managers, Sales Managers, F & I Personnel and Sales Personnel must be licensed.
  4. Must have Liability Insurance on all vehicles to be offered for sale.
  5. Must have a dedicated display area inside building (minimum of 120 sq. ft.)
  6. Must have service facility on dealership for motor vehicles and parts (minimum of 120 sq. ft.)
  7. Must have a \$50,000 Surety Bond (Motor Vehicle Dealerships for Automobile, Truck, Commercial Trucks or RV Type Vehicles).
- Or
- Must have a \$25,000 Surety Bond (Motor Vehicle Dealerships for Motorcycles, ATVs, ATKs, Scooters, Utility Vehicles, and/or Go Cart Type Vehicles).

**Number of Licenses:** 574 active licenses in 2018

### MOTOR VEHICLE LESSOR, NEW

O\*NET CODE 11-1021.00

#### Job Description

A **New Motor Vehicle Lessor** is a person engaged in the motor vehicle leasing or rental business.

#### Examinations and Fees

No examinations required	
Lessor's License fee	\$100.00
Lessor Branch's License fee	\$ 50.00

#### Requirements

1. Must have a \$25,000 Surety Bond (Per Location).
2. Must obtain a License issued by the Arkansas Motor Vehicle Commission.

**Number of Licenses:** 73 active licenses in 2018

### MOTOR VEHICLE MANAGEMENT / FINANCIER / SALESPERSON, NEW

O\*NET CODE 41-2031.00

#### Job Description

A **New Motor Vehicle Management / Financier / Salesperson** is any person engaged in the business of selling, offering to sell, soliciting, obtaining financing or advertising the sale of new motor vehicles. They explain features and demonstrate operations of new motor vehicles. They compute and quote sales prices, trade-in



## Arkansas Motor Vehicle Commission Motor Vehicle Management / Financier /Salesperson, New (Cont.)

allowances, and requirements for financing payment of new motor vehicles on credit.

### Examinations and Fees

No examination required  
Salesperson's License fee \$15.00

### Requirements

1. Must submit a copy of Valid Picture ID or Driver's License.
2. Must obtain a license issued by the Arkansas Motor Vehicle Commission.

**Number of Licenses:** 5,210 active licenses in 2018

## MOTOR VEHICLE MANUFACTURER, DISTRIBUTOR, or BRANCH, NEW

O\*NET CODE 11-3051.00 O\*NET CODE 41-4012.00

### Job Description

A **New Motor Vehicle Manufacturer** is any person, firm, association, corporation, or trust, resident or nonresident, who manufactures or assembles new motor vehicles. A **New Motor Vehicle Distributor** is any person, resident or nonresident, who, in whole or in part, sells or distributes new motor vehicles to motor vehicle dealers, or who maintains distributor representatives. A **New Motor Vehicle Manufacturer / Distributor Branch** is any branch or division office similarly maintained by a distributor for the same purpose that a factory branch or division is maintained.

### Examinations and Fees

No examination required  
License fee \$900.00

### Requirements-Per Location

1. Must obtain a license issued by the Arkansas Motor Vehicle Commission.
2. Must have current Blank Franchise Agreement or Dealer Sales and Service Agreement.
3. Must have current Dealer Preparation (or Dealer Prep. Check Sheet).
4. Must have current Dealer Delivery (or Dealer Delivery Check Sheet).
5. Must have current Warranty Compensation Payment Schedule. (If all makes/models have different warranty, submit each one.)
6. Must have Time Guide and Labor Rate for each Arkansas Dealer.
7. Must have current product brochures and spec sheets.
8. Must have appropriate employee applications.
9. Must have lists of all Arkansas dealers.
10. If you are a distributor, must submit a copy of the agreement between you and manufacturer.
11. If you are a distributor branch, must submit a copy of the agreement between you and the distributor.
12. Must have examples of a completed MCO for each type of vehicle: scooters, ATVs, UVs, go carts, pocket bikes, auto, trucks, etc.

**Number of Licenses:** 187 active licenses in 2018

## MOTOR VEHICLE MANUFACTURER / DISTRIBUTOR REPRESENTATIVE, NEW

O\*NET CODE 41-4012.00

### Job Description

A **New Motor Vehicle Manufacturer / Distributor Representative** is any person employed by a new motor vehicle manufacturer or distributor who visits, or is a point of contact for the purpose of taking orders for new motor vehicles from new motor vehicle dealers in the State of Arkansas. They have the authority to sign Franchise Agreements between Manufacturers / Distributors and established or prospective New Motor Vehicle Dealers.

### Examinations and Fees

No examination required.  
License fee \$400.00

### Requirements

1. Must submit a copy of a valid picture ID or Driver's License.
2. Must obtain a license issued by the Arkansas Motor Vehicle Commission.

**Number of Licenses:** 657 active licenses in 2018

## Arkansas State Board of Nursing

University Tower Building, Suite 800  
1123 South University  
Little Rock, Arkansas 72204-1619  
Telephone: (501) 686-2700  
Fax: (501) 686-2714  
Website: <http://www.arsbn.org>

### ADVANCED PRACTICE REGISTERED NURSE: CERTIFIED NURSE MIDWIFE (CNM)

O\*NET CODE 29-1161.00

#### Job Description

The **Certified Nurse Midwife (CNM)** manages health care of women with a focus on pregnancy, childbirth, and post-delivery care of the mother and newborn. The CNM also provides family planning and gynecological care. They work within a health care system that provides for consultation, collaborative management, or referral as indicated by the health status of the patient.

#### Examinations and Fees

Written and oral examinations required	
License fee	\$125.00 initial
Renewal fee	\$ 65.00 biennially
Temporary Permit fee	\$ 30.00

#### Requirements

1. Must possess an active license as a Registered Nurse in Arkansas or privilege to practice on a Registered Nurse compact state license.
2. Satisfactory completion of an organized graduate level program of nursing education that prepares nurses for advanced practice role of nurse midwife.
3. Certification by a national certifying body recognized by the Board.
4. If involved in intrapartum care, must possess an agreement with a consulting physician licensed under the Arkansas Medical Practices Act who has obstetrical privileges in a hospital.
5. Criminal background check and FBI fingerprint check required.
6. Exam applicants must have practiced a minimum of 2,000 hours as an RN.

**Number of Licenses:** 32 active licenses in 2019

### ADVANCED PRACTICE REGISTERED NURSE: CERTIFIED NURSE PRACTITIONER

O\*NET CODE 29-1171.00

#### Job Description

The **Certified Nurse Practitioner** provides for the health care needs of patients through advanced assessment, identification of health states including abnormal conditions, diagnosing, treatment and evaluation. As health care providers, they perform physical examinations; order and interpret lab and x-ray studies; diagnose and treat acute health problems such as infections and injuries; diagnose, treat and monitor chronic conditions such as diabetes and high blood pressure; and provide health maintenance, screenings and immunizations. Certified Nurse Practitioner specialties approved by the Board include Adult/Gerontological (Acute and Primary Care), Pediatric (Acute and Primary Care), Family, Neonatal, Women's Health, and Psychiatric/Mental Health.

#### Examinations and Fees

Written and oral examinations required	
License fee	\$125.00 initial
Renewal fee	\$ 65.00 biennially
Temporary Permit fee	\$ 30.00

#### Requirements

1. Must possess an active license as a Registered Nurse in Arkansas or privilege to practice on a
2. Registered Nurse compact state license.
3. Successful completion of an organized graduate level program of nursing education that prepares nurses for the advanced practice role of advanced nurse practitioner.
4. Hold a current certification by a national certifying body recognized by the Board.
5. Criminal background check and FBI fingerprint check required.
6. Exam applicants must have practiced a minimum of 2,000 hours as an RN.

**Number of Licenses:** 3,477 active licenses in 2019

## Arkansas State Board of Nursing (Cont.)

### ADVANCED PRACTICE REGISTERED NURSE: CERTIFIED REGISTERED NURSE ANESTHETIST (CRNA)

O\*NET CODE 29-1151.00

#### Job Description

The **Certified Registered Nurse Anesthetist (CRNA)** administers anesthetics under the supervision of a licensed physician, licensed dentist, or other person lawfully entitled to order anesthesia. Hospitals or institutions may permit a CRNA to act as their agent and order controlled substances. CRNAs may then order drugs preoperatively and postoperatively in connection with the anesthetic and/or other operative procedure or invasive procedure. The CRNA is responsible for complying with all applicable state and federal laws and regulations related to medications.

#### Examinations and Fees

Written and oral examinations required	
License fee	\$125.00 initial
Renewal fee	\$ 65.00 biennially
Temporary Permit fee	\$ 30.00

#### Requirements

1. Must possess an active license as a Registered Nurse in Arkansas or privilege to practice on a Registered Nurse compact state license.
2. Satisfactory completion, beyond general nursing preparation, of a formal graduate level education program which meets the standards of the Council on Accreditation of Nurse Anesthesia Educational Programs or other nationally recognized accrediting body.
3. Current certification by a national certifying body recognized by the Board.
4. Criminal background check and FBI fingerprint check required.
5. Exam applicants must have practiced a minimum of 2,000 hours as an RN.

**Number of Licenses:** 809 active licenses in 2019

### ADVANCED PRACTICE REGISTERED NURSE: CLINICAL NURSE SPECIALIST (CNS)

O\*NET CODE 29-1141.04

#### Job Description

The **Clinical Nurse Specialist (CNS)** has advanced knowledge and practice skills in a specialized area of clinical nursing practice. The CNS performs advanced assessments, analyses and evaluations of individuals, families and communities. As an advanced clinician in a specialty area, the CNS develops implements and evaluates comprehensive treatment plans. The CNS also consults with the public and professionals in health care, business and industry in areas of research, case management, education and administration. Specialty certifications recognized by the Board include psychiatric and mental health, gerontological, adult health, acute/critical care, and pediatric.

#### Examinations and Fees

Written and oral examinations	
License fee	\$125.00 initial
Renewal fee	\$ 65.00 biennially
Temporary Permit fee	\$ 30.00

#### Requirements

1. Must possess an active license as a Registered Nurse in Arkansas or privilege to practice on a registered Nurse compact state license.
2. Hold a master's degree evidencing successful completion of a graduate program in nursing, which shall include supervised clinical practice and classroom instruction in a nursing clinical practice specialty.
3. Hold a current certification by a national certifying body recognized by the Board.
4. Criminal background check and FBI fingerprint check required.
5. Exam applicants must have practiced a minimum of 2,000 hours as an RN.

**Number of Licenses:** 154 active licenses in 2019

### LICENSED PRACTICAL NURSE (LPN)

O\*NET CODE 29-2061.00

#### Job Description

**Licensed Practical Nurses (LPN)** are qualified to perform services in the provision of supportive or restorative care under the supervision of a professional registered nurse, advanced practice registered nurse,

## Arkansas State Board of Nursing Licensed Practical Nurse (LPN) (Cont.)

dentist or a physician. In a hospital, this includes assisting patients; recording fluid and food intake and output, preparing patients for examination or treatment and administering prescribed drugs. Additional duties may involve laboratory work, answering patient calls, patient care, and caring for babies. Nurses who work in private homes provide routine care. In doctors' offices and clinics, licensed practical nurses prepare patients for examination and often perform clerical duties.

### **Examinations and Fees**

Written examination	
License by examination	\$100.00
License by endorsement	\$125.00
Temporary Permit fee	\$ 30.00
Renewal	\$ 90.00 biennially

### **Requirements**

1. Must be of good moral character.
2. Must have completed an approved high school course of study or the equivalent.
3. Satisfactory completion of the prescribed curriculum in a state-approved program for the preparation of Licensed Practical Nurses.
4. Must pass subjects as the Board may determine for practical nurses.
5. Must have a criminal background check prior to exam.

**Number of Licenses:** 15,557 active licenses in 2016

## LICENSED PSYCHIATRIC TECHNICIAN NURSE (LPTN)

O\*NET CODE 29-2053.00

### **Job Description**

**Licensed Psychiatric Technician Nurses (LPTN)** assist mentally ill patients under the direction of a professional registered nurse, an advanced practice registered nurse, a licensed physician or a licensed dentist. They assist patients in bathing, dressing, and grooming. They administer prescribed medications and accompany patients to and from wards for examination and treatment. To help promote rehabilitation, psychiatric nurse technicians assist patients in becoming accustomed to hospital routine, and encourage the patients to participate in social and recreational activities. They observe patients to insure that none wanders from the grounds. They observe patients to detect unusual behavior, and prevent injury to the patients or others. They escort patients to and from activities both on and off the grounds.

\*New licenses for Licensed Psychiatric Technician Nurses are no longer issued. LPTN licenses are being phased out and will now be combined with Licensed Practical Nurses. Current LPTNs may continue to renew their licenses.

### **Examinations and Fees**

Renewal fee	\$ 90.00 biennially
License by endorsement	\$100.00
Temporary permit	\$ 30.00

### **Requirements**

1. Must be of good moral character.
2. Must complete State and federal criminal background checks.
3. Must hold a current License as a Licensed Psychiatric Technician Nurse (LPTN).

**Number of Licenses:** 92 active licenses in 2016

## MEDICATION ASSISTANT (MA-C)

O\*NET CODE 31-1014.00

### **Job Description**

**Medication Assistants (MA-C)** are Certified Nursing Assistants who work in nursing homes. They administer certain nonprescription and other limited prescription drugs to residents, under the supervision of a licensed nurse.

### **Examinations and Fees**

Certification Examination	
Certified by examination	\$35.00
Certified by endorsement	\$65.00
Certification Renewal fee	\$40.00

# Arkansas State Board of Nursing Medication Assistant (MA-C) (Cont.)

## Requirements

1. Must be currently listed in good standing on the State's certified nurse aide registry.
2. Must have maintained registration on the State's certified nurse aide registry continuously for a minimum of one year.
3. Must complete at least one continuous year of full-time experience in a nursing home as a certified nurse aide.
4. Must have a high school diploma or the equivalent.
5. Must complete a criminal background check.
6. Must successfully complete a medication assistant-certified training course approved by the Board.
7. Must successfully pass a Board approved certification examination.

**Number of Licenses:** 27 active certificates in 2018

## **REGISTERED NURSE (RN)**

O\*NET CODE 29-1141.00

### Job Description

**Registered Nurses (RN)** are qualified to formulate nursing diagnoses and conduct nursing treatment of human responses to actual or potential health problems. The services used to treat health problems include case finding, referral, health teaching, health counseling, and supporting and restorative care. The nurse carries out the regimen prescribed by a physician or advanced practice nurse, administers medication, and maintains a physical and emotional environment that promotes recovery. Registered nurses also supervise and teach other personnel in the performance of activities related to nursing. The setting usually determines the scope of the nurse's responsibilities, with such possibilities as hospitals, private duty, office, public health, nurse education, home care and occupational health.

### Examinations and Fees

Written and oral examinations required

License by Examination	\$100.00
License by Endorsement	\$125.00
License Renewal fee	\$100.00 biennially
Temporary Permit Fee	\$ 30.00

### Requirements

1. Must be of good moral character.
2. Must complete an approved high school course of study or the equivalent.
3. Satisfactory completion of an approved professional nursing education program.
4. Must pass the national licensure examination for registered nurses.
5. Must have a criminal background check prior to exam.

**Number of Licenses:** 39,648 active licenses

## **REGISTERED NURSE PRACTITIONER (RNP)**

O\*NET CODE 29-1171.00

### Job Description

A **Registered Nurse Practitioner (RNP)** is a licensed professional nurse who provides direct care to individuals, families, and other groups in a variety of settings, including homes, hospitals, offices, industry, schools, and other institutions and health care settings. The service provided by the nurse practitioner is directed toward the delivery of primary, secondary, and tertiary care which focuses on the achievement and maintenance of optimal functions in the population. The nurse practitioner engages in independent decision making about the nursing care needs of clients, and collaborates with health professionals and others in making decisions about other health care needs. The practitioner plans and institutes health care programs as a member of the health care team. The nurse practitioner is directly accountable and responsible to the recipient for the quality of care rendered.

### Examinations and Fees

Written and Oral Examinations required  
Must also hold a valid RN license

Renewal fee	\$40.00 biennially
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## **Arkansas State Board of Nursing Registered Nurse Practitioner (RPN) (Cont.)**

### **Requirements**

1. Must possess an active license as a Registered Nurse in Arkansas or privilege to practice on a Registered Nurse compact state license.
2. Successful completion of a nurse practitioner educational program.
3. Completion of preceptorship under a preceptor who meets Arkansas State Board of Nursing endorsement.
4. Must complete State and federal criminal background checks.

**Number of Licenses:** 546 active licenses in 2016

# Arkansas State Board of Dispensing Opticians

P.O. Box 627

Helena, Arkansas 72342

Telephone and Fax: (870) 572-2847

Website: [www.abdo.arkansas.gov](http://www.abdo.arkansas.gov)

## DISPENSING OPTICIAN

O\*NET CODE 29-2081.00

### Job Description

**Dispensing Opticians** design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. They assist client with selecting frames, measure for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. They prepare a work order for the optical laboratory containing instructions for grinding and mounting lenses in frames. They verify exactness of finished lens spectacles and adjust frame and lens position to fit client. They may shape or reshape lens.

### Examinations and Fees

Written and practical examinations	\$250.00
Retest fee	\$125 per section
Renewal fee	\$60.00 per year

### Requirements

1. Must be over 21 years of age.
  2. Must be of good moral character.
  3. Must be a high school graduate or equivalent.
- And

#### **Licensed Dispensing Opticians**

1. Must be a graduate of a school of opticianry whose curriculum is approved by the Board of Dispensing Opticians.

Or

Must have been engaged in ophthalmic dispensing for no less than five years immediately prior to making an application. No more than three years of this time may consist of working in a qualified full-service optical laboratory; or providing ophthalmic dispensing services under the direct supervision of an Arkansas licensed or registered dispensing optician, Arkansas-licensed optometrist, or Arkansas physician skilled in diseases of the eye.

2. Must successfully complete the written and practical examination prepared and conducted by the Board.

#### **Registered Dispensing Opticians**

1. Must have a minimum of three years of dispensing experience in Arkansas under the direct supervision of an Arkansas-licensed optometrist or Arkansas-licensed physician skilled in disease of the eye.

Or

Must have a minimum of three years of experience under the direct supervision of a licensed or registered dispensing optician holding a certificate of licensure or registry in the State of Arkansas, one year of which may be while working in a qualified full-service optical laboratory approved by the Board.

Or

Must be a graduate of an approved school of opticianry.

2. Must successfully complete the Board examination.

**Number of Licenses:** 380 active licenses in 2019

## DISPENSING OPTICIAN APPRENTICE

O\*NET CODE 29-2081.00

### Job Description

**Apprentice Dispensing Opticians**, working under the supervision of a licensed or registered dispensing optician, a physician skilled in the disease of the eye, or an optometrist; design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. They assist client with selecting frames, measure for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. They prepare a work order for the optical laboratory containing instructions for grinding and mounting lenses in frames. They verify exactness of finished lens spectacles and adjust frame and lens position to fit client. They may shape or reshape lens.

## **Arkansas State Board of Dispensing Opticians Dispensing Optician Apprentice (Cont.)**

### **Examinations and Fees**

Application for Apprenticeship	\$ 60.00
Renewal fee	\$ 60.00 per year

### **Requirements**

1. Application for registration as a Dispensing Optician Apprentice to the Board.
2. Must be working under the direct personal and physical supervision of an Arkansas Licensed Dispensing Optician.

