



**ARKANSAS  
DEPARTMENT  
OF EDUCATION**

**Professional Education Program Proposal  
COVER SHEET**

**Institution:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Program Contact Person:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of program:** \_\_\_\_\_ **CIP Code:** \_\_\_\_\_

**Degree or award level (B.S., M.A.T., graduate non-degree, etc.):** \_\_\_\_\_

**Indicate the title and grade range of the license for which candidates will be prepared:**

**Title:** \_\_\_\_\_ **Grade Range:** \_\_\_\_\_

**Proposal is for:**

- \_\_\_ **New First-Time Licensure Program** (Complete Section A)
- \_\_\_ **New Educator Licensure Endorsement Program** (Complete Section B)
- \_\_\_ **Major Revision(s) to Approved Licensure Program** (Complete Section C)
- \_\_\_ **Minor Revision(s) to Approved Licensure Program** (Complete Section C)
- \_\_\_ **Deletion of Approved Licensure Program** (Complete Section D)

**Indicate the portion of the proposed program to be delivered via Distance Learning Technology (online):** \_\_\_\_\_ %

**Proposed program starting date:** \_\_\_\_\_

**Will this program be offered at more than one site?**       Yes     No

If yes, list the sites where the program will be offered:

\_\_\_\_\_  
*Prior approval by AHECB is required for Arkansas public institutions and institutions certified under Ark. Code Ann. §6-61-301 to offer programs at off-campus sites.*

#### **D. Deletion of an Existing Program**

Proposals for program deletion should be prepared with each section clearly identified, appropriately labeled, and paginated. Proposals should be submitted electronically and include the following components:

1. Cover Sheet (Use the front page of this guide or the fillable form [coversheet](#) from the website, which contains basic information about the proposed program.)
2. Rationale  
Explain the reason for the proposed deletion.
3. Institutional Approval
  - a. Briefly describe the institution's educator preparation program deletion process.
  - b. Provide official documentation, including signatures, showing approval of the deletion was granted by all appropriate authorizing entities outlined in 3.a. If approval has not been granted, indicate when approval is expected.
4. Transition Plan  
If applicable, explain how candidates currently enrolled in the program will be accommodated.