



# UNIVERSITY OF ARKANSAS

Director  
STEM Center for Mathematics and Science Education  
Arkansas NASA Educator Resource Center  
Northwest Arkansas Regional Science and Engineering Fair  
University of Arkansas Science Café

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To Whom It May Concern:

To obtain a 2019-2020 Arkansas Department of Education Professional Development authorization code as a University of Arkansas professional development provider, please follow these steps:

1. Review and follow the ADE Rules Governing Professional Development  
[http://www.arkansased.gov/public/userfiles/rules/Current/2016/Professional\\_Development\\_February\\_2016.pdf](http://www.arkansased.gov/public/userfiles/rules/Current/2016/Professional_Development_February_2016.pdf)
2. Complete the UA Professional Development Service Provider Information (UAPSDPI) form (email [seb010@uark.edu](mailto:seb010@uark.edu)) and submit a minimum of **30 days prior to event**.
3. Submit completed UAPSDPI form electronically to [seb010@uark.edu](mailto:seb010@uark.edu)  
Note: all proposals must
  - provide all requested information
    - o a brief narrative of the proposed professional development activity (an agenda of the event will greatly help)
    - o at least three supporting bibliography references or syllabus
    - o bios or vitas for each presenter
    - o three references for program
  - meet one standard and one focus area
  - be submitted to the UA Professional Development Assurance officer at least 30 days prior to event
4. It is imperative that records be kept for 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.
5. 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.
6. Keep the original sign-in sheets and the participant information documents in your files and email a scanned copy to [seb010@uark.edu](mailto:seb010@uark.edu) at the end of each event. These (per ADE) are legal documents and must be kept on record for at least 5 years.
7. An ADE PD code # will be provided when the UA 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.
8. Send to [seb010@uark.edu](mailto:seb010@uark.edu) within 2 weeks of completion of the event
  - a. completed teacher Information found on the EXCEL spreadsheet
  - b. a scanned copy of the sign-in sheet(s)
  - c. an example copy of the certificate/letter provided to all participants
9. All information
  - a. should be kept on file in your office for five years and
  - b. will be compiled into a yearly ADE Professional Development database that will be kept on file for a minimum of five years in the CMASE office.

Please contact me with any questions,

Shawn Bell  
V: 575-3875

E: [seb010@uark.edu](mailto:seb010@uark.edu)