**Number of Licenses:** 185 active licenses in 2019



## Arkansas State Board of Optometry

404 West Vine Ave.

Searcy, Arkansas 72143

Telephone: (501) 268-4351

Fax: (501) 268-4361

E-mail: aroptometry@sbcglobal.net

Website: www.aroptometry.org

### OPTOMETRIST

O\*NET CODE 29-1041.00

#### Job Description

**Optometrists** are primary eye care providers who examine, diagnose, and treat conditions of the human eye, eyelids, adnexa (the structures surrounding the eye), and visual system. The practice of optometry in the state of Arkansas includes, but is not limited to:

- Treatment of eye disease with prescription medications.
- Minor surgical procedures such as the removal of foreign objects from the eye.
- Pre-operative and post-operative management of surgical patients, such as cataract patients.
- Treatment of visual disorders by the prescribing and sale of eyeglasses or contact lenses, prisms, or low-vision aids.
- Acting as primary eye care gatekeepers in insurance, third party, and safety vision programs, and being recognized as physician providers in Medicare and Medicaid.

#### Examinations and Fees

Written and Practical Examinations Required

License Renewal fee           \$150.00

#### Requirements

1. Must be over 21 years of age.
2. Must be of good moral character.
3. Must be a graduate of a college of optometry, which has been accredited by the Council on Education of the American Optometric Association.
4. Must serve an internship program, supervised by a board-certified ophthalmologist which includes at least 100 hours of supervised clinical training.
5. Must have passed all parts of the National Board of Optometry Examination.
6. Must have passed all written and practical examinations given by the Arkansas State Board of Optometry.

**Number of Licenses:** 520 active licenses in 2019

## Arkansas State Board of Pharmacy

322 South Main Street, Suite 600  
Little Rock, Arkansas 72201  
Telephone: (501) 682-0190  
Fax: (501) 682-0195  
E-mail: [asbp@arkansas.gov](mailto:asbp@arkansas.gov)  
Website: [www.pharmacyboard.arkansas.gov](http://www.pharmacyboard.arkansas.gov)

### PHARMACIST

O\*NET CODE 29-1051.00

#### Job Description

Most **Pharmacists** work in community pharmacies compounding and dispensing drugs and medicines prescribed by physicians and other health practitioners. They also dispense medicines that do not require prescription and offer consultant services to physicians and patrons on the proper selection and use of medicines. Many community pharmacists are provided managerial, personnel, and administrative training opportunities in addition to their professional responsibilities. Also, pharmacists are employed by hospitals, institutions, manufacturers, wholesalers and the government, where they may be engaged in such activities as supervision, research, and the more traditional pharmacy duties. Pharmacists must understand the use, composition, and effect of drugs, and be able to test them for purity and strength.

#### Examinations and Fees

Examinations Required

Application fee	\$ 60.00
License fee	\$ 75.00 per year
Renewal fee	\$150.00 every 2 years
Reciprocity (License transfer) fee	\$236.25 - odd year / \$311.25 - even year

#### Requirements

1. Must be at least 21 years of age.
2. Must be of good moral character and temperate habits.
3. Must be a graduate of an accredited college or school of pharmacy approved by the Board.
4. Must complete an application for licensure and pay the appropriate fees.
5. Successful completion of State and federal criminal background checks.
6. Successful completion of the North American Pharmacist Licensure Examination (NAPLEX).
7. Successful completion of the Arkansas Jurisprudence Exam.
8. Successful completion of 2,000 hours of approved internship training.
9. Thirty hours of continuing education every biennium.

**Number of Licenses:** 6,361 total licenses in 2019

### PHARMACIST INTERN

O\*NET CODE 29-2052.00

#### Job Description

**Pharmacist Interns** mix and dispense prescribed medicines and pharmaceutical preparations under the personal supervision of a pharmacist. They also dispense medicines that do not require prescription and may offer consulting services to physicians and patrons on the proper selection and use of medicines. Interns procure, store, and issue pharmaceutical materials and supplies. In addition, they may be required to maintain files and records and submit pharmacy reports. Intern pharmacists must understand the use, composition, and effect of drugs, and be able to test them for purity and strength. No credit for internship training will be allowed prior to licensure as an intern.

#### Examinations and Fees

Registration fee	\$81.25
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#### Requirements

1. Must be of good moral character and temperate habits.
2. Must complete State and federal criminal background checks.
3. Must be enrolled as a student in a college of pharmacy approved by the Board.  
Or  
Must be a graduate of a foreign college of pharmacy and have obtained Foreign Pharmacy Graduate Examination Committee Certification.
4. The intern license remains valid as long as the intern maintains active student status in a Board approved College of Pharmacy and for six months after graduation from a College of Pharmacy.

# Arkansas State Board of Pharmacy

## Pharmacist Intern (Cont.)

**Number of Licenses:** 687 total licenses in 2019

### PHARMACY TECHNICIAN

O\*NET CODE 29-2052.00

#### **Job Description**

**Pharmacy Technicians** assist the pharmacist in pharmaceutical services. All tasks performed by the pharmacy technician must be supervised, checked, and approved by a supervising pharmacist. The pharmacy technician may only perform specific tasks as defined in the Arkansas State Board of Pharmacy Regulations. His duties may include entering patient profiles and prescription information into the computer, retrieving medications from the shelves, placing the medication in the bottle, placing the label on the bottle, and accepting refill authorizations over the phone.

#### **Examinations and Fees**

Registration application fee	\$106.25 – odd year / \$71.25 – even year
Renewal fee	\$ 70.00 every 2 years
Reinstatement application fee	\$146.25 with criminal background fees (if needed) – odd
	\$111.25 with criminal background fees (if needed) - even

#### **Requirements**

1. Must be a high school graduate or have a G.E.D.
2. Must be of good moral character.
3. Must complete a criminal background check.
4. Must complete application provided by the Board.

**Number of Licenses:** 9,556 total licenses in 2019

## Arkansas State Board of Physical Therapy

9 Shackelford Plaza, Suite 3  
Little Rock, Arkansas 72211  
Telephone: (501) 228-7100  
Fax: (501) 228-0294  
E-mail: arptb@sbcglobal.net  
Website: www.arptb.org

### PHYSICAL THERAPIST (PT)

O\*NET CODE 29-1123.00

#### Job Description

**Physical Therapists** are persons who practice physical therapy. Physical Therapists examine and evaluate patients with mechanical, physiological and developmental impairments, functional limitations, and disability or other health-related conditions in order to determine a physical therapy diagnosis, prognosis and planned therapeutic intervention. Physical Therapists alleviate impairments and functional limitations by designing, implementing, and modifying therapeutic interventions. These therapeutic interventions include: therapeutic exercise, functional training in self-care as it relates to patient mobility and community access, manual therapy techniques, assistive and adaptive devices and equipment as they relate to patient mobility and community access, physical agents, mechanical and electrotherapeutic modalities, and patient-related instruction.

#### Examinations and Fees

Written, oral and practical examinations

Examination fee	\$485.00 plus \$85.00 paid at time of testing
Jurisprudence Exam fee	\$ 10.00
License application fee	\$ 50.00
License renewal fee	\$ 75.00 per year

#### Requirements

1. Must be at least 21 years of age.
2. Must be of good moral character.
3. Must hold a Master's or Doctor of Physical Therapy degree from an accredited school of physical therapy approved by the Board.
4. Must pass the Arkansas State Board of Physical Therapy Jurisprudence Exam.
5. Must pass the National Physical Therapy Examination.

**Number of Licenses:** 2,303 total licenses in 2018

### PHYSICAL THERAPIST ASSISTANT (PTA)

O\*NET CODE 31-2021.00

#### Job Description

**Physical Therapist Assistants** assist in the practice of physical therapy under the frequent, onsite supervision of a physical therapist. The physical therapist assistant may perform procedures as delegated by the licensed physical therapist: assist the physical therapist in carrying out procedures and programs completely; report to his supervisor the conditions, reactions, and responses related to his duties; assemble, disassemble, and care for equipment and supplies; transport patients; record equipment and supplies; and perform predetermined general office procedures. The physical therapist assistant cannot interpret physician orders or referrals, perform evaluation procedures, or assume responsibility for planning patient care.

#### Examinations and Fees

Examinations required	
Examination fee	\$485.00 plus \$70.00 at the time of testing
Jurisprudence Exam fee	\$ 10.00
License application fee	\$ 50.00
License renewal fee	\$ 50.00 per year

#### Requirements

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must be a graduate of a college level associate degree (AA) program approved by the Board.
4. Must pass the Arkansas State Board of Physical Therapy Jurisprudence Exam.
5. Must pass the National Physical Therapist Assistant Examination.

**Number of Licenses:** 1,583 total licenses in 2018

## Arkansas Board of Podiatric Medicine

2 Margeaux Court  
Little Rock, Arkansas 72212  
Telephone: (501) 534-8888  
Fax: 501-534-8891  
Email: arpodiatryboard@gmail.com  
Website: www.podiatricmedicine.arkansas.gov

### PODIATRIST

O\*NET CODE 29-1081.00

#### **Job Description**

**Podiatrists** are physicians who practice podiatric medicine. They independently diagnose and treat diseases and deformities of the foot and ankle and its related and governing structures by appropriate medical, mechanical and surgical means.

#### **Examinations and Fees**

Written, oral, practical examinations	Not to exceed \$200.00
Renewal Application fee	\$75.00

#### **Requirements**

1. Must be 21 years of age or older.
2. Must be of good moral character.
3. Must have at least the minimum requirements to matriculate in any of the Colleges of Podiatric Medicine approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association.
4. Must be a graduate of any College of Podiatric Medicine approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association.
5. Must have successfully completed a minimum of a one-year postgraduate residency program approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association.
6. Must have a passing score on the American Podiatric Medical Licensing Examination (APMLE) Part I and II of the National Board Examination.
7. Must pass a State examination or have a passing score on Part III of the National Board Examination.

**Number of Licenses:** 110 active licenses in 2019

**Arkansas State Police  
Administrative Services Division  
Trooper Recruiting**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8501 or 1-800-340-4255  
E-mail: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)  
Website: <http://asp.arkansas.gov/recruiting/trooper-recruiting>

**STATE POLICE TROOPER**

O\*NET CODE 33-3051.01

**Job Description**

**State Police Troopers** patrol the highways, make arrests, and give warnings to motorists who violate vehicle regulations and safe driving practices. They provide assistance to motorists and direct activities in accident or disaster areas. In the performance of their duties, they may do investigative work, serve as escort officers for commissioned officer's funerals or convoys, or aid in the apprehension of criminals. They may be required to appear in court as a witness for either traffic violations or criminal cases. They are required to maintain accurate and detailed logs of all their activities.

**Examinations and Fees**

Written and oral examinations required  
No fees  
Certification obtained after extensive training

**Requirements**

1. Must be at least 21 years of age.
2. Must be a United States Citizen.
3. Must have a high school diploma, G.E.D. or equivalent.
4. Must have a current and valid driver's license.
5. Must successfully complete a background investigation.
6. Must not have been convicted of any felony.
7. Must not have been convicted of any misdemeanor or crime of domestic violence.
8. Must meet visual acuity requirements.
9. Must not have visible tattoos (wearing an Arkansas State Police Short Sleeved uniform).
10. Must be able to pass medical, physical, psychological and polygraph exams.
11. Must have registered with the Selective Service System or otherwise be exempt from such registration.
12. Must have a passing grade on the initial written screening exam.
13. Oral interviews with State Police personnel required.
14. Must complete the Arkansas Law Enforcement Certification training program and qualify annually on the firing range.

**Number of Licenses:** 547 commissioned officers in 2018

**Arkansas State Police  
Regulatory Services Division  
Concealed Handgun Carry License Section**

#1 State Police Plaza Drive

Little Rock, Arkansas 72209

Telephone: (501) 618-8500

E-mail: [chclinfo@asp.arkansas.gov](mailto:chclinfo@asp.arkansas.gov)

Website: <https://asp.arkansas.gov/services-and-programs/detail/concealed-handgun-licensing>

**FIREARMS SAFETY TRAINING INSTRUCTOR**

O\*NET CODES 25-3021.00

**Job Description**

**Firearms Safety Training Instructors** or **Concealed Handgun Safety Instructors** train and evaluate the level of competence of a prospective Concealed Handgun Carry License applicant or licensee to ensure that the individual meets a basic level of knowledge, understanding, and practical operation for safe handling of a handgun.

**Examinations and Fees**

Written Examination

Possible background check fees

**Requirements**

1. Must be at least 21 years old. (18 years old if an active or former member of the U.S. military)
2. Must meet the qualification requirements set forth in Arkansas law for a person to be licensed to carry a concealed handgun.
3. Must hold a firearms instructor training certificate from a department recognized instruction course.
4. Must submit a properly completed registration application.
5. Must submit the background check fees required for state and national background checks.
6. Must submit one set of legible, classifiable fingerprints. (Number 4 and 5 are waived, if the applicant holds a current and valid Arkansas Concealed Handgun Carry License.)
7. Must successfully complete the examination administered by the Department.

**Number of Licenses:** 1,055 active registrations in 2019

**Arkansas State Police**  
**Regulatory Services Division**  
**Private Investigators - Security - Alarm Installation and Monitoring**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8600  
E-mail: info@asp.arkansas.gov  
Website: <http://www.asp.arkansas.gov/services-and-programs/detail/Private-Investigators-Security-Alarm-Installation-Monitoring>

**ALARM SYSTEMS AGENT**

O\*NET CODE 41-3099.00

**Job Description**

“Alarm Systems Agent” means an individual employed by an alarm systems company who sells on site, performs a survey of the premises to be protected, or responds to alarm signal devices, burglar alarms, or cameras.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a) A felony
  - b) A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c) An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. Must complete one of the following courses: NICET-Level II, ESA-Level1, NESA-Level 1, Elite CEU-Level 1. (Not required for Class “E-S” Companies.)
10. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Credentials:** 366 active credentials in 2018

**ALARM SYSTEMS APPRENTICE**

O\*NET CODE 49-2098.00

**Job Description**

“Alarm Systems Apprentice” means an individual employed by an alarm systems company who installs, services, or repairs on site and who is supervised by an alarm systems technician, a supervisor of technicians, or a manager.

**Examinations and Fees**

Credential Application fee	\$40.00
Background fees	\$36.25



**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Alarm Systems Apprentice (Cont.)**

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. An individual may be employed as an alarm system apprentice for a period of six months without providing proof of NICET Level II, ESA Level I, NESA Level I, or Elite CEU Level 1 certification to the Department. (Not required for Class "E-S" Companies.) At the expiration of the six month period, the alarm system company must provide proof of certification to the Department, or the individual must cease work as an apprentice.
10. Must work under the direct supervision of an alarm system agent or technician.
11. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Credentials:** 68 active credentials in 2018

**ALARM SYSTEMS MONITOR**

O\*NET CODE 49-2098.00

**Job Description**

"**Alarm Systems Monitor**" means an individual employed by an alarm systems company who monitors or responds to an electrical, electronic, or mechanical alarm signal device, burglar alarm, television camera, or still camera used to manually or automatically signal or detect burglary, fire, breaking or entering, shoplifting, pilferage, theft, holdup, or other illegal or unauthorized activity.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Alarm Systems Monitor (Cont.)**

any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:

- a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
  8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
  9. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Credentials:** 1,010 active credentials in 2018

**ALARM SYSTEMS TECHNICIAN**

O\*NET CODE 49-2098.00

**Job Description**

“Alarm Systems Technicians” means an individual employed by an alarm systems company who installs, services, or repairs on site an electrical, electronic, or mechanical alarm signal device, burglar alarm, television camera, or still camera used to manually or automatically signal or detect burglary, fire, breaking or entering, shoplifting, pilferage, theft, holdup, or other illegal or unauthorized activity.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. Must complete one of the following courses: NICET-Level II, ESA-Level1, NESA-Level 1, Elite CEU-Level 1. (Not required for Class “E-S” Companies.)
10. Must be in compliance with any other reasonable qualifications that the Director of the Department of

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Alarm Systems Technician (Cont.)**

Arkansas State Police may set by rule.

**Number of Credentials:** 1,789 active credentials in 2018

**CLASS "B" SECURITY CONTRACTOR MANAGER**

O\*NET CODE 49-1011.00

**Job Description**

"**Manager**" means in the case of a corporation, an officer or supervisor or, in the case of a partnership, a general or unlimited partner meeting the experience qualifications for managing a security services contractor, private business, or an investigations company. A Class "B" Security Services Contractor is a guard company or armored car company.

**Examinations and Fees**

Written State Examination	No fee (\$50.00 re-exam)
Credential Application fee	No fee
Credential Application Renewal fee	No fee
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. An applicant who makes application to engage in the business of a security services contractor, private business, or this manager shall have 2 consecutive years of experience as an agent, employee, manager, or owner of a security services contractor company or satisfy other requirements as may be set by the director.
10. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Licenses:** 91 active licenses in 2018

**CLASS "C" SECURITY CONTRACTOR/INVESTIGATOR MANAGER**

O\*NET CODE 49-1011.00

**Job Description**

"**Manager**" means in the case of a corporation, an officer or supervisor or, in the case of a partnership, a general or unlimited partner meeting the experience qualifications for managing a security services contractor, private business, or an investigations company. A Class "C" is a license that includes the operations within a Class A and a Class B license. It is a combination of a security services contractor and investigations company.

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Class "C" Security Contractor/Investigator Manager (Cont.)**

**Examinations and Fees**

Written State Examination	No fee (\$50.00 re-exam)
Credential Application fee	No fee
Credential Application Renewal fee	No fee
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. An applicant who applies for a license to engage in the business of an investigations company or his or her manager shall have two consecutive years of experience as an agent, employee, manager, or owner of an investigations company; two years of experience as a licensed bail bondsman; and a baccalaureate degree from a four-year institution of higher education.
10. An applicant who makes application to engage in the business of a security services contractor, private business, or this manager shall have 2 consecutive years of experience as an agent, employee, manager, or owner of a security services contractor company or satisfy other requirements as may be set by the director.
11. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Licenses:** 30 active licenses in 2018

**CLASS "E" ALARM SYSTEMS MANAGER**

O\*NET CODE 49-1011.00

**Job Description**

"Manager" means in the case of a corporation, an officer or supervisor or, in the case of a partnership, a general or unlimited partner meeting the experience qualifications for managing a security services contractor, private business, or an investigations company. Class "E" Unrestricted Alarm System Companies install alarm systems, including those in structures that are required by the AFPC to have a fire alarm system. Class "E" Restricted Alarm Systems Companies install alarm systems in structures that are not required by the AFPC to have a fire alarm system. All Class E licensees shall register a manager. The manager must be in a supervisory position with the company on a daily basis.

