

## ARKANSAS DEPARTMENT OF EDUCATION

### Procedure for Approving New Educator Licensure Endorsement Programs

1. Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301, including out-of-state colleges and universities, seeking to offer a new program of study for a licensure endorsement, shall submit to the Arkansas Department of Higher Education (ADHE) a [Letter of Notification – 3](#) and a [Professional Education Program Proposal](#) (Appendix I, Section B). The ADHE will forward the *Letter of Notification* with the proposal to the ADE to review the proposed program of study for approval.
2. Arkansas independent colleges and universities that wish to offer a new program of study for a licensure endorsement shall submit to the Arkansas Department of Education (ADE) a [Professional Education Program Proposal](#) (Appendix I, Section B).
3. The ADE reviews the proposal and the supporting documentation submitted by the IHE. A panel review is not required. Additional or clarifying information may be requested.
4. If the ADE determines that the curriculum for the proposed endorsement program does not include all of the elements necessary for ADE approval, the ADE shall provide written notification to the IHE and ADHE within two weeks.
5. When it is determined that the proposed program includes all of the elements required for the endorsement, the ADE approves the program, and the appropriate IHE, ADHE and ADE personnel are sent written notification within two weeks. (AHECB approval must be granted prior to implementation of an endorsement program at any Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301. ADE approval must be granted prior to implementation of a licensure endorsement program at any Arkansas independent institution.)

**Distance Learning Programs (on-line):** Proposals for new licensure or endorsement programs to be delivered via on-line distance learning technology shall include responses to Section D in the *Professional Education Program Proposal* template.

[Click here to access the template for preparing a Professional Education Program Proposal.](#)