

**Arkansas Department of Education  
Rules Governing Professional Development  
July 2005**

**1.0 Regulatory Authority**

- 1.01 These Rules shall be known as the Arkansas Department of Education (ADE) Rules Governing Professional Development.
- 1.02 The State Board of Education (SBE) promulgated these Rules pursuant to Act 1185 of 2005, Act 2095 of 2005, Act 2318 of 2005, Act 2007 of 2005, Act 1183 of 2005, §28 of Act 2131 of 2005, Ark. Code Ann. §6-17-704, and Ark. Code Ann. §6-15-201 *et seq.*

**2.0 Purposes**

- 2.01 To develop a high quality professional development system for all administrators, teachers, and certified instructional support personnel.
- 2.02 Professional development is to improve knowledge and skills in order to facilitate individual, school-wide, and district-wide improvements for the purpose of increasing student achievement.

**3.0 Definitions**

- 3.01 Professional Development—a coordinated set of planned learning activities that are based on research, are standards-based and continuous.
- 3.02 Certified Instructional Support Personnel—individuals other than classroom teachers or administrators who support teaching and learning through direct contact with students, such as media specialists and counselors.
- 3.03 Arkansas On-line Professional Development Initiative—is a partnership between the ADE and the Arkansas Educational Television Network to provide on-line programs, courses, and workshops through the AETN.
- 3.04 Arkansas Comprehensive School Improvement Plan (ACSIP)—a plan developed by a local school team based on an analysis of student performance data and other relevant data that provides a plan of action to address deficiencies in student performance as evidenced on the grade-level benchmark assessments, end-of-course exams, high school literacy exam, and other appropriate assessment data.

- 3.05 Learning Teams—a group of educators who meet regularly as a team to identify essential and valued student learning, develop common formative assessments, analyze current levels of achievement, set achievement goals, share strategies, and then create lessons to improve upon those levels.  
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- 3.06 Study Groups - a group of educators who meet to learn, implement, and reflect on research-based techniques in a focus area(s). Members read and discuss current research, examine and reflect on effective instruction, or examine student work.
- 3.07 Professional Development Plan - outlines the professional development program of activities for a district, school, or individual that is based on student data and is aligned to the ACSIP.
- 3.08 Approved Professional Development Provider - means any organization which provides content for professional development credit, whether delivered in a face-to-face, televised or internet mode of delivery, whose content has been approved by the ADE to meet the annual professional development credit requirements imposed upon licensed teachers and administrators by Arkansas Statutes and ADE Rules. The term “Approved Professional Development Provider” does not apply to an Arkansas public school district which provides a professional development program solely to its own personnel or to an Education Cooperative which provides professional development to districts/schools.
- 3.09 Mentoring/coaching – means increasing capacity for coaching and mentoring others to assist in growth of instructional skills and effectiveness of colleagues.
- 3.10 One professional development day is equal to six (6) hours of professional development credit.
- 3.11 Professional Development Program (“Program”) means a course of instruction intended to provide content which fulfills the requirement for professional development credit for teachers and administrators licensed by the ADE.

#### **4.0 Time Requirements**

- 4.01 Beginning with the 2005-2006 school year and each school year thereafter, all certified employees of Arkansas public schools shall complete sixty (60) hours of approved professional development each

year.

4.02 The 60-hours professional development requirement must be fulfilled between July 1 and June 30 or June 1 and May 31 as approved by the local district. The local district shall document the district's option.

4.03 The sixty (60) hours of required professional development shall include:

4.03.1 Technology

At least six (6) hours shall be in the area of educational technology.

4.03.2 Arkansas History

Pursuant to Act 2095 of 2005 each teacher who provides instruction in Arkansas history, the sixty (60) hour professional development requirement shall include two (2) hours of training in Arkansas history. It is the responsibility of the school district to provide this training or make it available through other providers.

4.03.3 Parent Involvement

Pursuant to Ark. Code Ann. §6-15-1703 each teacher shall be required to have no less than two (2) hours of professional development designed to enhance understanding of effective parental involvement strategies.

Pursuant to §6-15-1703 each administrator shall be required to have no less than three (3) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation.