**Examinations and Fees**

Written State examination	No fee (\$50.00 re-exam)
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**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Class "E" Alarm Systems Manager (Cont.)**

Credential Application fee	No fee
Credential Application Renewal fee	No fee
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. An applicant who applies for a license to engage in the business of an investigations company or his or her manager shall have two consecutive years of experience as an agent, employee, manager, or owner of an investigations company; two years of experience as a licensed bail bondsman; and a baccalaureate degree from a four-year institution of higher education.
10. A manager of a Class "E" Unrestricted Alarm System Company must have completed all of the courses from one of the following organizations: NICET Level III or Level IV; ESA Level I, Level IIA-Electronics or ABAT, and FAIM; NESA Electronics and Fire Installation and Wiring Codes.
11. A manager of a Class "E" Restricted Alarm System Company must have completed all of the courses from one of the following organizations: NICET Level II; ESA Level 2A-Electronics or ABAT and Level 2B fire systems installation standards or FAIM; or NESA Electronics and Fire Installation and Wiring Codes.
12. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Licenses:** 403 active licenses in 2018

**CLASS "E-S" SINGLE STATION MANAGER**

O\*NET CODE 49-1011.00

**Job Description**

A **Single-station Alarm Systems Company Manager** manages a company that for a fee or other valuable consideration installs, services, or sells on site fire, smoke, or heat detectors to be installed in a one-family or two-family dwelling or that performs a survey of the premises to be protected if the detectors are single-station Class "E-S" Single Station Manager installations and not a part of or connected to any other detection device or system.

**Examinations and Fees**

Written State examination	No fee (\$50.00 re-exam)
Credential Application fee	No fee
Credential Application Renewal fee	No fee

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring (Con't)  
Class "E-S Single Station Manager**

Background check fees \$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. The company licensed or the licensee's manager shall be required to successfully pass a written examination administered by the Arkansas State Police. The examination will test the manager's knowledge in fire protection and proper use and placement of single station fire and heat detectors pursuant to the AFPC and NFPA.
10. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Licenses:** 2 active licenses in 2018

**CLASS "G" SECURITY CONTRACTOR/INVESTIGATOR/ALARM MANAGER**

O\*NET CODE 49-1011.00

**Job Description**

"**Manager**" means, in the case of a corporation, an officer or supervisor or, in the case of a partnership, a general or unlimited partner meeting the experience qualifications for managing a security services contractor, private business, or an investigations company. A Class "G" is a general license for operations included within Class A, Class B, Class E Restricted, and Class E Unrestricted licenses.

**Examinations and Fees**

Written State examination	No fee (\$50.00 re-exam)
Credential Application fee	No fee
Credential Application Renewal fee	No fee
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Class "G" Security Contractor/Investigator/Alarm Manager (Cont.)**

- court for which a pardon has not been granted:
- a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
  8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
  9. An applicant who applies for a license to engage in the business of an investigations company or his or her manager shall have two consecutive years of experience as an agent, employee, manager, or owner of an investigations company; two years of experience as a licensed bail bondsman; and a baccalaureate degree from a four-year institution of higher education.
  10. An applicant who makes application to engage in the business of a security services contractor, private business, or this manager shall have 2 consecutive years of experience as an agent, employee, manager, or owner of a security services contractor company or satisfy other requirements as may be set by the director.
  11. A manager must have completed all of the courses from one of the following organizations: NICET Level III or Level IV; ESA Level I, Level IIA-Electronics or ABAT, and FAIM; NESA Electronics and Fire Installation and Wiring Codes.
  12. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Licenses:** 3 active licenses in 2018

**COMMISSIONED SCHOOL SECURITY OFFICER (CSSO)**

O\*NET CODE 33-9032.00

**Job Description**

A **Commissioned School Security Officer** means a private security officer who provides security for a school and has received an authorization issued by the Director to carry a firearm in the course of his or her employment.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 21 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Commissioned School Security Officer (CSSO) (Cont.)**

- d. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
- 7. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
- 8. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**COMMISSIONED SECURITY OFFICER (CSO)**

O\*NET CODE 33-9032.00

**Job Description**

**Commissioned Security Officer** means a private security officer to whom an authorization to carry a firearm in the course of his or her employment has been issued by the Director. The individual is employed by a security services contractor or the security department of a private business or armored car company to perform at least one of the following duties: (A) Prevention of intrusion, entry, larceny, vandalism, abuse, fire, or trespass on private property; (B) Prevention, observation, or detection of any unauthorized activity on private property; (C) Control, regulation, or direction of the flow or movements of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to assure the protection of property; (D) Protection of individuals from bodily harm; or (E) Providing of armed security transportation and protection of money, currency, coins, bullion, securities, bonds, jewelry, or other valuable items from one place to another place.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Requirements**

- 1. Must be at least 21 years of age at the time of application.
- 2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
- 3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
- 4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
- 5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
- 6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
- 7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
- 8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
- 9. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Commissions:** 1,630 active commissions in 2018



**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring**

**POLYGRAPH EXAMINER**

O\*NET CODE 19-4092.00

**Job Description**

A **Polygraph Examiner** is a person who uses any device or instrument to test or question individuals for the purpose of verifying the truth of statements.

**Examinations and Fees**

Surety Bond or Insurance Policy	\$5,000.00
Original License fee (2-year)	\$ 120.00
Polygraph Examiner Renewal fee (2-year)	\$ 50.00
Background check fees	\$ 36.25 every 2 years
Intern fee (1 year)	\$ 30.00
Intern Renewal fee (6 months)	\$ 25.00
Wallet-sized card (optional)	\$ 15.00
Late fee (less than 6 months)	\$ 20.00

**Requirements**

1. Must be at least 21 years of age at the time of application.
2. Must have successfully completed a criminal background check and have not been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or a comparable offense in another state or in a military or federal court, for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor
  - c. A crime involving violence
  - d. A crime involving moral turpitude
3. The criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
4. Must not be required to register as a sex offender under the Sex Offender Registration Act of 1997.
5. Must hold a baccalaureate degree from a college or university that is accredited by an accrediting agency approved by the United States Secretary of Education or have at least 5 consecutive years of active law enforcement experience.
6. Must be a graduate of a polygraph examiners course approved by the Director of the Department of Arkansas State Police and have satisfactorily completed an internship of not less than 6 months. This requirement may be satisfied with proof of 5 consecutive years of experience in law enforcement, the Armed Forces, or the private sector, so long as the applicant performed investigation related duties as his or her primary occupation during that period.
7. Must submit 2 recent passport-style photographs.
8. Must furnish evidence of a surety bond or insurance policy to the director or proof that the applicant is covered by a business insurance policy. An applicant who is conducting a polygraph examination solely in the course of his or her employment with a law enforcement agency may submit a letter from the county sheriff, municipal chief of police, or director of a state agency that states that any liability incurred will be covered under that entity's membership in the Arkansas Fidelity Bond Trust Fund, a risk management pool, or liability coverage, if any, in order to meet the requirement.

**Number of Licenses:** 39 active licenses in 2018

**PRIVATE INVESTIGATOR**

O\*NET CODE 33-9021.00

**Job Description**

A **Private Investigator** is a person who engages in the business or accepts employment to obtain or furnish information with reverence to: a crime or wrong done or threatened against the United States or any state or territory of the United States; the identity, habits, conduct, business, occupation, honesty, integrity, credibility, knowledge, trustworthiness, efficiency, loyalty, activity, movement, whereabouts, affiliations, associations, transactions, acts, reputation, or character of a person; the location, disposition, or recovery of lost or stolen property; the cause or responsibility of fires, libels, losses, accidents, damages, or injuries to persons or to property; or the securing of evidence to be used before a court, board, officer, or investigating committee.

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Private Investigator (Cont.)**

**Examinations and Fees**

Examination*	No fee (\$50.00 re-exam)
License fee	\$300.00
Renewal fee	\$150.00 every 2 years
Background check fees	\$ 36.25 every 2 years

\*Applicants who have 5 years of consecutive experience in law enforcement and are either currently employed in law enforcement or retired or former law enforcement within the last 5 years are exempt from examination requirements. A P.I. Affidavit must be included.

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. Must have two consecutive years of experience before the date of the application in the investigative field as an agent, employee, manager, or owner of an investigations company; two years of experience as a licensed bail bondsman; and a baccalaureate degree from a four-year institution of higher education.
10. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Credentials:** 340 active credentials in 2018

**PRIVATE SECURITY OFFICER (PSO)**

O\*NET CODE 33-9032.00

**Job Description**

A **Private Security Officer** is an individual employed by a security services contractor or the security department of a private business or armored car company to perform at least one of the following duties: (A) Prevention of intrusion, entry, larceny, vandalism, abuse, fire, or trespass on private property; (B) Prevention, observation, or detection of any unauthorized activity on private property; (C) Control, regulation, or direction of the flow or movements of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to assure the protection of property; (D) Protection of individuals from bodily harm; or (E) Providing of armed security transportation and protection of money, currency, coins, bullion, securities, bonds, jewelry, or other valuable item from one place to another place.

**Examinations and Fees**

Credential Application fee	\$40.00
Credential Renewal Application fee	\$40.00 every 2 years
Background check fees	\$36.25 every 2 years

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Private Security Officer (PSO) (Cont.)**

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
9. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**Number of Credentials:** 3,650 active credentials in 2018

**SECURITY DEPARTMENT OF A PRIVATE BUSINESS OR SCHOOL MANAGER**

O\*NET CODE 11-9199.07

**Job Description**

A **Manager** means, in the case of a corporation, an officer or supervisor or, in the case of a partnership, a general or unlimited partner meeting the experience qualifications for managing a security services contractor, private business, or an investigations company. The manager of a security department of a private business or school is employed in a security department where the general purpose is the protection and security of its own property, grounds, or students. The security department does not offer or provide security services to any other person or school.

**Examinations and Fees**

Written State examination	No fee (\$50.00 re-exam)
Credential Application fee	No fee
Credential Application Renewal fee	No fee
Background check fees	\$36.25 every 2 years

**Requirements**

1. Must be at least 18 years of age at the time of application.
2. Must not be suffering from habitual drunkenness or from narcotic addiction or dependence.
3. Must not have been discharged from the United States Armed Services under dishonorable conditions.
4. Must not have been adjudicated as mentally incompetent or have been involuntarily committed to a mental institution or mental health treatment facility.
5. Must not be a registered sex offender or be required to register as a sex offender under the Sex Offender Registration Act of 1997.
6. Must not have been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or to a comparable offense in another state, or in a military or federal court for which a pardon has not been granted:

**Arkansas State Police**  
**Regulatory Services Division**  
**Private Investigators - Security - Alarm Installation and Monitoring**  
**Security Department of a Private Business or School Manager (Cont.)**

- a. A felony
  - b. A Class A misdemeanor involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department.
  - c. An attempted felony or solicitation or conspiracy to commit a felony that is classified as a Class A misdemeanor.
7. An individual shall not be denied issuance of a license or credential or renewal of an existing license or credential if the individual by any court has been found guilty of or pleaded guilty or nolo contendere to any misdemeanor if the person was found guilty of or pleaded guilty or nolo contendere to the misdemeanor 10 or more years before the date of the application for issuance or renewal.
  8. The state and national criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
  9. Must be in compliance with any other reasonable qualifications that the Director of the Department of Arkansas State Police may set by rule.

**VOICE STRESS ANALYSIS EXAMINER**

O\*NET CODE 19-4092.00

**Job Description**

A **Voice Stress Analysis Examiner** is an individual who has been trained in the operation of a voice stress analysis machine and maintains a current certificate from a recognized training facility.

**Examinations and Fees**

Surety Bond or Insurance Policy	\$5,000.00
Original License fee (2-year)	\$ 120.00
Renewal fee (2-year)	\$ 50.00
Background check fees	\$ 36.25 every 2 years
Wallet-sized card (optional)	\$ 15.00
Duplicate license	\$ 10.00
Late fee (less than 6 months)	\$ 20.00

**Requirements**

1. Must be at least 21 years of age at the time of application.
2. Must submit 2 recent passport-style photographs.
3. Must not be required to register as a sex offender under the Sex Offender Registration Act of 1997.
4. Must have successfully completed a state and national criminal background check and have not been found guilty of or pleaded guilty or nolo contendere to one or more of the following in any court in the State of Arkansas or a comparable offense in another state or in a military or federal court, for which a pardon has not been granted:
  - a. A felony
  - b. A Class A misdemeanor
  - c. A crime involving violence
  - d. A crime involving moral turpitude
5. The criminal background check shall include a record of all offenses that have been previously sealed or expunged by any court.
6. Must hold a baccalaureate degree from a college or university that is accredited by an accrediting agency approved by the United States Secretary of Education or have at least five years of active law enforcement experience.
7. Must have successfully completed a course of training approved by the Director of the Department of Arkansas State Police offering a certification in the operation of the voice stress analysis machine and submit a copy of the certification with the application.

**Arkansas State Police  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring  
Voice Stress Analysis Examiner (Cont.)**

8. Must provide evidence of a surety bond or insurance policy to the director in the amount of five thousand dollars or proof that the applicant is covered by a business insurance policy. An applicant who is conducting voice stress analysis examinations in the course of his or her employment with a law enforcement agency, in lieu of a surety bond, may submit a letter from the county sheriff, chief of police, or director of the law enforcement agency that states that any liability incurred will be covered under that entity's membership in the Arkansas Fidelity Bond Trust Fund, a risk management pool, or liability coverage, if any, in order to meet the requirement.

**Number of Licenses:** 17 active licenses in 2018

**Arkansas State Police  
Regulatory Services Division  
Used Motor Vehicle Dealer License**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8600  
E-mail: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)  
Website: <http://www.asp.arkansas.gov/services-and-programs/detail/used-motor-vehicle-dealer-license>

**USED MOTOR VEHICLE DEALER**

O\*NET CODE 41-2031.00

**Job Description**

**Used Motor Vehicle Dealers** - A person who sells or attempts to sell five (5) or more used motor vehicles registered in their name in any one calendar year must obtain a Used Motor Vehicle Dealer license. This individual may sell used cars, trucks, motorcycles, buses and other motor vehicles. They finance, or handle financing, for used motor vehicles purchased on credit. These licensed Used Motor Vehicle Dealers must maintain records of sales and used motor vehicle titles. Travel mobile home sales businesses that take motor vehicles as trade also are required to be licensed as used motor vehicle dealers. Salvage Parts Dealers are required to obtain a separate certificate from the Arkansas Department of Finance and Administration.

**Examinations and Fees**

New License Dealer fee	\$250.00 per year
Renewal fee	\$250.00 per year
New Satellite Location fee	\$125.00
Satellite Renewal fee	\$125.00
Late fees	\$35.00

**Requirements**

- (1) Must have a photograph of the business location.
- (2) Must have a corporate surety bond in the sum of at least twenty-five thousand dollars (\$25,000)
- (3) Must have proof of liability insurance coverage on all vehicles to be offered for sale in an amount equal to or greater than the amount required by the Motor Vehicle Safety Responsibility Act, § 27-19-101 et seq.
- (4) Must have a list of the persons or entities having any ownership interest in the used vehicle dealership.
- (5) Must have a list of salespersons to be employed.
- (6) Must have a bona fide established place of business used primarily for the sale of used motor vehicles.
- (7) Must have a telephone number listed in the name of the business.
- (8) Must have a sign identifying the establishment as a used motor vehicle dealership legible from the street, road, or highway, and a picture thereof
- (9) Must have a filing cabinet or other repository adequate to secure the business records of the establishment under lock and key or combination.

Additional requirements can be found in A.C.A § 23-12-607

**Number of Licenses:** 2,965 total licenses in 2018

## Arkansas Psychology Board

101 East Capitol, Suite 415  
Little Rock, Arkansas 72201  
Telephone: (501) 682-6167  
Fax: (501) 682-6165  
Website: [www.psychologyboard.arkansas.gov](http://www.psychologyboard.arkansas.gov)

## PSYCHOLOGICAL EXAMINER

O\*NET CODES 19-3031.02

### Job Description

**Psychological Examiners** apply the recognized principles, methods and procedures of the science and profession of psychology. They are adept at interviewing individuals and they often administer tests and interpret the results in order to check the mental abilities, aptitudes, interests, and personality characteristics of those being tested. The results of these tests may be used for psychological evaluation or for educational or vocational selection, guidance or placement. In addition, the psychological examiner practices personality appraisal or classification, personality counseling, psychotherapy, or personality readjustment techniques only under the qualified supervision of a psychologist.

### Examinations and Fees

Renewal fee \$210.00 per year

\*\*\*No new licenses will be issued for this occupation

### Requirements

1. Must have a Master's Degree in Psychology or a closely related field.
2. Must have completed a minimum of 600 clock hours of supervised experience under a licensed Psychologist or Psychology Instructor who holds a Doctoral Degree in Psychology.
3. Current Psychological Examiners may request to be licensed as an Independent Psychological Examiner (LPE-I) with the approval of the Board and completion of 3,000 hours of supervised practice. A psychological examiner may submit the Licensee Supervision Completion form for approval once the 3,000 supervised hours are complete.

**Number of Licenses:** 126 active LPE licenses in 2018, 267 active LPE-I licenses in 2018

## PSYCHOLOGIST

O\*NET CODES 19-3031.00 19-3032.00 19-3039.00

### Job Description

**Psychologists** study mental processes and human behavior by observing, interpreting, and recording how people and other animals relate to one another and the environment. To do this, psychologists often look for patterns that will help them understand and predict behavior using scientific methods, principles, or procedures to test their ideas. Clinical, Counseling and School Psychologists diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. They may design and implement behavior modification programs.

### Examinations and Fees

Criminal Background fees (2 checks)	\$25.00 and \$13.25
Written examination fee - EPPP	\$650.00 (\$600.00 service plus \$50.00 administration)
Oral examination fees (Certification fee and Pro-Rated Licensure fee)	
Certification fee	\$200.00
Licensure Prorated fee	\$117.50 (January)
	\$ 58.75 (April)
	\$235.00 (July)
	\$176.25 (October)
Renewal fee	\$235.00 per year

## **Arkansas Psychology Board Psychologist (Cont.)**

### **Requirements**

1. Must have a Doctoral degree in Psychology or a closely related field.
2. Must have 2,000 hours of internship experience and 2,000 hours of post-doc experience.
3. Must pass written and oral exams.
4. Must have a criminal background check.

**Number of Licenses:** 601 active licenses in 2018



**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing**

1515 West 7<sup>th</sup>, Suite 505  
Little Rock, Arkansas 72201

Or

P.O. Box 3076  
Little Rock, Arkansas 72203

Telephone: (501) 682-1467

Fax: (501) 682-5273

E-mail: [racing@dfa.arkansas.gov](mailto:racing@dfa.arkansas.gov)

Website: <http://www.dfa.arkansas.gov/racing-commission>

**CLERK OF SCALES**

O\*NET CODE 27-2023.00

**Job Description**

The **Clerk of Scales** weighs the greyhounds in and out and must post the accurate weights of each on the weight board. The official scale must be calibrated by a duly authorized State official. The established racing weight, pre-post weight and the track weight must be posted or announced as public information. The clerk of scales records and publishes any overweight or variance from the weight appearing on the weight sheet. Also, the clerk of scales reports any infraction of the rules on weighing to the presiding judges.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 years

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and must have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**COMMISSION JUDGE**

O\*NET CODE 27-2023.00

**Job Description**

On each race day, the **Commission Judge** must report to the racetrack office no later than 30 minutes before weighing-in time to perform his assigned duties. The commission judge approves the presiding judge's decision on which greyhound wins the race and which are assigned to the respective places after the winner is determined. If either the commission judge or the presiding judge requests a photograph to determine the winning greyhound, the race results cannot be posted until the photo is examined. However, if a winner is determined and a photo is needed to determine subsequent places, the winner can be posted. Both the commission judge and the presiding judge must determine a first, second, and third place before the race is declared official. In addition, the commission judge and the presiding judge note any corrupt racing transactions that may be reported. The commission judge supervises the conduct of the racing officials and reports any infractions to the Racing Commission. He must attend all races and official schooling races.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing**  
**Commission Judge (Cont.)**

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**COMMISSION VETERINARIAN**

O\*NET CODE 29-1131.00

**Job Description**

The Commission appoints and employs a **Commission Veterinarian** to serve at each track during the race meeting. The commission veterinarian must be licensed to practice veterinary medicine under the Arkansas law and be in good standing. He, and/or his assistant, must be on the grounds at pre-post weighing-in time and during all racing hours. His duties include obtaining saliva, excretions, or other body fluids from the greyhounds and making tests or examinations as required by the officials and the Commission. He must examine and inspect all greyhounds while in the show paddock before they are taken to the track. The commission veterinarian performs regular veterinary duties as required.

