

ARKANSAS DEPARTMENT OF EDUCATION

Procedure for Approving Major Revisions to an Existing Professional Education Program

(25% or more of program)

1. Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301, including out-of-state colleges and universities, seeking to revise an approved program of study for educator licensure, shall submit to the Arkansas Department of Higher Education (ADHE) a [Letter of Notification – 3](#) and a [Professional Education Program Proposal](#) (Appendix I, Section C) for the program revisions. ADHE will forward the *Letter of Notification* and proposal to the ADE to review the proposed revisions for approval.
2. Arkansas independent colleges and universities that wish to revise an approved program of study for educator licensure shall submit to the Arkansas Department of Education (ADE) a [Professional Education Program Proposal](#) (Appendix I, Section C) for the program revisions.
3. Proposals for revising existing programs of study to incorporate distance learning technology shall include responses to Section D in the *Professional Education Program Proposal* template (Appendix I).
4. The ADE reviews the proposed revisions and the supporting documentation submitted by the IHE. A panel review is not required. Additional or clarifying information may be requested.
5. If the ADE determines that the proposed revisions do not comply with all of the standards and requirements necessary for ADE approval, the ADE shall provide written notification to the IHE and ADHE within two weeks.
6. When it is determined that the proposed revisions are in compliance with all appropriate standards and requirements, the ADE approves the revisions, and the appropriate IHE, ADHE and ADE personnel are sent written notification within two weeks. AHECB approval must be granted prior to implementation of program revisions at Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301.
7. The IHE may implement the proposed revisions upon receipt of the notification of approval and continue to operate the program until the next regularly scheduled NCATE review.

Distance Learning Programs (on-line): Proposals for revising existing licensure or endorsement programs to include 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.](#)>