July 1, 2014

To Whom It May Concern:

To obtain a 2014-2015 ADE professional development authorization code as a University of Arkansas at Little Rock professional development provider, please follow these steps:

1. Review and follow the ADE Rules Governing Professional Development

[**http://arkansased.org/about/pdf/current/ade\_207\_professional\_development1009\_current.pdf**](http://arkansased.org/about/pdf/current/ade_207_professional_development1009_current.pdf)

1. Complete the UALR Professional Development Service Provider Information (UALR PDSPI) form (email [krharris@ualr.edu](mailto:krharris@ualr.edu)) and submit a minimum of **30 days prior** to event.
2. Submit completed UALR PDSPI form electronically to [krharris@ualr.edu](mailto:krharris@ualr.edu) Note: all proposals must

* provide all requested information
  + a brief narrative of the proposed professional development activity (an agenda of the event will greatly help)
  + at least three supporting bibliography references or syllabus
  + bios or vitas for each presenter
  + three references for program
* meet one standard and one focus area
* be submitted to the UALR Professional Development Assurance officer at least 30 days prior to event

1. It is imperative that records be kept to document participation. Please use daily sign-in sheets documenting the exact number of hours completed for each event. Participants will need to sign in and out both before and after a lunch break.
2. A participant information spreadsheet will be sent when authorization is finalized. This spreadsheet should be compiled with information regarding all participants and submitted upon completion of the event.
3. Keep the original sign-in sheets and the participant information documents in your files and email a scanned copy to [krharris@ualr.edu](mailto:krharris@ualr.edu) at the end of each event. These per ADE are legal documents and must be kept on record for at least 5 years.
4. An ADE PD code # will be provided when the UALR Professional Development Service Provider Information form has been approved. This number should be printed on the letter/certificate that each participant receives and may only be used on documents related to this specific event.
5. Send to [krharris@ualr.edu](mailto:krharris@ualr.edu) within 2 weeks of completion of the event
   1. completed teacher Information found on the EXCEL spreadsheet
   2. a scanned copy of the sign-in sheet(s)
   3. an example copy of the certificate/letter provided to all participants
6. All information
   1. should be kept on file in your office for five years and
   2. will be compiled into a yearly ADE Professional Development database that will be kept on file for a minimum of five years in the STEM Center office.

Please contact me with any questions.

Sincerely,

Keith Harris

501-569-8149

[krharris@ualr.edu](mailto:krharris@ualr.edu)