**Examinations and Fees**

No fees are paid to the Racing Commission.

**Requirements**

Must meet all requirements and be licensed to practice veterinary medicine in the State of Arkansas.

**GREYHOUND HELPER**

O\*NET CODE 39-2011.00

**Job Description**

Under the direct supervision of a qualified greyhound trainer, **Greyhound Helpers** study past performance records, observe dogs during workouts, and utilize knowledge of training methods to plan a training schedule based on disposition of each dog. They condition dogs for competitive racing through an exercise and workout program. They enter dogs in training races to familiarize them with starting gate and racing procedures. They clock dogs during workouts to determine when they are ready for official races. They instruct assistants and handlers on handling specific dogs before a race. They also direct workers in exercising, grooming, and feeding dogs. They may train dogs as a member of a large kennel, or work for an independent operator.

**Examinations and Fees**

Written and oral examinations. Examinations are not usually given in this state since examination scores from other states are acceptable.

No License fees

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing (Cont.)**

**GREYHOUND LEAD-OUT**

O\*NET CODE 39-2021.00

**Job Description**

**Lead-outs** are individuals employed by the franchise holder to lead greyhounds from the paddock to the starting gate. Owners, trainers, or attendants cannot lead their greyhounds from the paddock to the post. Lead-outs must present a neat appearance, conduct themselves in an orderly manner, and wear a clean uniform that is provided by the franchise holder. The lead-out puts his greyhound in its proper box before a race and retires to an assigned place that is close to the finish line. He may not go onto the track until the greyhounds have passed the finish line. Lead-outs are not permitted to hold any interest in the greyhound racing for the franchise holder. The paddock judge assigns the lead-outs to post position by lot, before each race. Lead-outs are prohibited from conversing with the public or each other in the paddock, while in route to the starting post, or while returning to the paddock. Lead-outs cannot smoke while in uniform or on duty.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**GREYHOUND OWNER**

O\*NET CODE 39-1021.00

**Job Description**

**Greyhound Owners** enter their greyhounds in competition at racetracks. Owners may race greyhounds under a kennel name. Owners are expected to retire greyhounds off form, or in poor condition.

**Examinations and Fees**

License fee	\$60.00
Renewal fee	\$60.00 per year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**MUTUEL CLERK**

O\*NET CODE 43-3041.00

**Job Description**

**Mutuel Clerks** sell, check and cash mutuel tickets at a racetrack. They read the entry numbers of specific

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing**  
**Mutuel Clerk (Cont.)**

entries in designated races. They then depress the corresponding numbered key of the ticket dispensing machine that automatically ejects tickets requested by patrons. They accept money and make change. They pay winnings to patrons. They may summon security personnel to apprehend persons attempting to cash fraudulent tickets and direct patrons to the information clerk-cashier or supervisory personnel to resolve questions of ticket validity. In addition, they requisition additional cash as required. They are responsible for making up any cash outages.

**Examinations and Fees**

No examination required. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
2. Must be at least 18 years of age.
3. Must not have been convicted of a crime, excluding minor traffic offenses.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**MUTUELS DIRECTOR**

O\*NET CODE 11-1021.00

**Job Description**

The **Director of Mutuels** makes decisions about all operational emergencies in the parimutuel department that are not covered by the rules of racing. Before each race, the racing secretary advises the Director of Mutuels of all greyhounds scheduled to compete. If less than six interests qualify greyhounds to start in a race, the Director of Mutuels may prohibit show wagering in the race. If less than five interests qualify greyhounds, both show and place wagering may be prohibited. All wagering may be prohibited if less than three interests qualify greyhounds for the start. The Director of Mutuels furnishes a copy of all "take-off sheets" of the mutuels to the Commission's auditor after each race.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**PADDOCK JUDGE**

O\*NET CODE 27-2023.00

**Job Description**

The **Paddock Judge** unlocks the kennels immediately before weighing-in time to insure that they are in perfect repair and contain nothing that a greyhound could consume prior to the race. He insures that all kennels are sprayed, disinfected, and kept in a sanitary condition. He receives the greyhounds from the owner(s) one at a

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing**  
**Paddock Judge (Cont.)**

time and places each in its proper kennel. Paddock judges guard the kennels until all greyhounds are removed for the last race. The commission veterinarian supervises the paddock judges.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**PRESIDING JUDGE**

O\*NET CODE 27-2023.00

**Job Description**

On each race day, the **Presiding Judge** must report to the racetrack office no later than 30 minutes before weighing-in time to perform his assigned duties. With the approval of the commission judge, the presiding judge decides which greyhound wins the race and which are assigned to the respective places after the winner is determined. If either the commission or the presiding judge requests a photograph to determine the winning greyhound, the race results cannot be posted until the photo is examined. However, if a winner is determined and a photo is needed to determine subsequent places, the winner can be posted. Both judges must determine a first, second, and third place before the race is declared official. The presiding judge oversees the weighing of greyhounds and may order a weighing at any period from the time entered until post time. If a greyhound consistently loses weight in excess of one and one-half pounds while in lock-out kennels, the presiding judge may allow the greyhound to race after consulting with the State Veterinarian to determine that the weight loss does not impair its racing condition. The presiding judge may provide a written request or written consent to change the established racing weight of a greyhound after considering specified criteria. In addition, the presiding judge and the commission judge note corrupt racing transactions that may be reported.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00	Renewal fee	\$15.00 per 3 year
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**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing (Cont.)**

**RACETRACK EMPLOYEE**

O\*NET CODE 39-3099.00

**Job Description**

**Racetrack Employee** includes many occupations. These persons are employed at the Horse Racetrack and Dog Racetrack. The positions are in the following departments: Administrative, Guest Relations, Food Services, Maintenance, Security, Media Relations, and Backstretch. The occupations include, but are not limited to: Handicapper, Jockey Room Custodian, Outriders, Receiving Barn Custodian, Stable Attendant, Pony Person, and Horse Identifier. Some occupations require additional licenses or specialized training and are listed separately in this directory. For other occupations included under Racetrack Employee, contact the Arkansas Racing Commission.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
2. Must be at least 16 years of age.
3. Must not have been convicted of a crime, excluding minor traffic offenses.
4. Must not be habitually intoxicated or addicted to drugs. The Commission and the Stewards may order that any person be tested for illegal drug usage at the time they apply for a license.
5. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**RACING DIRECTOR**

O\*NET CODE 27-2023.00

**Job Description**

The **Director of Racing** addresses all questions pertaining to racing. The orders of the Board of Judges (Director of Racing, Presiding Judge and Commission Judge) supersede the orders of all other racing officials during the race meeting. If the Director of Racing fails to reach a decision on a particular issue within 24 hours, the question or case is reported to the Board of Judges for appropriate action. In addition to supervising all track officials, the Director of Racing has general supervision over the owners, trainers, grooms, and other persons attending the greyhounds. He has control and free access to all stands, weighing rooms, enclosures, and other areas being used for racing activities. He may order that a greyhound be examined before or after a race as deemed necessary.

**Examinations and Fees**

No examinations	
License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing (Cont.)**

**RACING SECRETARY**

O\*NET CODE 27-2023.00

**Job Description**

The **Racing Secretary** discharges all duties whether expressed or required by the Racing Rules and reports to the Director of Racing all violations of these rules or the regulations of the course. The Racing Secretary keeps complete records of all races, receives all stakes, entrance monies, arrears and forfeitures, and pays over all monies he collects to those officers or persons entitled to payment. The Racing Secretary inspects owner and trainer licenses and other documents dealing with owners and trainers, partnership agreements, appointment of authorized agents, and adoption of kennel names. He may demand that such documents are produced to verify authenticity. He also insures compliance of the Commission's rules and makes all papers available to the commission judge at all times. He insures that the condition of all races does not conflict with the rules of racing.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**STARTER**

O\*NET CODE 27-2023.00

**Job Description**

The **Starter** is responsible for dispatching the entries in each race. He gives orders and takes all necessary measures to secure a fair start that complies with the rules of racing. The greyhounds start from a starting device approved by the Commission. The starter reports the causes for a race delay to the presiding judge. After consulting with the starter, the presiding judge decides if a mechanical failure prevented the greyhounds from a fair start.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Greyhound Racing (Cont.)**

**TRACK SUPERINTENDENT**

O\*NET CODES 11-1021.00

**Job Description**

**Track Superintendents** are responsible for the upkeep and overall maintenance of the track to insure its preparedness for training and racing. They exercise control over the course as needed to protect its condition and the rights of all parties entitled to its use. They are responsible for maintaining the sanitary conditions at the track. They also preserve order, enforce decorum, and prevent illegal activities at the track.

**Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$15.00
Renewal fee	\$15.00 per 3 year

**Requirements**

1. Application must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**TRAINER**

O\*NET CODE 39-2011.00

**Job Description**

**Greyhound Trainers** study past performance records, observe dogs during workouts, and utilize knowledge of training methods to plan a training schedule based on disposition of each dog. They condition dogs for competitive racing through an exercise and workout program. They enter dogs in training races to familiarize them with starting gate and racing procedures. They clock dogs during workouts to determine when they are ready for official races. They instruct assistant trainers and handlers on handling specific dogs before a race. They also direct workers in exercising, grooming, and feeding the dogs. They may train dogs as an independent operator and advise owners on purchasing dogs.

**Examinations and Fees**

Written and oral examinations. Examinations are not usually given in this state since examination scores from other states are acceptable.

License fee:	\$55.00
Renewal fee:	\$55.00 per year

**Requirements**

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must declare ownership or interest in any greyhound.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.
8. Application must be approved by the Director of Racing prior to issuance by Commission.



**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Thoroughbreds**

1515 West 7<sup>th</sup>, Suite 505  
Little Rock, Arkansas 72201

Or

P.O. Box 3076  
Little Rock, Arkansas 72203

Telephone: (501) 682-1467

Fax: (501) 682-5273

E-mail: [racing@dfa.arkansas.gov](mailto:racing@dfa.arkansas.gov)

Website: [www.dfa.arkansas.gov/racing-commission](http://www.dfa.arkansas.gov/racing-commission)

**CLERK OF SCALES**

O\*NET CODE 27-2023.00

**Job Description**

**Clerks of Scales** weigh all jockeys out and in. They record and publish on the notice Board any overweight or any change of jockey, weight or racing colors as compared with those stated on the official program, and promptly supply all proper racing officials with all pertinent changes. They promptly report to the Stewards any infraction of the Rules with respect to weight, weighing or riding equipment. They are responsible for the completion of all data required on the Scale Sheet, and submit that data to the Horsemen's Bookkeeper after the running of each race.

**Examinations and Fees**

No examinations required. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

**Requirements**

1. Application must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**COMMISSION CLOCKER**

O\*NET CODE 27-2023.00

**Job Description**

**Commission Clockers** and their assistants are responsible for recording official workouts each day. Official workouts that are not reported in *The Daily Racing Form* are tabulated by the commission clocker and posted for public viewing in a conspicuous place.

**Examinations and Fees**

No examinations required. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

**Requirements**

1. Must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must have not been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice that is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

# Arkansas State Racing Commission

## Arkansas Department of Finance and Administration

### Thoroughbreds (Cont.)

#### COMMISSION VETERINARIAN

O\*NET CODE 29-1131.00

##### Job Description

The **Commission Veterinarian** is appointed by the Racing Commission and is a veterinarian licensed to practice under the laws of Arkansas and be in good standing. The Commission Veterinarian is on the grounds at pre-post weighing in time and during all racing hours. The Commission Veterinarian is prohibited, except in emergency situations, from practicing veterinary medicine on any horse owned, leased or otherwise controlled by a licensed owner or trainer at Oaklawn Park. This prohibition applies to all horses, whether they are housed on the track or elsewhere. The Commission Veterinarian obtains saliva and/or body fluids from designated race horses and does examinations and tests on the horses, when it is required by the racing officials and the Racing Commission.

##### Examinations and Fees

No fees are paid to the Racing Commission.

##### Requirements

Must meet all requirements and be licensed to practice veterinary medicine in the State of Arkansas.

#### HORSE OWNER

O\*NET CODE 39-1021.00

##### Job Description

**Horse Owners** enter their horses in competition at racetracks. "Owner" is a person who holds any title, right or interest, whole or partial in a horse, including the lessee and lessor of a horse. Each owner shall register with the Racing Secretary each thoroughbred horse owned by him giving the names, color, sex, age, breeding, authorized agent and trainer, weight and characteristic markings, scars and other identification features.

##### Examinations and Fees

License fee	\$60.00
Renewal fee	\$60.00 per year

##### Requirements

1. Must not own, operate, or have an interest in any bookmaking or pool-selling activity or any other practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.
2. Must not have been convicted of a crime, excluding minor traffic offenses.
3. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must disclose the true ownership or interest in any thoroughbred house.
6. Must not make misrepresentations or false statements on application for a license.
7. Must be at least 16 years of age.

#### HORSESHOER

O\*NET CODE 39-2021.00

##### Job Description

**Horseshoers** remove worn or defective shoes from hooves using nail snippers and pincers. They examine hooves to detect bruises and cracks, determine required trimming, and trim and shape hooves using knives and snippers. They measure hooves using calipers and steel tape and select aluminum or steel shoes to match the hoof measurement and usage. They also place leather pads, sponges, or oakum-pine tar mixtures on bruised or cracked hooves for protection. They shape shoes to fit hooves using swage, forge, and hammer. They nail shoes to hooves and file hooves flush with shoe.

##### Examinations and Fees

Written, oral, and practical examination may be required to show proof of qualifications to the Stewards.

License fee	\$35.00
Renewal fee	\$35.00 per year

##### Requirements

Application must be approved by the Stewards.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Thoroughbreds (Cont.)**

**JOCKEY**

O\*NET CODE 27-2021.00

**Job Description**

**Jockeys** ride racehorses at the racetrack. They confer with the training personnel to plan the race strategy based on the abilities and peculiarities of all the horses in the competition. They mount the horse in the paddock area after weighing in, ride the horse to a specified stall in the starting gate, and ride from the starting gate to the finish line. After the race, they talk with training personnel to analyze the horse's performance.

**Examinations and Fees**

No examinations.  
License fee \$55.00  
Renewal fee \$55.00 per year

**Requirements**

1. Must be at least 18 years of age, unless previously licensed.
2. Must not be an owner or part owner of any horse racing in Arkansas.
3. Application must be approved by the Stewards.
4. New jockeys must provide recommendations from the starter, outriders, trainers and other jockeys.

**JOCKEY AGENT**

O\*NET CODE 13-1011.00

**Job Description**

**Jockey Agents** contact riders to ascertain dates they are available for hire. They confer with the trainers of horses scheduled to race and inform them of rider availability. They notify the riders of contracted engagements. They may also notify riders when to report to trainers for briefings on a horse's temperament, behavior, and other pertinent riding instructions.

**Examinations and Fees**

No examinations  
License fee \$55.00  
Renewal fee \$55.00 per year

**Requirements**

New applicants must show proof of qualifications to the stewards.

**JOCKEY APPRENTICE**

O\*NET CODE 27-2021.00

**Job Description**

Under the supervision of a trainer, **Apprentice Jockeys** ride racehorses at the racetrack. They confer with the training personnel to plan the race strategy based on the abilities and peculiarities of all the horses in the competition. They mount the horse in the paddock area after weighing in, ride the horse to a specified stall in the starting gate, and ride from the starting gate to the finish line. After the race, they talk with training personnel to analyze the horse's performance.

**Examinations and Fees**

No examinations.  
License fee \$55.00  
Renewal fee \$55.00 per year

**Requirements**

1. Must be at least 18 years of age.
2. Must pass a physical examination and have a minimum of 20/20 vision acuity or corrected as certified by a licensed professional.
3. Must have at least two years of experience in various capacities of horsemanship on the backstretch of a racetrack and/or a horse farm, the past one year of which has been as a licensed exercise rider at a recognized pari-mutuel racing facility, or the equivalent.
4. For a regular apprentice license to be issued, applicant must have ridden in an adequate number of races, and the stewards must be satisfied that the applicant has demonstrated competence in his/her abilities.
5. Application must be approved by the Stewards.

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Thoroughbreds (Cont.)**

**MUTUEL CLERK**

O\*NET CODE 43-3041.00

**Job Description**

**Mutuel Clerks** sell, check and cash mutuel tickets at a racetrack. They read the entry numbers of specific entries in designated races. They then depress the corresponding numbered key of the ticket dispensing machine that automatically ejects tickets requested by patrons. They accept money and make change. They pay winnings to patrons. They may summon security personnel to apprehend persons attempting to cash fraudulent tickets and direct patrons to the information clerk-cashier or supervisory personnel to resolve questions of ticket validity. In addition, they requisition additional cash as required. They are responsible for making up any cash outages.

**Examinations and Fees**

No examination required. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

**Requirements**

1. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
2. Must be at least 18 years of age.
3. Must not have been convicted of a crime, excluding minor traffic offenses.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**PADDOCK JUDGE**

O\*NET CODE 27-2023.00

**Job Description**

**Paddock Judges** schedule the arrival of horses and riders in the paddock area prior to each race. They examine the horse's equipment and the rider's attire to ensure compliance with the racing specifications. They may order equipment changes to make the horse and rider conform to the racing rules. They tell the riders to mount and dismount and signal the winning horse and rider to the winner's circle. They report all delays and equipment changes to the stewards. In addition, they examine credentials of all persons entering the paddock area.

**Examinations and Fees**

No examinations. Qualifications are determined from applications and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

**Requirements**

1. Applications must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

# Arkansas State Racing Commission

## Arkansas Department of Finance and Administration

### Thoroughbreds (Cont.)

#### **PLACING JUDGE**

O\*NET CODE 27-2023.00

##### **Job Description**

**Placing Judges** watch the race from an elevated stand at the finish line to place and record the order in which the horses finish. When the judges' opinions differ, the majority opinion prevails, and they must decide as promptly as possible. When it is impossible to determine the winning horses, the placing judges must rely on pictures from the finish camera. When making their decision, the placing judges consider only the relative position of the horses' noses. No decisions can be changed after the "official" sign has been displayed. Placing judges file a copy of the official placement of the first five horses in each daily race with the Commission and supply other officials with racing information as required by the franchise holder.

