

ARKANSAS DEPARTMENT OF EDUCATION
Procedure for Approving a New Educator Licensure Program

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 to prepare candidates for an educator license in Arkansas shall complete the following steps:
 - a. Submit to the Arkansas Department of Higher Education (ADHE) a [*Letter of Intent*](#) informing the AHECB that it seeks to offer the program. The ADHE will forward a copy of the *Letter of Intent* to the ADE upon receipt.
 - For a program with an intended **fall semester implementation date**, the *Letter of Intent* should be submitted to the ADHE by **December 15**.
 - For a program with an intended **spring semester implementation date**, the *Letter of Intent* should be submitted to the ADHE by **June 15**.
 - b. When the institution is ready to submit the new program for approval, a [*Proposal Letter*](#) and a [*Professional Education Program Proposal*](#) (Appendix I, Section A) should be submitted electronically to the ADHE by the established deadlines. The proposal will be forwarded to the ADE to determine if the program requires an ADE review prior to AHECB approval.
 - For a program with an intended **fall semester implementation date**, the proposal must be submitted by **February 1**.
 - For a program with an intended **spring semester implementation date**, the proposal must be submitted by **August 1**.
2. Arkansas independent colleges and universities seeking to offer a new program of study to prepare candidates for educator licensure in Arkansas shall prepare a [*Professional Education Program Proposal*](#) (Appendix I, Section A) and submit the proposal electronically to the ADE by the established deadlines.
 - For a program with an intended **fall semester implementation date**, the proposal must be submitted by **February 1**.
 - For a program with an intended **spring semester implementation date**, the proposal must be submitted by **August 1**.
3. Within two weeks of receipt of the program proposal, the ADE determines whether or not the proposed program is intended for licensure and requires ADE approval. If the proposed program is not intended for licensure, the IHE is notified that no further review is required by the ADE. If the proposed program is for licensure, the ADE convenes a *Program Proposal Review Panel* (Panel) for the purpose of reviewing the program proposal.
 - a. The Panel is comprised of at least 3 members from Arkansas' public and independent higher education institutions with similar state-approved programs, a P-12 educator in the content or specialty area and if available, an ADE content area specialist.
 - b. A representative from the ADHE also serves on the Panel as an ex-officio member.
 - c. A program advisor from the ADE coordinates and facilitates the work of the Panel.
 - d. A representative from the institution submitting the proposal is invited to meet with the Panel to explain details of the proposed program as needed.

4. The Panel reviews the program proposal and supporting documentation. Additional or clarifying information may be requested from the IHE. The Panel's comments/requests are recorded and sent to the IHE via the ADE program advisor. The IHE then responds to the Panel's comments/requests through this program advisor.
 - a. Upon receipt of the program proposal by the ADE, the Panel is recruited and scheduled to convene within four (4) weeks.
 - b. Within one (1) week after the Panel's review of the proposal, the ADE program advisor sends the Panel's comments/requests to the IHE.
 - c. Upon receipt of the Panel's comments/requests, the IHE has two (2) weeks to submit a response to the ADE program advisor.
 - d. Within two (2) weeks after the institution submits its response, the Panel determines whether or not the proposed program meets the necessary standards and requirements.

(Note: The timeline for the review process is dependent on the availability and scheduling of reviewers and the time for institutions to respond to the Panel's comments and/or requests for additional or clarifying information. The entire review process should take less than three months from the date that the ADE receives the proposal.)

5. If the Panel determines that the proposed program does not meet the necessary standards and requirements and the ADE does not approve the proposed program, the ADE sends written notification of the disapproval to the IHE and ADHE within one week.
6. When the Panel determines that the proposed program of study meets all applicable standards and requirements, the ADE grants initial approval for the program, and the appropriate IHE, ADE and ADHE personnel are sent written notification of the approval within one week. (AHECB approval must be granted to the implementation of a new program at any Arkansas public university or other institution certified under Ark. Code Ann. §6-61-301. ADE approval must be granted prior to the implementation of a new program for licensure at any Arkansas independent institution.)
7. The program may operate with initial approval until the next NCATE review of the institution's professional education unit. During the initial approval period, the program is authorized to admit students; implement assessments; collect, aggregate and utilize data for program improvement; and recommend program completers to the ADE for licensure.

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.>](#)