##### **Examinations and Fees**

No examinations. Qualifications are determined from applications and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

##### **Requirements**

1. Applications must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

#### **RACETRACK EMPLOYEE**

O\*NET CODE 39-3099.00

##### **Job Description**

**Racetrack Employee** includes many occupations. These persons are employed at the Horse Racetrack and Dog Racetrack. The positions are in the following departments: Administrative, Guest Relations, Food Services, Maintenance, Security, Media Relations, and Backstretch. The occupations include, but are not limited to: Handicapper, Jockey Room Custodian, Outriders, Receiving Barn Custodian, Stable Attendant, Pony Person, and Horse Identifier. Some occupations require additional licenses or specialized training and are listed separately in this directory. For other occupations included under Racetrack Employee, contact the Arkansas Racing Commission.

##### **Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

##### **Requirements**

1. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
2. Must be at least 16 years of age.
3. Must not have been convicted of a crime, excluding minor traffic offenses.
4. Must not be habitually intoxicated or addicted to drugs. The Commission and the Stewards may order that any person be tested for illegal drug usage at the time they apply for a license.
5. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

# Arkansas State Racing Commission

## Arkansas Department of Finance and Administration

### Thoroughbreds (Cont.)

#### **RACING AGENT**

O\*NET CODE 13-1011.00

##### **Job Description**

**Racing Agents** act for owners and trainers in matters of racing interests. The racing agent is named in a document that is signed by the owner or trainer and filed with the racing commission. If an agent represents more than one owner or trainer, he must file a separate application for each.

##### **Examinations and Fees**

License fees \$38.00 for each owner or trainer represented per year.

##### **Requirements**

1. Must meet all requirements listed in the Arkansas State Racing Commission Rules and Regulations.
2. Must be approved by the stewards.

#### **RACING SECRETARY, HANDICAPPER**

O\*NET CODE 27-2023.00

##### **Job Description**

**Racing Secretaries** compile an official program for each racing day, which states the time fixed for the first race and gives the names of the horses which are to run in each of the races of the day. The program indicates the order in which each race is to be run, the purse conditions, the jockey of each horse, each owner's racing colors, the weight assigned to each horse and each horse's name, number, post position, color, sex, age and breeding. The **Handicapper**, who may be the Racing Secretary, assigns the weights to be carried by each horse in a handicap.

##### **Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License and Renewal fee (per year) \$5.00

##### **Requirements**

1. Application must be approved by the stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must not have been convicted of a crime, excluding minor traffic offenses.
4. Must not be habitually intoxicated or addicted to drugs.
5. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

#### **STARTER**

O\*NET CODE 27-2023.00

##### **Job Description**

**Horse Race Starters** evaluate performances and training records and observe horses' behavior to determine entry sequences. They direct the horses and riders into the starting gate according to the planned sequence and stall numbers. In addition, they direct track personnel to assist the rider when a horse refuses to enter the starting gate. They are also required to report any undue delays to the racing officials. They press the button to open the gate when the horses are aligned, and may recommend the removal of any horse unfit to start a race. They may, on occasion, schedule morning workouts for horses. Horse race starters must be familiar with starting gate procedures.

##### **Examinations and Fees**

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person to show proof of qualifications.

License and Renewal fee (per year) \$5.00

**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Thoroughbreds**  
**Starter (Cont.)**

**Requirements**

1. Applicant must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

**STEWARD**

O\*NET CODE 27-2023.00

**Job Description**

**Stewards** shall have the power to interpret the rules and decide on all questions not specifically covered by them. In matters of racing, the orders of the stewards supersede the orders of the officers and directors of the franchise holder. Stewards have full power to regulate and govern the conduct of all racing officials, owners, trainers, jockeys, grooms, and other persons attending the horses before, during, and after races. They report any infractions of the rules to the Commission. The stewards investigate and render a decision in every protest made to them with the Commission.

**Examinations and Fees**

Written and Oral Examinations required

License fee \$5.00

**Requirements**

1. Must have at least three years (an average of 75 live race dates per year) of experience as a licensed racing official, (i.e., Racing Secretary, Patrol Judge, Paddock Judge, Clerk of Scales, Starter, Placing Judge or other racing official as designated by the Racing Commission).  
Or  
Must have at least five years (an average of 100 starts per year) of experience in the pari-mutuel horse racing industry as a licensed trainer or jockey, with two years (an average of 75 live race dates per year) of experience as a licensed racing official.  
Or  
Must have at least ten years of experience in the pari-mutuel horse racing industry as a licensed owner, whose experience, knowledge, ability and integrity relative to the industry are deemed sufficient by the Racing Commission, with two years (an average of 75 live race dates per year) of experience as a licensed racing official.  
Or  
Must be presently employed as a Steward for a length of time in the opinion of the Racing Commission to otherwise meet the experience requirements deemed necessary by the Racing Commission for the Steward position.  
Or  
Must have experience in the horse racing industry in a position or positions and for a length of time sufficient, in the opinion of the Racing Commission, to otherwise satisfy the experience requirements deemed necessary by the Racing Commission for the Steward position.
2. Persons with five years (an average of 75 race days per year) of experience as a licensed Steward need only attend a short course (of at least two days or 16 hours) given by an accredited Stewards' school, and pass the standard written and oral examinations.  
Or  
Persons with less experience must complete a course of at least seven days or 60 hours and pass the standard written and oral examinations.

# Arkansas State Racing Commission

## Arkansas Department of Finance and Administration

### Thoroughbreds (Cont.)

#### TRACK SUPERINTENDENT

O\*NET CODES 11-1021.00

##### Job Description

**Track Superintendents** are responsible for the upkeep and overall maintenance of the track to insure its preparedness for training and racing. They exercise control over the course as needed to protect its condition and the rights of all parties entitled to its use. They are responsible for maintaining the sanitary conditions at the track. They also preserve order, enforce decorum, and prevent illegal activities at the track.

##### Examinations and Fees

No examinations. Qualifications are determined from application and employer endorsements. Commission may require applicant and endorsers to appear in person and show proof of qualifications.

License fee	\$5.00
Renewal fee	\$5.00 per year

##### Requirements

1. Application must be approved by the Stewards.
2. Must be qualified as to ability and integrity of license sought and have the endorsement of employer.
3. Must be at least 16 years of age.
4. Must not have been convicted of a crime, excluding minor traffic offenses.
5. Must not be habitually intoxicated or addicted to drugs.
6. Must not be engaged in any activity or practice which is illegal, undesirable, or detrimental to the best interest of the public and the sport of racing.

#### TRACK VETERINARIAN

O\*NET CODE 29-1131.00

##### Job Description

The **Track Veterinarian** shall be on the grounds at pre-post weighing in time and during all racing hours. The Track Veterinarian shall, in general, familiarize himself/herself with the racing conditions of all entrants, and if, in the Track Veterinarian's opinion, any entrant is not in condition to race, the Track Veterinarian shall notify the Stewards and the Racing Secretary at least one hour before the start of the race of the day. The Track Veterinarian shall be present in the paddock before each race, and shall inspect each entrant. If, in the Track Veterinarian's opinion, any entrant is not in condition to compete in the race, the Track Veterinarian shall immediately notify the Stewards.

##### Examinations and Fees

License fee	\$45.00
Renewal fee	\$45.00 per year

##### Requirements

Must meet all requirements and be licensed to practice veterinary medicine in the State of Arkansas.

#### TRAINER

O\*NET CODE 39-2011.00

##### Job Description

**Horse Trainers** study past performance records, observe horses during workouts, and utilize knowledge of training methods to plan a training schedule based on peculiarities of each horse. They condition horses for competitive racing through an exercise and workout program and enter horses in training races to familiarize them with starting gate and racing procedures. They clock horses during workouts to determine when they are ready for official races and instruct jockeys on handling specific horses during a race. They also direct workers in exercising, grooming, and feeding the horses. They may train horses as an independent operator and advise owners on purchasing horses. Trainers may also represent owners in the matter of entries, declarations and the employment of jockeys. The trainer is responsible for, and is the absolute insurer of, the condition of an entry he enters regardless of the acts of third parties.

##### Examinations and Fees

Written and oral examinations required, unless licensee has valid license from another racing jurisdiction and is in good standing in all racing jurisdictions.



**Arkansas State Racing Commission**  
**Arkansas Department of Finance and Administration**  
**Thoroughbreds**  
**Trainer(Cont.)**

License fee	\$55.00
Renewal fee	\$55.00 per year

**Requirements**

1. Application must be approved by the Stewards.
2. Must have Workman's Compensation Insurance or other insurance that covers on-the-job injuries.

**TRAINER ASSISTANT**

O\*NET CODE 39-2011.00

**Job Description**

Under the direct supervision of a qualified horse trainer, **Assistant Horse Trainers** study past performance records, observe horses during workouts, and use knowledge of training methods to plan a training schedule based on disposition of each horse. They condition horses for competitive racing through an exercise and workout program and enter horses in training races to familiarize them with starting gate and racing procedures. They clock horses during workouts to determine when they are ready for official races and instruct jockeys on handling specific horses during a race. They also direct workers in exercising, grooming, and feeding the horses. They may train horses as a member of a large stable, or work for an independent operator.

**Examinations and Fees**

Written and oral examinations	
License fee	\$55.00
Renewal fee	\$55.00 per year

**Requirements**

Application must be approved by the Stewards.

## Arkansas Real Estate Commission

612 South Summit Street  
Little Rock, Arkansas 72201-4740  
Telephone: (501) 683-8010  
Fax: (501) 683-8020  
E-mail: gary.isom@arkansas.gov  
Website: www.arec.arkansas.gov

### REAL ESTATE BROKER

O\*NET CODE 41-9021.00

#### Job Description

**Real Estate Brokers** represent clients who want to buy, sell, lease real estate or have their rental property managed by a broker. Brokers can be involved with many aspects of the sale and rental of all types of real property including but not limited to residential, commercial, industrial, agricultural, farm or recreational properties. Each real estate firm must have a Principal Broker, or Designated Executive Broker responsible for supervision of the persons licensed with the firm. Some offices have Executive Brokers who assist the Principal Broker in the supervision of the licensees associated with the firm.

#### Examinations and Fees

Examination	\$75.00
Application fee	\$50.00
Annual license fee	\$80.00
Recovery fund fee	\$25.00 (if not previously paid when the Broker obtained a Salesperson's license)
State criminal background check	\$22.00
Federal criminal background check	\$14.25

#### Requirements

1. Must be at least 18 years old.
2. Must successfully complete 60 classroom hours of real estate education, of which 45 hours must be the commission developed Broker Pre-License Education course from an accredited postsecondary school or a school or organization licensed by the Arkansas Real Estate Commission, within 36 months immediately preceding the date of application to take the broker's exam.
3. Must have been licensed as an active real estate salesperson or broker for a period of not less than 24 months within the previous 48 month period immediately preceding the date of application. (Other experience may be acceptable.)
4. Must pass the licensure examination.
5. Must complete federal and state criminal background checks.
6. Must submit the proper application forms and fees to the Arkansas Real Estate Commission no later than ninety days after passing the examination.

**Number of Licenses:** 4,352 active licenses in 2019

### REAL ESTATE SALESPERSON

O\*NET CODE 41-9022.00

#### Job Description

**Real Estate Salespersons acting in a sub-agency capacity to a Principal Broker** represent clients who want to buy, sell, lease real estate or have rental property managed by a brokerage firm. Salespersons are supervised by Brokers to perform real estate brokerage activities. Real Estate Salespersons may enter into listing agreements for the sale of real property, enter into buyer representation agreements and manage rental property. While salespersons often specialize in a particular type of property such as residential, commercial, industrial, agricultural, farm, recreational or rentals, no additional licensure is required for those specialized areas.

#### Examinations and Fees

Examination	\$75.00
Application fee	\$50.00
Annual license fee	\$60.00
Recovery fund fee	\$25.00
State criminal background check	\$22.00
Federal criminal background check	\$14.25

## Arkansas Real Estate Commission Real Estate Salesperson (Cont.)

### Requirements

1. Must be at least 18 years old.
2. Must successfully complete 60 classroom hours of real estate education, 30 of which must be in basic principles of real estate, from an accredited postsecondary school or a school or organization licensed by the Arkansas Real Estate Commission.
3. Must pass the licensure examination.
4. Must complete federal and state criminal background checks.
5. Must submit the proper forms and fees to the Arkansas Real Estate Commission no later than ninety days after passing the examination.

**Number of Licenses:** 8,794 active licenses in 2019

## REAL ESTATE PRINCIPAL INSTRUCTOR

O\*NET CODE 25-1194.00

### Job Description

**Real Estate Principal Instructor** is a person who is responsible for approval and delivery of the education courses at a licensed real estate school and for compliance with rules enacted by the Commission. A Principal Instructor may contract with or employ an associate instructor or guest speaker; supervise an associate instructor or guest speaker; submit an education course to the Commission for approval; advertise as being engaged in the business of offering real estate education courses and charge tuition and fees for real estate education courses. The Principal Instructor may teach real estate courses that satisfy the education requirements for obtaining and maintaining an Arkansas real estate license.

### Fees

Application fee	\$250.00
Annual license fee	\$150.00

### Requirements

1. Must be at least 21 years old.
2. Completion of not less than a high school diploma or GED.
3. Has successfully completed real estate education requirements for courses to be taught
4. Has in real estate five years of work experience within the immediately preceding six years.
5. Hold and maintain a current active Arkansas Real Estate Broker License
6. Has no record of unprofessional conduct
7. Shows evidence of a reputation of honesty, trustworthiness, and integrity sufficient to safeguard the interest of the public.

**Number of Licenses:** 26 active licenses in 2019

## REAL ESTATE ASSOCIATE INSTRUCTOR

O\*NET CODE 25-1194.00

### Job Description

**Real Estate Associate Instructor** is a person who teaches real estate courses that satisfy the education requirements for obtaining and maintaining an Arkansas real estate license. The Associate Instructor must be under the supervision of an Administrator or Principal Instructor.

### Fees

Application fee	\$200.00
Annual license fee	\$100.00

### Requirements

1. Must be at least 21 years old.
2. Completion of not less than a high school diploma or GED.
3. Has successfully completed real estate education requirements for courses to be taught
4. Has in real estate five years of work experience within the immediately preceding six years.
5. Hold and maintain a current active Arkansas Real Estate Broker License
6. Has no record of unprofessional conduct
7. Shows evidence of a reputation of honesty, trustworthiness, and integrity sufficient to safeguard the interest of the public.

## Arkansas Real Estate Commission Real Estate Associate Instructor (Cont.)

**Number of Licenses:** 49 active licenses in 2019

### REAL ESTATE ASSOCIATION ADMINISTRATOR

O\*NET CODE 25-9031.00

#### **Job Description**

**Real Estate Association Administrator** is a person employed by a real estate trade or professional association licensed by the Arkansas Real Estate Commission to offer approved real estate education that satisfies the educational requirements for obtaining and maintaining an Arkansas real estate license. The Association Administrator is responsible for the approval and delivery of education courses at a licensed association and for compliance with rules enacted by the Commission.

#### **Fees**

Application fee	\$200.00
Annual license fee	\$100.00

#### **Requirements**

1. Must be at least 21 years old.
2. Has attended annual Educator Retreat Workshops held by the Commission and other semi-annual Instructor training Workshops

**Number of Licenses:** 1 active license in 2019

# Arkansas State Board of Registered Professional Sanitarians

Website: <http://www.healthy.arkansas.gov/programs-services/topics/arkansas-state-board-of-registered-sanitarians>

## **SANITARIAN**

O\*NET CODE 19-4091.00

### **Job Description**

**Sanitarians** apply technical and practical knowledge to solving problems of a sanitary and public health nature. They develop environmental health programs, conduct public training sessions, and investigate public health complaints. Sanitarians set and evaluate health and sanitation standards for private, public, community, and industrial settings in regard to food processing, solid waste disposal, sewage treatment, and water supplies. They evaluate existing programs and recommend and oversee improvements.

### **Examinations and Fees**

Written examination	
Application fee	\$20.00
Registration fee (first year)	\$10.00
Registration fee (subsequent years)	\$20.00
Registration fee (Reciprocity)	\$10.00

### **Requirements**

1. Must be a United States citizen.
2. Must be of good moral character.
3. Must have a Bachelor or Master of Public Health degree with specialization in sanitary sciences from an approved school of public health.
  - a. Or
  - b. Be a college graduate in one of the natural sciences (biology, chemistry, physics, math, earth and/or geology) or engineering, with a minimum of 30 semester hours or its equivalent in these subjects, plus one year's experience in environmental sanitation or approved training courses.
4. Any person meeting the educational qualifications, but who does not meet the experience requirements, may make application to the Board to become a "Sanitarian-In-Training".
5. Written examination required.

#### Reciprocity Requirements:

1. Must be of good moral character.
2. Must have at least 2 years of experience in the field of environmental sanitation.
3. Must be registered as a sanitarian in a state in which the qualifications for registration are not lower than the qualifications for registration in Arkansas at the time of application for registration.
4. Written examination not required.

**Number of Licenses:** 133 active registrants in 2019

## Office of the Secretary of State

500 Woodlane State Capitol, Suite 256  
Little Rock, Arkansas 72201  
Telephone: (501) 682-1010  
Fax: (501) 682-3408  
Website: [www.sos.arkansas.gov](http://www.sos.arkansas.gov)

### LOBBYIST

O\*NET CODE 27-3031.00

#### Job Description

A **Lobbyist** is a person who receives or expends four hundred dollars (\$400.00) or more in a calendar quarter for purposes of communicating directly or soliciting others to communicate with any public servant with the purpose of influencing legislative action or administrative action. The term public servant includes all public officials (i.e., legislators or other persons holding elective office), public employees (i.e. individuals employed by a governmental body), and public appointees (i.e., individuals appointed to a governmental body).

#### Examinations and Fees

None

#### Requirements

1. A lobbyist shall register online no later than 5 days after beginning lobbying.
2. Each registered lobbyist shall re-register by January 15 each year.
3. Must file online activity reports (monthly when in legislative session; otherwise, quarterly).  
All accounts, bills, receipts and any other documents needed to substantiate these reports must be held for 4 years and must be made available upon request for inspection by the Ethics Commission.

**Number of Licenses:** 352 active licenses in 2019

## Office of the Secretary of State Business and Commercial Services Division

1401 West Capitol, Suite 250  
Little Rock, Arkansas 72201-1094  
Telephone: (501) 682-1010  
Toll Free: 1-888-233-0325  
Fax: (501) 682-3437  
E-mail: [notary@sos.arkansas.gov](mailto:notary@sos.arkansas.gov)  
Website: <http://bcs.sos.arkansas.gov>

### NOTARY PUBLIC

O\*NET CODE 43-9199.00

#### **Job Description**

A **Notary Public** verifies the identity on an individual who appears before them. The Notary acts as an official and unbiased witness to the identity of a person whether the person is taking an oath, giving oral or written testimony, or acknowledging his/her signature on a legal document. For an Electronic Notary Public, the process allows notarizations to be conducted electronically and transmitted quickly from one location to another.

For further information, reference the *Arkansas Notary Public Handbook* on the Office of Secretary of State, Business and Commercial Services/Notary Public web site page.

#### **Examinations and Fees**

Application fee	\$20.00 (Commission is for 10 years)
Online Examination	Must acquire an 80% passing score on a required exam for all new and renewing applicants. Exam is online and multiple choice.

#### **Requirements**

1. Must be 18 years of age or older.
2. Must be a citizen of the United States or permanent resident alien (must include recorded Declaration of Domicile).
3. Must be a legal resident of Arkansas, or resident of adjoining state, and employed in Arkansas. Must provide address of business or residence in this state.
4. Must be able to read and write English.
5. Must read and understand the duties of a Notary Public.
6. Must not have had a commission as a Notary Public revoked within the last 10 years.
7. Must have a \$7,500 surety bond.
8. Must not have been convicted of a felony.
9. To become an e-notary, the applicant must already be an Arkansas notary public in good standing. Application fee of \$20, required in-person training, and an 80% passing score on the required exam. Arkansas notary laws fully apply to e-notaries.

**Number of Licenses:** 50,262 commissions in good standing in 2018, 183 eNotary commissions in good standing in 2018

## Arkansas Securities Department

Heritage West Building, Suite 300  
201 East Markham Street  
Little Rock, Arkansas 72201-1692  
Telephone: (501) 324-9260, Hotline: (800) 981-4429  
Fax: (501) 324-9268  
E-mail: info@securities.arkansas.gov  
Website: www.securities.arkansas.gov

### CURRENCY EXCHANGER

O\*NET CODE 41-3031.03

#### Job Description

A **Currency Exchanger** is a person engaged in exchanging money of one government for money of another government. It is unlawful for a person to transact business in Arkansas as a Currency Exchanger unless he or she is licensed.

#### Examinations and Fees

Initial application fee	\$1,500.00
Initial license fee	\$ 750.00
Biennial renewal fee	\$ 750.00

#### Requirements

1. Must submit an application.
2. Must submit a list of all locations within Arkansas that the Currency Exchanger will engage in Currency Exchange activities.

**Number of Licenses:** 3 total licenses in 2018

### INVESTMENT ADVISOR

O\*NET CODE 13-2052.00

#### Job Description

**Investment Adviser** means any corporation, partnership, limited liability company or sole proprietor who, for compensation, engages in the business of advising others, either directly or through publications or writings, as to the value of securities or as to the advisability of investing in, purchasing, or selling securities, or who, for compensation, issues or promulgates analyses or reports concerning securities.

#### Examinations and Fees

Must register all employees who give investment advice on behalf of the investment adviser. These individuals must pass the appropriate investment adviser representative exams.

Initial registration fee	\$300.00
Renewal registration fee	\$300.00
Branch fee	\$ 50.00

#### Registration Requirements

1. Must submit initial application for registration.
2. Must submit annual financial statement.
3. Must be registered in resident state.

**Number of Licenses:** 1,091 total licenses in 2018

### INVESTMENT ADVISOR REPRESENTATIVE

O\*NET CODE 13-2052.00

#### Job Description

**Investment Adviser Representative** means any individual employed by or associated with an investment adviser who makes any recommendation or otherwise renders advice regarding securities, manages securities accounts or portfolios of clients, determines which recommendations or advice regarding securities should be given, or supervises employees who perform any of the foregoing.

#### Examinations and Fees

Examinations Required	
Initial registration fee	\$75.00
Renewal registration fee	\$75.00



## Arkansas Securities Department Investment Advisor Representative (Cont.)

### Registration Requirements

1. Must submit initial application for registration.
2. Must submit proof of passing exams.
3. Must be registered in resident state.

**Number of Licenses:** 3,692 total licenses in 2018

### **LOAN OFFICER**

O\*NET CODE 13-2072.00

#### Job Description

**Loan Officer** means an individual who for compensation as an employee of a mortgage broker or a mortgage banker solicits or offers to solicit applications, accepts or offers to accept applications, negotiates or officers to negotiate, issues or offers to issue mortgage loan commitment or interest rate guarantee agreement, or provides or offers to provide modification for mortgage loans.

#### Examinations and Fees

Written National exam	
Initial filing fee	\$50.00
Renewal filing fee	\$50.00

#### Requirements

1. Must submit an application.
2. Must be at least 18 years of age.
3. Must have received a high school diploma or a general education development certificate (GED).
4. Must be employed by a licensed Mortgage Broker or Mortgage Banker.
5. Criminal background check with fingerprints required.
6. Credit Report review with authorization required.
7. Must have completed 20 hours of required education and testing requirements.

**Number of Licenses:** 4,557 total licenses in 2018

### **MONEY TRANSMITTER**

O\*NET CODE 41-3031.03

#### Job Description

A **Money Transmitter** is a person engaged in selling or issuing payment instruments, stored value, or receiving money or monetary value for transmission. It is unlawful for a person to transact business in Arkansas as a Money Transmitter unless he or she is licensed.

#### Examinations and Fees

Initial application fee	\$1,500.00
Initial license fee	\$ 750.00
Renewal fee	\$ 750.00

#### Requirements

1. Must submit an application.
2. Must be bonded.
3. Must submit an audited financial statement.
4. Must submit a list of all locations within Arkansas that the Money Transmitter will engage in Money Transmission activities.

**Number of Licenses:** 119 total licenses in 2018

### **MORTGAGE BROKER, MORTGAGE BANKER, MORTGAGE SERVICER**

O\*NET CODE 13-2072.00

#### Job Description

**Mortgage Broker** means a person who for compensation: (A) Accepts or offers to accept an application for a mortgage loan; (B) Solicits or offers to solicit a mortgage loan; (C) Negotiates or offers to negotiate the terms or conditions of a mortgage loan; or (D) Issues or offers to issue mortgage loan commitments or interest rate guarantee agreements to borrowers.

## Arkansas Securities Department Mortgage Broker, Mortgage Banker, Mortgage Servicer (Cont.)

**Mortgage Banker** means a person who engages in the business of making mortgage loans for compensation.

**Mortgage Servicer** means a person who receives from or on behalf of a borrower: (A) Funds or credits in payment for a mortgage loan; or (B) The taxes or insurance associated with a mortgage loan.

### Examinations and Fees

Initial filing fee	\$750.00
Renewal filing fee	\$350.00
Branch Office fee	\$100.00
Branch Office renewal fee	\$100.00

### Requirements

1. Must submit an application.
2. Must be bonded.
3. Must submit an audited financial statement.
4. Each branch office must be licensed.

**Number of Licenses:** 383 total licenses in 2018

## SECURITIES AGENT

O\*NET CODE 41-3031.01

### Job Description

**Securities Agents** represent organizations in transactions concerning stocks, bonds, or other securities. They open accounts for customers and contact the securities exchange with the buy or sell order. They may give financial advice on securities purchases or sales, basing the advice on current market trends. Securities agents must continually monitor the economic and political situation, and also maintain accurate records of all transactions. They may specialize by type or customer or securities handled.

### Examinations and Fees

Financial Industry Regulatory Authority (FINRA) examination	
1. State law knowledge examination (Series 63 or Series 66)	
2. Sales examination (general or area specialty)	
Arkansas initial registration fee	\$75.00
Arkansas renewal fee	\$75.00 per year

### Requirements

1. Must be sponsored by a broker-dealer.
2. Must successfully pass FINRA examinations.
3. Must be registered in Arkansas and in resident state.

**Number of Licenses:** 115,736 total licenses in 2018

## SECURITIES BROKER-DEALER

O\*NET CODE 41-3031.01

### Job Description

A **Securities Broker-Dealer** is a person engaged in the business of effecting transactions in securities for the account of others or for his or her own account. It is unlawful for a person to transact business in Arkansas as a broker-dealer unless he or she is registered.

### Examinations and Fees

Must have at least one person who shall be designated as having direct supervision over employees and registered as an agent	
Must successfully pass FINRA examinations	
Initial registration fee	\$300.00
Renewal fee	\$300.00
Branch fee	\$ 50.00

### Requirements

1. Must be bonded.
2. Must be registered in resident state.

**Number of Licenses:** 1,297 total licenses in 2018

## Arkansas Social Work Licensing Board

Executive Building, Suite 518

2020 West Third

Little Rock, Arkansas 72205

Or

P.O. Box 251965

Little Rock, Arkansas 72225

Telephone: (501) 372-5071

Fax: (501) 372-6301

E-mail: [swlb@arkansas.gov](mailto:swlb@arkansas.gov)

Website: [www.arkansas.gov/swlb](http://www.arkansas.gov/swlb)

### LICENSED CERTIFIED SOCIAL WORKER

O\*NET CODES 21-1021.00 21-1022.00 21-1023.00 21-1029.00

#### Job Description

“**Licensed Certified Social Worker**” means an individual who (A) Applies social work theory, knowledge, methods, principles, values, and ethics, and the professional use of self to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, and to address needs of organizations and communities; (B) Practices with specialized knowledge and advanced clinical skills in the areas of assessment, diagnosis, and treatment for mental, emotional, and behavioral disorders and conditions; (C) Conducts management, information and referral, mediation, client education, supervision of employees, consultation, research, advocacy, and outcome evaluation; (D) May operate a private practice; (E) May practice macro social work independently; and (F) May engage in the activities included in the practice of a licensed master social worker.

The disciplined application of social work knowledge and skills includes, but is not restricted to, the following: counseling with individuals, couples, families, and groups for purposes of assessment and enhancement of the problem-solving and coping capacities of people; and the application of social work knowledge and skills in social planning, administration, and research. A license is required to practice.

#### Examinations and Fees

Written examination fee is set by approved examination company

Application and license fee \$100.00 (\$105.50 online)

Renewal fee \$ 80.00 biennially (\$82.50 online)

#### Requirements

1. Must have a Master’s Degree in Social Work accredited by the Council on Social Work Education.
2. Must have passed an Examination approved by the Board.
3. Must have 24 full months and 4,000 hours post-master’s social work experience under the supervision of a Licensed Certified Social Worker.
4. Criminal background check required.

**Number of Licenses:** 1,915 active licenses in 2018

### LICENSED MASTER SOCIAL WORKER

O\*NET CODES 21-1021.00 21-1022.00 21-1023.00 21-1029.00

#### Job Description

“**Licensed Master Social Worker**” means an individual who: (A) Applies specialized knowledge and advanced practice skills in the areas of assessment, diagnosis, treatment planning, implementation and evaluation, case management, information and referral, mediation, client education, counseling, advocacy, supervision of nonclinical, baccalaureate-level social workers and non-licensed master’s level employees, nonclinical consultation, research, community organization and development, administration of social work policies, programs and activities, and outcome evaluation; (B) Practices social work under supervision within a recognized, organized setting such as a social, medical, or governmental agency; (C) (i) May engage only in supervised practice as set forth in rules established by the Arkansas Social Work Licensing Board. (ii) A licensed master social worker shall not practice privately or independently.

The disciplined application of social work knowledge and skills includes, but is not restricted to, the following: counseling with individuals, couples, families, and groups for purposes of assessment and

## Arkansas Social Work Licensing Board Licensed Master Social Worker (Cont.)

enhancement of the problem-solving and coping capacities of people; and the application of social work knowledge and skills in social planning, administration, and research. A license is required to practice.

### **Examinations and Fees**

Written examination fee is set by approved examination company.

Application and license fee	\$100.00 (\$105.50 online)
Renewal fee	\$ 80.00 biennially (\$82.50 online)

### **Requirements**

1. Must have a Master's Degree in Social Work accredited by the Council on Social Work Education.
2. Must have passed an Examination approved by the Board.
3. Criminal background check required.

**Number of Licenses:** 1,067 active licenses in 2018

## LICENSED SOCIAL WORKER

O\*NET CODES 21-1021.00 21-1022.00 21-1023.00 21-1029.00

### **Job Description**

“**Licensed Social Worker**” means an individual who: (A) Conducts a basic generalist practice that includes assessment, case management, information and referral for counseling, advocacy, nonclinical counseling, supervision and counseling, client education, research, community organization, and the development, implementation, and administration of policies, programs, and activities; (B) Is not qualified to diagnose and treat mental illness nor to provide psychotherapy services; (C) Practices only in organized settings such as social, medical, or governmental agency. (D) (i) Engages only in supervised practice as set forth in the rules established by the board. (ii) A licensed social worker shall not practice privately or independently.

The disciplined application of social work knowledge and skills includes, but is not restricted to, the following: counseling with individuals, couples, families, and groups for purposes of assessment and enhancement of the problem-solving and coping capacities of people; and the application of social work knowledge and skills in social planning, administration, and research. A license is required to practice.

### **Examinations and Fees**

Written examination fee is set by approved examination company.

Application and license fee	\$100.00 (\$105.50 online)
Renewal fee	\$ 80.00 biennially (\$82.50 online)

### **Requirements**

1. Must have a Bachelor's Degree in Social Work accredited by the Council on Social Work Education.
2. Must have passed an Examination approved by the Board.
3. Criminal background check required.

**Number of Licenses:** 433 active licenses in 2018

## Arkansas State Board of Registration for Professional Soil Classifiers

19 Northlake Circle

Conway, Arkansas 72032

Telephone: (501) 428-3057 or (501) 328-5344

E-mail: emersiovsky@gmail.com

Website: [www.arkansas.gov/soilclassifiers](http://www.arkansas.gov/soilclassifiers)

### SOIL CLASSIFIER

O\*NET CODE 19-1013.00

#### Job Description

**Soil Classifiers** perform services or work that requires education in the physical, chemical, biological, and soil sciences. Through training and experience, they apply their special knowledge of these sciences to soil classification. They map and classify soils into similar groups; interpret soil properties for different land uses; evaluate water movement through soils, soil quality, soil spatial variability, and wetness; and collect soil samples for chemical, physical, engineering and biological analysis.

#### Examinations and Fees

Examinations required

Application fee

\$20.00

Initial Registration, Soil Classifier

\$60.00

Initial Certification, Soil Classifier-in-Training

\$50.00 (valid for four years)

Registration Renewal fee, Soil Classifier

\$20.00 per year

#### Requirements

1. Must have four years of college with a Bachelor of Science Degree or higher degree in Agriculture or Physical Science, and 30 hours or equivalent in biological, physical, and earth science, with a minimum of 15 hours in soil science.
2. Applicants for Soil Classifier-in-Training who have completed an approved soils curriculum are not required to have experience. Applicants for Soil Classifier-in-Training who have completed an unapproved soils curriculum are required to have one year of soil survey field mapping experience in the National Cooperative Soil Survey Program, or one year of soil survey field mapping, site evaluation and description writing experience under the supervision of a registered Professional Soil Classifier.
3. The experience requirement for registration as a Soil Classifier for applicants holding a valid Soil Classifier-in-Training certificate consists of one year of soil survey field mapping experience in the National Cooperative Soil Survey Program, or one year of soil survey field mapping, site evaluation and description writing experience under the supervision of a registered Professional Soil Classifier and a demonstrated ability to be independently productive.
4. Applicants for Soil Classifier not holding a Soil Classifier-in-Training certificate are required to have two years of soil survey field mapping experience in the National Cooperative Soil Survey Program and a demonstrated ability to be independently productive.

**Number of Licenses:** 36 active licenses in 2018

## Arkansas Board of Examiners in Speech-Language Pathology and Audiology

101 East Capitol, Suite 103  
Little Rock, Arkansas 72201  
Telephone: (501) 682-9180  
Fax: (501) 682-9181  
E-mail: abespa@arkansas.gov  
Website: www.abespa.com

### AUDIOLOGIST

O\*NET CODE 29-1181.00

#### Job Description

The **Audiologist** primarily provides patient-centered care in the prevention, identification, diagnosis, treatment and management of hearing loss, tinnitus and balance disorders in people of all ages.

#### Examinations and Fees

Application fee	\$140.00
Annual Renewal fee	\$ 80.00

#### Requirements

1. Must possess at least a Master's Degree in Audiology.
2. Must complete professional experience requirement.
3. Must Score at least 170 on Praxis Audiology Examination.
4. 10 hours of CEU's each year for renewal of license.

**Number of Licenses:** 199 active licenses in 2019

### SPEECH - LANGUAGE PATHOLOGIST

O\*NET CODE 29-1127.00

#### Job Description

The **Speech-Language Pathologist** primarily engages in professional practice in the areas of communication and swallowing across the life span. Practice includes speech production, fluency, language, cognition, voice, resonance, feeding, swallowing and hearing. Practice includes screening, diagnostic procedures, treatment and intervention including functional goals, collaborative practice, and prevention and wellness in clinical and educational settings.

#### Examinations and Fees

Application fee	\$140.00
Annual Renewal fee	\$ 80.00

#### Requirements

1. Must possess at least a Master's Degree in Speech-Language Pathology.
2. Must score at least 162 on Praxis Speech Pathology Examination.
3. Must complete supervised Clinical Fellowship year.
4. 10 hours of CEU's each year for renewal of license.

**Number of Licenses:** 2791 active licenses in 2019

### SPEECH - LANGUAGE PATHOLOGY ASSISTANT

O\*NET CODE 31-9099.01

#### Job Description

**Speech-Language Pathology Assistants** assist speech pathologists in the assessment and treatment of speech, language, voice, and fluency disorders. They implement speech and language programs or activities as planned and directed by speech pathologists. They monitor the use of alternative communication devices and systems.

#### Examinations and Fees

No fees

# **Arkansas Board of Examiners in Speech-Language Pathology and Audiology**

## **Speech-Language Pathology Assistant (Cont.)**

### **Requirements**

1. Must possess a Bachelor's Degree in Speech-Language Pathology.  
Or  
Must complete a speech-language pathology assistant training program culminating in an associate degree from an institution accredited by the Arkansas Department of Higher Education. Programs must meet specified curriculum content and fieldwork experience.
2. Registration with the Arkansas Board of Examiners in Speech-Language Pathology (ABESPA) is required for any assistant working in a private practice setting or working in a public agency which provides services to children with disabilities from birth to 21. Registration with the Arkansas Department of Education (ADE) is required for any assistant (or aide) working in a public school setting.
3. 10 hours of CEU's each year for renewal of registration.

**Number of Licenses:** 49 total licenses in 2019

**Supreme Court of Arkansas**  
**Office of Professional Programs**  
**Arkansas State Board of Law Examiners**

2100 Riverfront Drive, Suite 110  
Little Rock, Arkansas 72202-1747  
Telephone: (501) 374-1855  
Fax: (501) 374-1853  
Website: [www.arcourts.gov/administration/professional-programs](http://www.arcourts.gov/administration/professional-programs)

**ATTORNEY**

O\*NET CODE 23-1011.00

**Job Description**

**Attorneys** may be thought of as the link between the legal system and society. They interpret the laws pertaining to each individual's particular circumstance. Attorneys must be well versed in current knowledge of the law. They must be able to speak and write clearly and concisely about their views on cases. They also may write legal briefs and reports as a part of their duties. There are many specializations ranging from legal aid counselors to judgeships within the legal profession. The practice of law may be a stepping-stone to a career in politics.

**Examinations and Fees**

Written examination given by the Arkansas State Board of Law Examiners

First time examination	\$500.00
Subsequent retakes, if required	\$500.00
License fee	\$125.00
Renewal fee	\$125.00 – licensed less than 3 years \$200.00 – licensed for 3 or more years

**Requirements**

1. Must be a graduate of a law school accredited by the American Bar Association.
2. Must successfully pass the Arkansas Bar Examination.
3. Must be of "good moral character" and "mentally and emotionally stable."
4. An attorney may be admitted on motion, if they are licensed in a reciprocal jurisdiction and have actively practiced law for five of the last seven years.

**Number of Licenses:** 9,441 active licenses in 2018



## State of Arkansas Towing and Recovery Board

7418 North Hills Blvd.  
North Little Rock, Arkansas 72116  
Telephone: (501) 682-3801  
Fax: (501) 682-3589  
E-mail: [artowing@arkansas.gov](mailto:artowing@arkansas.gov)  
Website: [www.artowing.org](http://www.artowing.org)

### TOW VEHICLE DRIVER / WRECKER OPERATOR

O\*NET CODE 53-3032.00

#### **Job Description**

All vehicles and related equipment used to tow, recover, upright, transport, or otherwise facilitate the movement of vehicles on (Arkansas') public highways must display a current Tow Vehicle Safety Permit issued by the Arkansas Towing and Recovery Board, verifying the tow vehicle is registered with the Board and meets minimum safety equipment standards established by the Board. The Tow Vehicle Safety Permit is renewed annually.

Towing businesses are required to obtain from the Board, and renew annually, a Tow Business License and any tow vehicle must have a valid Tow Vehicle Safety Permit.

A Consent Towing Business is any person engaged in towing, storage, or recovery of any vehicle in which towing, storage, or recovery is done with the permission of the owner or other person in charge of the vehicle.

A Non-consent Towing Business is any person engaged in towing, storage, or recovery of any unattended or abandoned vehicle, or any disabled or inoperative vehicle for which the owner preference is waived by the owner or person in charge.

A Vehicle Immobilization Service is a person using a wheel clamp or similar device attached to a wheel of a vehicle that renders the vehicle immobile.

#### **Examination and Fees**

Tow Vehicle Safety Permit fee	\$72.00 renewable annually
Tow Business Safety License fee	\$150.00 renewable annually

#### **Requirements**

1. A completed Business Application must be filed with the Board.
2. A valid Certificate of Insurance reflecting coverage required by the Board through its Rules including general liability, cargo and on-hook coverages.
3. Each application for a Non-consent or Consent Tow Vehicle Safety Permit must be completed. Applications must include pictures of tow vehicle and a signature of the examining law enforcement officer or agency investigator.
4. All outstanding civil penalties and/or restitution to complainants must be paid in full before an application or renewal is processed.

**Number of Licenses:** 725 active licenses in 2018

## State of Arkansas Veterinary Medical Examining Board

#1 Natural Resources Drive, Room 105

Little Rock, Arkansas 72205

Or

P.O. Box 8505

Little Rock, Arkansas 72215

Telephone: (501) 224-2836

Fax: (501) 224-1100

Website: <http://arvetboard.statesolutions.us>

### VETERINARIAN

O\*NET CODE 29-1131.00

#### Job Description

**Doctors of Veterinary Medicine** diagnose, treat, and control numerous diseases and injuries of animals. Because much of their work is involved with commercial livestock, veterinarians play an important role in the nation's food production. They are also important to the overall public health program preventing the outbreak of animal diseases, many of which can be spread to humans. Veterinarians perform surgery on sick and injured animals and also prescribe and administer drugs, medicines, serums and vaccines. Most veterinarians are general practitioners who treat livestock as well as pets. Those who live in large metropolitan areas work almost exclusively with their client's pets, while those practicing in rural areas usually specialize in treating farm animals. Many veterinarians are employed in federal and state health programs, conducting inspections on meat, poultry, and other foods. Others are on the faculties of veterinary colleges or are engaged in various types of research.

#### Examinations and Fees

Annual Renewal fee (active)	\$100.00
Annual Renewal fee (inactive)	\$ 25.00
North American Veterinary Licensing Exam	\$635.00
Application fee	\$100.00
Temporary Permit fee	\$ 50.00

#### Requirements

1. Must be at least 21 years of age.
2. Must be a citizen of the United States or resident alien.
3. Must be a person of moral integrity and acceptable ethical standards.
4. Must be a graduate of an accredited Veterinary College or holder of an Educational Commission for Foreign Veterinary Graduate (ECFVG) certificate.
5. Must make a passing score on North American Veterinary Licensing Examination (NAVLE).
6. Must make a passing score on written State Board Examination.

**Number of Licenses:** 1008 active licenses in 2019

### VETERINARY TECHNICIAN

O\*NET CODE 29-2056.00

#### Job Description

A **Veterinary Technician** is knowledgeable in the care and handling of animals, basic principles of normal and abnormal life processes, and routine laboratory and clinical procedures. The technician is primarily an assistant to veterinarians, biological research workers, and other scientists. Duties that might be performed while assisting a practicing veterinarian include: obtaining and recording information about cases; preparing patients, instruments, and equipment for surgery; collecting specimens; performing certain laboratory procedures; dressing wounds; and assisting in diagnostic, medical, and surgical procedures. In general, the duties of a veterinary technician in a veterinary practice may include any part of the practice that does not involve diagnosis, prescription, surgery, or any other activities prohibited by the Arkansas Veterinary Practice Act. All functions of a veterinary technician are performed under the supervision of a licensed veterinarian.

#### Examinations and Fees

Veterinary Technician National Examination (VTNE)	\$320.00
Application Fee	\$ 40.00
Annual Renewal Fee	\$ 25.00

#### Requirements

1. Must be a citizen of the United States or an applicant for citizenship.

## **State of Arkansas Veterinary Medical Examining Board Veterinary Technician (Cont.)**

2. Must be a person of moral integrity and acceptable ethical standards.
3. Must possess a diploma or its equivalent from a two-year college level program accredited by the American Veterinary Medical Association (AVMA).
4. Must make a passing score on the Vet Tech National Examination.
5. Must have a letter of recommendation from a licensed veterinarian.

**Number of Licenses:** 123 total licenses in 2019

## State of Arkansas Water Well Construction Commission

101 East Capitol, Suite 350  
Little Rock, Arkansas 72201  
Telephone: (501) 682-3900  
Fax: (501) 682-3991  
Website: <http://awwcc.arkansas.gov>

### PUMP INSTALLER

O\*NET CODE 49-9099.00

#### Job Description

**Pump Installers** install and repair pump equipment and may alter or repair water wells. They may also plan and install pumping equipment, including sealing. Pump Installers cut and thread pipes, ducts and fittings, using hand tools and power tools. They level and bolt down pumps. They connect ducts and drive couplings, and align them to minimize friction, using hand tools and gauges. They oil and grease moving parts, and adjust valves to prevent overloading. They may recommend the repair or adjustment of the driving mechanism to improve operation of pumps. To legally install water well pumps within Arkansas you must either hold an Arkansas Water Well Contractor Drilling and Pump Systems License, an Arkansas Water Well Contractor Pump Systems License, or be employed by someone who holds such a license and holds an Arkansas Pump Installer Registration.

#### Examinations and Fees

Written examination  
Registration fee (annual) \$125.00  
Apprenticeship fee \$125.00

#### Requirements

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must have completed the Commission's 2 year Pump Installer Apprenticeship Program or have held an Arkansas comparable license/registration in another state for 2 years in good standing.
4. Must work for or be a water well contractor.

**Number of Licenses:** 289 active licenses in 2014

### WATER WELL CONTRACTOR

O\*NET CODE 47-5021.00

#### Job Description

**Water Well Contractors** plan locations for, and contract to, drill wells with portable drilling rigs. They must insure that the wells are located on sites that provide good surface drainage to prevent the possibility of contamination. After drilling, they must install an outside watertight casing to such a depth as may be necessary to exclude the entrance of undesirable contamination. They must also install a surface protection to prevent contamination by drainage.

#### Examinations and Fees

Drill and Pump fees	\$350.00 (Renewable annually)
Pump or Drill only	\$175.00 (Renewable annually)
Rig Permits	\$145.00/permit (Renewable annually)

#### Requirements

1. Must be at least 18 years of age.
2. Must have a completed application on file.
3. Must have all fees paid.
4. Must have an Arkansas Water Well Contractor's Bond of at least \$10,000.
5. Must obtain 6 credits of continuing education per year.

**Number of Licenses:** 277 active licenses in 2014

# State of Arkansas Water Well Construction Commission (Cont.)

## **WATER WELL DRILLER**

O\*NET CODE 47-5021.00

### **Job Description**

**Water Well Drillers** work under the supervision of, or are, water well contractors, who plan locations for and drill wells with portable drilling rigs. They must insure that the wells are located on sites that provide good surface drainage to prevent the possibility of contamination. After drilling, they must install an outside water-tight casing to such a depth as may be necessary to exclude the entrance of undesirable contamination. They must also install a surface protection to prevent contamination by drainage. To legally drill wells within Arkansas, a registered driller must either hold an Arkansas Water Well Contractor Drilling and Pump Systems License, an Arkansas Water Well Contractor Drilling License, or be employed by someone who holds such a license and holds an Arkansas Driller registration.

### **Examinations and Fees**

Written examination

Registration fee: \$125.00 (Renewable annually)

Apprenticeship fee \$125.00

### **Requirements**

1. Must be at least 18 years of age.
2. Must be of good moral character.
3. Must have completed the Commission's Driller Apprenticeship Program.
4. Must work for or be a water well contractor.

**Number of Licenses:** 272 active licenses in 2017

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**Abstractor's Board, Arkansas**

P.O. Box 1301  
Paragould, Arkansas 72451  
Telephone: (870) 476-8899  
E-mail: [arkansas.abstractors.board@arkansas.gov](mailto:arkansas.abstractors.board@arkansas.gov)  
Website: <https://abstractorsboard.arkansas.gov/>

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**Accountancy, Arkansas State Board of Public**

101 East Capitol Ave., Suite 450  
Little Rock, Arkansas 72201  
Telephone: (501) 682-1520  
Fax: (501) 682-5538  
E-mail: [ASBPA@arkansas.gov](mailto:ASBPA@arkansas.gov)  
Website: <http://www.arkansas.gov/asbpa>

Certified Public Accountant .....5

**Acupuncture and Related Techniques,  
Arkansas State Board of**

11701 West 36<sup>th</sup> Street  
Little Rock, Arkansas 72211  
Telephone: (501) 687-1396  
Fax: (501) 251-1084  
E-mail: [asbart@cgireresults.com](mailto:asbart@cgireresults.com)  
Website: <http://www.asbart.org>

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**Agriculture Department, Arkansas  
Feed and Fertilizer Division**

#1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 219-1697  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

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**Agriculture Department, Arkansas**  
**Livestock and Poultry Section**

#1 Natural Resource Drive  
 Little Rock, Arkansas 72205  
 Telephone: (501) 225-1598  
 Fax: (501) 907-2425  
 E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
 Website: [www.agriculture.arkansas.gov/arkansas-livestock-and-poultry-commission](http://www.agriculture.arkansas.gov/arkansas-livestock-and-poultry-commission)

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**Agriculture Department, Arkansas**  
**Pest Control Section**

#1 Natural Resource Drive  
 Little Rock, Arkansas 72205  
 Telephone: (501) 225-1598  
 Fax: (501) 219-1697  
 E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
 Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

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**Agriculture Department, Arkansas**  
**Pesticide Division**

#1 Natural Resource Drive  
 Little Rock, Arkansas 72205  
 Telephone: (501) 225-1598  
 Fax: (501) 219-1697  
 E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
 Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

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**Agriculture Department, Arkansas**  
**Plant Inspection and Quarantine Section**

#1 Natural Resource Drive  
 Little Rock, Arkansas 72205  
 Telephone: (501) 225-1598  
 Fax: (501) 225-3590  
 E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
 Website: [www.aad.arkansas.gov/quarantines](http://www.aad.arkansas.gov/quarantines)

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**Agriculture Department, Arkansas  
Public Grain Warehouse and Catfish Processor Section**

#1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 219-1697  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

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**Agriculture Department, Arkansas  
Seed Division**

#1 Natural Resource Drive  
Little Rock, Arkansas 72205  
Telephone: (501) 225-1598  
Fax: (501) 225-7213  
E-mail: [info@agriculture.arkansas.gov](mailto:info@agriculture.arkansas.gov)  
Website: [www.aad.arkansas.gov](http://www.aad.arkansas.gov)

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**Appraiser Licensing and  
Certification Board, Arkansas**

101 East Capitol, Suite 430  
Little Rock, Arkansas 72201  
Telephone: (501) 296-1843  
Fax: (501) 296-1844  
E-mail: [ALCB@arkansas.gov](mailto:ALCB@arkansas.gov)  
Website: <http://www.arkansas.gov/alcb>

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**Architects, Landscape Architects and Interior Designers,  
Arkansas State Board of**

Main Street Mall Building  
101 East Capitol Ave., Suite 110  
Little Rock, Arkansas 72201-3822  
Telephone: (501) 682-3171  
Fax: (501) 682-3172  
E-mail: [asbalaid@arkansas.gov](mailto:asbalaid@arkansas.gov)  
Website: <http://asbalaid.arkansas.gov>

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**Athletic Commission, Arkansas State**

4815 West Markham Street, Slot 36  
 Little Rock, Arkansas 72205  
 Telephone: (501) 687-1038  
 Fax: (501) 255-0394  
 Website: <http://www.asac.arkansas.gov>

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**Athletic Training, Arkansas State Board of**

9 Shackelford Plaza, Suite 3  
 Little Rock, Arkansas 72211  
 Telephone: (501) 683-4076  
 Fax: (501) 228-0294  
 E-mail: [aratb@sbcglobal.net](mailto:aratb@sbcglobal.net)  
 Website: <http://www.aratb.org>

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**Auctioneers Licensing Board, Arkansas**

101 East Capitol, Suite 112B  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-1156  
 Fax: (501) 682-1158  
 Website: <http://www.aralb.com>

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**Bail Bondsman Licensing Board,  
 Arkansas Professional**

101 East Capitol, Suite 117  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-9050  
 E-mail: [leann.ellerbee@arkansas.gov](mailto:leann.ellerbee@arkansas.gov)  
 Website: <http://arailbonds.statesolutions.us>

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**Barber Examiners, State Board of**

501 Woodlane, Suite 311C  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-4035  
 E-mail: barber.examiners@arkansas.gov  
 Website: <http://www.arbarber.com>

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**Chiropractic Examiners,  
 Arkansas State Board of**

101 East Capitol Avenue, Suite 209  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-9015  
 Fax: (501) 682-9016  
 E-mail: asbce@arkansas.gov  
 Website: <http://www.arkansas.gov/asbce>

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**Collection Agencies, Arkansas State Board of**

523 South Louisiana Street, Suite 460  
 Little Rock, Arkansas 72201  
 Telephone: (501) 376-9814  
 Fax: (501) 372-5383  
 E-mail: aherrington@asbca.com  
 Website: <http://www.asbca.org>

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**Contractors Licensing Board, State of Arkansas**

4100 Richards Road  
 North Little Rock, Arkansas 72117  
 Telephone: (501) 372-4661  
 Fax: (501) 372-2247  
 E-mail: contractors.licensing.board@arkansas.gov  
 Website: <http://www.arkansas.gov/clb>

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**Counseling and Marriage and Family Therapy, Arkansas Board of Examiners in**

101 East Capitol, Suite 202  
 Little Rock, Arkansas 72201  
 Telephone: (501) 683-5800  
 Fax: (501) 683-6349  
 Email: LenoraErickson@arkansas.gov  
 Website: <http://www.abec.arkansas.gov>

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**Court Reporter Examiners,  
 Arkansas Board of Certified**

Arkansas Justice Building  
 625 Marshall Street  
 Little Rock, Arkansas 72201  
 Telephone: (501) 425-5995  
 E-mail: [exsec.arcrb@gmail.com](mailto:exsec.arcrb@gmail.com)  
 Website: <http://www.arcrb.com>

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**Dental Examiners, Arkansas State Board of**

101 East Capitol Ave., Suite 111  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-2085  
 Fax: (501) 682-3543  
 E-mail: [asbde@arkansas.gov](mailto:asbde@arkansas.gov)  
 Website: <http://www.dentalboard.arkansas.gov>

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**Dietetics Licensing Board, Arkansas**

P.O. Box 1016  
 North Little Rock, Arkansas 72115  
 Telephone: (501) 580-9294  
 Fax: (501) 843-0878  
 E-mail: [ARDiet@arkansas.gov](mailto:ARDiet@arkansas.gov)  
 Website: <http://www.ardieteticslicbrd.net>

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**Education, Arkansas Department of**

Office of Educator Licensure  
 Four Capitol Mall, Room 106-B  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-4475  
 Fax: (501) 682-4898  
 Website: <http://www.arkansased.gov>

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**Engineers and Professional Surveyors, Arkansas State Board  
 of Licensure for Professional**

623 Woodlane Ave.  
 Little Rock, Arkansas 72201  
 Or  
 P.O. Box 3750  
 Little Rock, Arkansas 72203-3750  
 Telephone: (501) 682-2824  
 Fax: (501) 682-2827  
 E-mail: [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)  
 Website: <http://www.pels.arkansas.gov>

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**Environmental Quality, Arkansas Department of  
Office of Air Quality  
Asbestos Section**

5301 Northshore Drive  
North Little Rock, Arkansas 72118-5317  
Telephone: (501) 682-0744  
Fax: (501) 682-0880  
Website: <http://www.adeq.state.ar.us>

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**Environmental Quality, Arkansas Department of  
Regulated Storage Tanks Division**

5301 Northshore Drive  
North Little Rock, Arkansas 72118-5317  
Telephone: (501) 682-0993  
Fax: (501) 682-0880  
Website: <http://www.adeq.state.ar.us>

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**Environmental Quality, Arkansas Department of  
Regulated Waste Operations  
Office of Land Resources  
Licensing Program**

5301 Northshore Drive  
North Little Rock, Arkansas 72118-5317  
Telephone: (501) 682-0860  
Fax: (501) 682-0880  
E-mail: [Jennifer.Merritt@adeq.state.as.us](mailto:Jennifer.Merritt@adeq.state.as.us)  
Website: <http://www.adeq.state.ar.us>

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**Environmental Quality, Arkansas Department of  
Regulated Waste Operations  
Office of Land Resources  
Licensing Program**

5301 Northshore Drive  
North Little Rock, Arkansas 72118-5317  
Telephone: (501) 682-0591  
Fax: (501) 682-0880  
E-mail: [kent@adeq.state.ar.us](mailto:kent@adeq.state.ar.us)  
Website: <http://www.adeq.state.ar.us>

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**Environmental Quality, Arkansas Department of  
Water Division**

5301 Northshore Drive  
North Little Rock, Arkansas 72118-0880  
Telephone: (501) 682-0640  
Fax: (501) 682-0880  
E-mail: [luttrell@adeq.state.ar.us](mailto:luttrell@adeq.state.ar.us)  
Website: <http://www.adeq.state.ar.us>

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**Finance and Administration, Arkansas Department of  
Office of Driver Services**

Ragland Building, Room 2067  
1900 West 7<sup>th</sup> Street  
Little Rock, Arkansas 72201  
Or  
P.O. Box 1272  
Little Rock, Arkansas 72203  
Telephone: (501) 371-5581  
Fax: (501) 682-7688  
E-mail: [DriverServices@dfa.arkansas.gov](mailto:DriverServices@dfa.arkansas.gov)  
Website: [www.dfa.arkansas.gov/driver-services](http://www.dfa.arkansas.gov/driver-services)

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**Fire Protection Licensing Board, Arkansas**

7509 Cantrell Road, Suite 102  
Little Rock, Arkansas 72207  
Telephone: (501) 661-7903  
Fax: (501) 603-3540  
E-mail: [Sheila.Caudle@arkansas.gov](mailto:Sheila.Caudle@arkansas.gov)  
Website: <http://www.arfireprotection.org>

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**Fire Training Academy, Arkansas**

P.O. Box 3499  
Camden, Arkansas 71711  
Telephone: (870) 574-1521  
Fax: (870) 574-0817  
E-mail: [rnix@sautech.edu](mailto:rnix@sautech.edu)  
Website: <http://www.sautech.edu/arkansas-fire-training-academy>

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**Foresters, State of Arkansas Board of Registration for**

One Natural Resources Drive  
 Little Rock, Arkansas 72205  
 Telephone: (501) 823-1729  
 Fax: (501) 680-0013  
 Website: <http://www.arkansas.gov/abof>

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**Geologists, Arkansas State Board of  
 Registration for Professional**

3815 West Roosevelt Road  
 Little Rock, Arkansas 72204  
 Telephone: (501) 683-0150  
 Fax: (501) 663-7360  
 E-mail: [pgboard@arkansas.gov](mailto:pgboard@arkansas.gov)  
 Website: <http://www.arpboard.org>

Registered Geologist .....65

**Health, Arkansas Department of  
 Cosmetology Section**

4815 West Markham Street, Slot 8  
 Little Rock, Arkansas 72205  
 Telephone: (501) 682-2168  
 Fax: (501) 682-5640  
 E-mail: [Cosmo@arkansas.gov](mailto:Cosmo@arkansas.gov)  
 Website: <http://www.arkansas.gov/cos>

Cosmetologist .....66  
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**Health, Arkansas Department of  
 Emergency Medical Services**

5800 West 10<sup>th</sup> Street, Suite 800  
 Little Rock, Arkansas 72204  
 Telephone: (501) 661-2262  
 Fax: (501) 280-4901  
 E-mail: [adhems@arkansas.gov](mailto:adhems@arkansas.gov)  
 Website: <http://www.healthy.arkansas.gov/programs-services/topics/emergency-medical-services>

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**Health, Arkansas Department of  
Engineering Section**

4815 West Markham Street, Slot 37  
 Little Rock, Arkansas 72205-3867  
 Telephone: (501) 661-2623  
 Fax: (501) 661-2032  
 E-mail: safewater@arkansas.gov  
 Website: <http://www.healthy.arkansas.gov/programs-services/topics/drinking-water>

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**Health, Arkansas Department of  
Environmental Epidemiology  
Lead-Based Paint Program**

4815 West Markham Street, Slot 32  
 Little Rock, Arkansas 72205-3867  
 Telephone: (501) 671-1472  
 Fax: (501) 682-5429  
 E-mail: lori.simmons@arkansas.gov  
 Website: <http://www.healthy.arkansas.gov/programs-services/topics/lead-based-paint-programs>

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**Health, Arkansas Department of  
Environmental Health**

4815 West Markham Street, Slot 46  
 Little Rock, Arkansas 72205  
 Telephone: (501) 661-2171  
 Fax: (501) 661-2572  
 E-mail: adh.ehs@arkansas.gov  
 Website: <http://www.healthy.arkansas.gov/contact-us>

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#### Health, Arkansas Department of Health Facility Services

5800 West 10<sup>th</sup> Street, Suite 400  
Little Rock, Arkansas 72204  
Telephone: (501) 661-2201  
Fax: (501) 661-2165  
E-mail: [adh.hfs@arkansas.gov](mailto:adh.hfs@arkansas.gov)  
Website: <http://www.healthy.arkansas.gov/contact-us>

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#### Health, Arkansas Department Massage Therapy Section

4815 West Markham Street, Slot 8  
Little Rock, Arkansas 72205  
Telephone: (501) 683-1448  
Fax: (501) 682-5640  
E-mail: [ADH.massage@arkansas.gov](mailto:ADH.massage@arkansas.gov)  
Website: <http://www.healthy.arkansas.gov/contact-us>

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#### Health, Arkansas Department of Protective Health Codes

4815 West Markham Street, Slot #24  
Little Rock, Arkansas 72205-3867  
Telephone: (501) 661-2642  
Fax: (501) 661-2671  
E-mail: [adh.phc@arkansas.gov](mailto:adh.phc@arkansas.gov)  
Website: <http://www.healthy.arkansas.gov/programservices>

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**Health, Arkansas Department of  
Radiation Control Section  
Radiologic Technology Licensure Program**  
 Freeway Medical Tower Building  
 5800 West 10<sup>th</sup> Street, Suite 401  
 Little Rock, Arkansas 72204  
 Telephone: (501) 661-2301  
 Fax: (501) 280-4407  
 Website: <http://www.healthy.arkansas.gov/contact-us>

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**Health, Arkansas Department of  
Women’s Health**  
 5800 West 10<sup>th</sup> Street, Suite 810  
 Little Rock, Arkansas 72204  
 Telephone: (501) 661-2480  
 Fax: 501-661-2464  
 E-mail: [adh.whgen@arkansas.gov](mailto:adh.whgen@arkansas.gov)  
 Website: <http://www.healthy.arkansas.gov/contact-us>

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**Hearing Instrument Dispensers,  
Arkansas Board of**  
 PO Box 219  
 Jacksonville, Arkansas 72078  
 Telephone: (501) 241-1120  
 E-mail: [arhidboard@gmail.com](mailto:arhidboard@gmail.com)

Hearing Instrument Dispenser .....	90
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**Home Inspector Registration Board, Arkansas**  
 1515 West 7th Street, Suite 305  
 Little Rock, Arkansas 72201  
 P.O. Box 251911  
 Little Rock, Arkansas 72225  
 Telephone: (501) 683-3710  
 Fax: (501) 682-3574  
 E-mail: [ahib@arkansas.gov](mailto:ahib@arkansas.gov)  
 Website: [www.ahib.org](http://www.ahib.org)

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**Human Services, Arkansas Department of  
Division of Child Care and Early Childhood Education  
Child Care Licensing**

700 Main Street, Slot S-140  
Little Rock, Arkansas 72201  
Or  
P.O. Box 1437, Slot S140  
Little Rock, Arkansas 72203-1437  
Telephone: (501) 682-8590  
Fax: 501-682-2317  
Website: <http://www.ARBetterBeginnings.com> and  
[http://humanservices.arkansas.gov/dccece/Pages/ChildCareLicensing.aspx#Child\\_Care\\_Licensing](http://humanservices.arkansas.gov/dccece/Pages/ChildCareLicensing.aspx#Child_Care_Licensing)

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**Human Services, Arkansas Department of  
Division of Provider Services and Quality Assurance**

P.O. Box 8059, Slot S405  
Little Rock, Arkansas 72203-8059  
Telephone: (501) 320-6461  
Fax: (501) 682-8551  
E-mail: [CAN.OLTC@arkansas.gov](mailto:CAN.OLTC@arkansas.gov)  
Website: <https://humanservices.arkansas.gov/about-dhs/dpsqa>

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**Human Services, Arkansas Department of  
Division of Provider Services and Quality Assurance**

P.O. Box 8059, Slot S402  
Little Rock, Arkansas 72203-8059  
Telephone: (501) 320-6411  
Fax: (501) 682-1197  
E-mail: [jean.adams@dhs.arkansas.gov](mailto:jean.adams@dhs.arkansas.gov)  
Website: <https://humanservices.arkansas.gov/about-dhs/dpsqa>

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**Insurance Department, Arkansas  
Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services**

1200 West 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
Little Rock, AR 72201-1904  
Telephone: (501) 682-0574  
Fax: (501) 682-0575  
E-mail: [amy.goode@arkansas.gov](mailto:amy.goode@arkansas.gov)  
Website: <https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/>

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#### Insurance Department, Arkansas

##### License Division

1200 West Third Street

Little Rock, Arkansas 72201-1904

Telephone: (501) 371-2750

Fax: (501) 683-2604

E-mail: [insurance.license@arkansas.gov](mailto:insurance.license@arkansas.gov)

Website: <http://www.insurance.arkansas.gov/pages/industry-regulation/licensing/>

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#### Judiciary, Arkansas

##### Office of Court Interpreter Services

Arkansas Justice Building

625 Marshall Street

Little Rock, Arkansas 72201

Telephone: (501) 682-9400

Email: [aoc.interpreter.services@arcourts.gov](mailto:aoc.interpreter.services@arcourts.gov)

Website: <https://www.arcourts.gov/administration/interpreters>

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#### Labor, Arkansas Department of

##### Boiler Inspection Division

10421 West Markham

Little Rock, Arkansas 72205

Telephone: (501) 682-4513

E-mail: [asklabor@arkansas.gov](mailto:asklabor@arkansas.gov)

Website: <http://www.labor.arkansas.gov/boiler-inspection-division>

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**Labor, Arkansas Department of  
Arkansas Board of Electrical Examiners**

10421 West Markham  
 Little Rock, Arkansas 72205  
 Telephone: (501) 682-4538  
 Fax: (501) 682-2569  
 E-mail: asklabor@arkansas.gov  
 Website: <http://www.labor.arkansas.gov/electrical-inspection-and-licensing>

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**Labor, Arkansas Department of  
Elevator Safety Division**

10421 West Markham  
 Little Rock, Arkansas 72205  
 Telephone: (501) 682-4538  
 Fax: (501) 682-1765  
 E-mail: asklabor@arkansas.gov  
 Website: <http://www.labor.arkansas.gov/elevator-inspection-and-permits>

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**Labor, Arkansas Department of  
Labor Standards Division**

10421 West Markham  
 Little Rock, Arkansas 72205  
 Telephone: (501) 682-4534  
 E-mail: asklabor@arkansas.gov  
 Website: <http://www.labor.arkansas.gov>

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**Law Enforcement Standards and Training, Arkansas Commission on**

P.O. Box 3106  
 East Camden, Arkansas 71711  
 Phone: (870) 574-1810  
 Email: [jami.l.cook@arkansas.gov](mailto:jami.l.cook@arkansas.gov)  
 Website: <http://www.clest.org>

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**Liquefied Petroleum Gas Board, Arkansas**

3800 Richards Road  
 North Little Rock, Arkansas 72117-2944  
 Telephone: (501) 683-4100  
 Fax: (501) 683-4110  
 E-mail: [Kevin.Pfalser@arkansaslpgasboard.com](mailto:Kevin.Pfalser@arkansaslpgasboard.com)  
 Website: <http://www.arkansaslpgasboard.com>

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**Manufactured Home Commission, Arkansas**

101 East Capitol Avenue, Suite 210  
 Little Rock, Arkansas 72201-3826  
 Telephone: (501) 324-9032  
 Fax: (501) 683-3538  
 Website: <https://portal.arkansas.gov/agency/department-of-labor-and-licensing/arkansas-manufactured-home-commission>

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#### Medical Board, Arkansas State

1401 West Capitol Avenue, Suite 340  
 Little Rock, Arkansas 72201-2936  
 Telephone: (501) 296-1802  
 Fax: (501) 603-3555  
 E-mail: support@medicalboard.org  
 Website: <http://www.armedicalboard.org>

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#### Motor Vehicle Commission, Arkansas

101 East Capitol, Suite 204  
 Little Rock, Arkansas 72201-3826  
 Telephone: (501) 682-1428  
 Fax: (501) 682-5573  
 E-mail: amvc@arkansas.gov  
 Website: <http://www.amvc.arkansas.gov>

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#### Nursing, Arkansas State Board of

University Tower Building, Suite 800  
 1123 South University  
 Little Rock, Arkansas 72204-1619  
 Telephone: (501) 686-2700  
 Fax: (501) 686-2714  
 Website: <http://www.arsbn.arkansas.gov>

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#### **Opticians, Arkansas State Board of Dispensing**

P.O. Box 627  
 Helena, Arkansas 72342  
 Telephone and Fax: (870) 572-2847  
 Website: <http://www.abdo.arkansas.gov>

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#### **Optometry, Arkansas State Board of**

404 West Vine Avenue  
 Searcy, Arkansas 72143  
 Telephone: (501) 268-4351  
 Fax: (501) 268-4361  
 E-mail: [aroptometry@sbcglobal.net](mailto:aroptometry@sbcglobal.net)  
 Website: <http://www.aroptometry.org>

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#### **Pharmacy, Arkansas State Board of**

322 South Main Street, Suite 600  
 Little Rock, Arkansas 72201  
 Telephone: (501) 682-0190  
 Fax: (501) 682-0195  
 E-mail: [asbp@arkansas.gov](mailto:asbp@arkansas.gov)  
 Website: <http://www.pharmacyboard.arkansas.gov>

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#### **Physical Therapy, Arkansas State Board of**

9 Shackelford Plaza, Suite 3  
 Little Rock, Arkansas 72211  
 Telephone: (501) 228-7100  
 Fax: (501) 228-0294  
 E-mail: [arptb@sbcglobal.net](mailto:arptb@sbcglobal.net)  
 Website: <http://www.arptb.org>

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#### **Podiatric Medicine, Arkansas Board of**

2 Margeaux Court  
 Little Rock, Arkansas 72212  
 Telephone: (501) 534-8888  
 Fax: (501) 534-8891  
 E-mail: [arpodiatryboard@gmail.com](mailto:arpodiatryboard@gmail.com)  
 Website: <http://www.podiatricmedicine.arkansas.gov>

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**Police, Arkansas State  
Administrative Services Division  
Trooper Recruiting**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8501  
or 1-800-340-4255  
E-mail: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)  
Website: <http://asp.arkansas.gov/recruiting/trooper-recruiting>

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**Police, Arkansas State  
Regulatory Services Division  
Concealed Handgun Carry License Section**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8500  
E-mail: [chclinfo@asp.arkansas.gov](mailto:chclinfo@asp.arkansas.gov)  
Website: <https://asp.arkansas.gov/services-and-programs/detail/concealed-handgun-licensing>

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**Police, Arkansas State  
Regulatory Services Division  
Private Investigators - Security - Alarm Installation and Monitoring**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Telephone: (501) 618-8600  
E-mail: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)  
Website: <http://www.asp.arkansas.gov/services-and-programs/detail/Private-Investigators-Security-Alarm-Installation-Monitoring>

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**Police, Arkansas State  
Regulatory Services Division  
Used Motor Vehicle Dealer License**

#1 State Police Plaza Drive  
Little Rock, Arkansas 72209

Telephone: (501) 618-8600

E-mail: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)

Website: <http://www.asp.arkansas.gov/services-and-programs/detail/used-motor-vehicle-dealer-license>

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**Psychology Board, Arkansas**

101 East Capitol, Suite 415

Little Rock, Arkansas 72201

Telephone: (501) 682-6167

Fax: (501) 682-6165

Website: <http://www.psychologyboard.arkansas.gov>

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**Racing Commission, Arkansas State**

**Arkansas Department of Finance and Administration**

1515 West 7<sup>th</sup>, Suite 505

Little Rock, Arkansas 72201

Or

P.O. Box 3076

Little Rock, Arkansas 72203

Telephone: (501) 682-1467

Fax: (501) 682-5273

E-mail: [racing@dfa.arkansas.gov](mailto:racing@dfa.arkansas.gov)

Website: <http://www.dfa.arkansas.gov/racing-commission>

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#### **Real Estate Commission, Arkansas**

612 South Summit Street  
Little Rock, Arkansas 72201-4740  
Telephone: (501) 683-8010  
Fax: (501) 683-8020  
E-mail: gary.isom@arkansas.gov  
Website: <http://www.arec.arkansas.gov>

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#### **Sanitarians, Arkansas State Board of Registered Professional**

Website: <http://www.healthy.arkansas.gov/programs-services/topics/arkansas-state-board-of-registered-sanitarians>

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#### **Secretary of State, Office of the**

500 Woodlane, State Capitol, Suite 256  
Little Rock, Arkansas 72201  
Telephone: (501) 682-1010  
Fax: (501) 682-3408  
Website: <http://www.sos.arkansas.gov>

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**Secretary of State, Office of the  
Business and Commercial Services Division**

1401 West Capitol, Suite 250  
 Little Rock, Arkansas 72201-1094  
 Telephone: (501) 682-1010  
               or 1-888-233-0325 (Toll Free)  
 Fax: (501) 682-3437  
 E-mail: [notary@sos.arkansas.gov](mailto:notary@sos.arkansas.gov)  
 Website: <http://bcs.sos.arkansas.gov>

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**Securities Department, Arkansas**

Heritage West Building, Suite 300  
 201 E. Markham Street  
 Little Rock, Arkansas 72201-1692  
 Telephone: (501) 324-9260, Hotline: (800) 981-4429  
 Fax: (501) 324-9268  
 E-mail: [info@securities.arkansas.gov](mailto:info@securities.arkansas.gov)  
 Website: <http://www.securities.arkansas.gov>

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**Social Work Licensing Board, Arkansas**

Executive Building, Suite 518  
 2020 West Third  
 Little Rock, Arkansas 72205  
               Or  
 P.O. Box 251965  
 Little Rock, Arkansas 72225  
 Telephone: (501) 372-5071  
 Fax: (501) 372-6301  
 E-mail: [swlb@arkansas.gov](mailto:swlb@arkansas.gov)  
 Website: <http://www.arkansas.gov/swlb>

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**Soil Classifiers, Arkansas State Board of  
Registration for Professional**

19 Northlake Circle  
Conway, Arkansas 72032  
Telephone: (501) 428-3057 or (501) 328-5344  
E-mail: emersiovsky@gmail.com  
Website: <http://www.arkansas.gov/soilclassifiers>

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**Speech-Language Pathology and Audiology,  
Arkansas Board of Examiners in**

101 East Capitol, Suite 103  
Little Rock, Arkansas 72201  
Telephone: (501) 682-9180  
Fax: (501) 682-9181  
E-mail: [abespa@arkansas.gov](mailto:abespa@arkansas.gov)  
Website: <http://www.abespa.com>

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**Supreme Court of Arkansas  
Office of Professional Programs  
Arkansas State Board of Law Examiners**

2100 Riverfront Drive, Suite 110  
Little Rock, Arkansas 72202-1747  
Telephone: (501) 374-1855  
Fax: (501) 374-1853  
Website: [www.arcourts.gov/administration/professional-programs](http://www.arcourts.gov/administration/professional-programs)

Attorney ..... 191

**Towing and Recovery Board, State of Arkansas**

7418 North Hills Blvd.  
North Little Rock, Arkansas 72116  
Telephone: (501) 682-3801  
Fax: (501) 682-3589  
E-mail: [artowing@arkansas.gov](mailto:artowing@arkansas.gov)  
Website: <http://www.artowing.org>

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**Veterinary Medical Examining Board,  
State of Arkansas**

#1 Natural Resources Drive, Room 105  
Little Rock, Arkansas 72205

Or

P.O. Box 8505  
Little Rock, Arkansas 72215  
Telephone: (501) 224-2836  
Fax: (501) 224-1100

Website: <http://arvetboard.statesolutions.us>

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**Water Well Construction Commission,  
State of Arkansas**

101 East Capitol, Suite 350  
Little Rock, Arkansas 72201  
Telephone: (501) 682-3900

Fax: (501) 682-3991

Website: <http://awwcc.arkansas.gov>

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