4.03.4 Administrator

For each administrator, the sixty (60) hour professional development requirement shall include training in data disaggregation, instructional leadership, and fiscal management.

#### **4.04 College Courses**

Pursuant to Act 1183 of 2005 a three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as fifteen (15) hours of professional development, if the college credit:

4.04.1 is related to and enhances the teacher's knowledge of the subject

area in which the teacher is currently teaching;

- 4.04.2 is part of the requirement for the teacher to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage of teachers; or
- 4.04.3 is otherwise approved by the ADE as a graduate level course eligible for professional development credit. No more than half of the required 60-hours of professional development time may be met through college credit hours.
- 4.04.4 Graduate level courses in educational leadership are eligible for professional development credit based on approval by the ADE. The focus of the course must specifically relate to the job assignment as approved by the district.

#### **4.05 Advanced Placement**

Pursuant to Act 2131 of 2005, each hour of approved training received by certified personnel related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall count as professional development up to a maximum of thirty (30) hours.

- 4.06 Approved professional development activities, which occur during the instructional day or outside the employee's annual contract days may apply toward the 60-hour minimum professional development requirement.
- 4.07 Certified employees in positions not directly related to instructional activities shall be responsible for completing sixty (60) hours of professional development each year. However, the focus of their professional development may be prorated among those areas specifically related to their job assignment as approved by the district.
- 4.08 Any employee who misses any part of regularly scheduled professional development activities for any reason (such as sickness) must make up that time in other approved professional development activities so that the 60 required hours of professional development are earned during the approved timeframe required under Section 4.02 of these Rules.
- 4.09 Any certified person who provides approved professional development may count two (2) hours professional development credit for each one (1) hour of time spent in presenting professional development content.

- 4.10 Beginning in the 2005-2006 school year, sixty (60) approved professional development hours annually will be required to renew a teacher or administrator license in order to maintain a valid teaching license.
- 4.11 Beginning in the 2005-2006 school year, those teachers who have not maintained a teaching license but who wish to renew their license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.
- 4.12 Adult Education  
Pursuant to Act 2007 of 2005 certified personnel working solely part time in one of the following settings shall be required to obtain thirty (30) hours of professional development.
  - 4.12.01 Adult basic education;
  - 4.12.02 General adult education;
  - 4.12.03 English as a second language for adults; and
  - 4.12.04 General Educational Development Test examiners
- 4.13 Beginning in the 2005-2006 school year, thirty (30) approved professional development hours annually will be required to renew a teacher license for those certified personnel working solely part time in a setting described in Section 4.12 of these rules.
- 4.14 Beginning with the 2005-2006 school year, a teacher meeting the criteria of Section 4.12 of these rules who has not maintained a current teaching license but who wishes to renew his or her license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.
- 4.15 All Institutions of Higher Education will be required to maintain documentation for its employees who wish to meet the professional development hours to maintain a teaching and/or administrative license according to, and in compliance with this Rule.

## **5.0 Professional Development Criteria**

- 5.01 Professional development is the means by which educators acquire or enhance the knowledge, skills, and expectations necessary to increase student learning and must meet the following criteria. All approved professional development shall be aligned to the following Standards developed by the National Staff Development Council:

#### 5.01.1 Context Standards

Requires skillful school and school district leaders who guide continuous instructional improvement;  
Organizes educators into learning communities whose goals are aligned with those of the school and school district; and  
Requires resources to support educator learning and collaboration.

#### 5.01.2 Process Standards

Uses disaggregated student data to determine educator learning priorities, monitors progress, and help sustain continuous improvements;  
Uses multiple sources of information to guide educator improvement and demonstrate its impact;  
Prepares educators to apply research to decision making;  
Uses learning strategies appropriate to the intended goal;  
Applies knowledge about human learning and change; and  
Provides educators with the knowledge and skills to collaborate.

#### 5.01.3 Content Standards

Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement;  
Deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately; and  
Provides educators with knowledge and skill to involve families and other stakeholders appropriately.

#### 5.02 Approved professional development activities shall relate to the following focus areas:

5.02.01 Content (K-12);

5.02.02 Instructional strategies;

5.02.03 Assessment;

5.02.04 Advocacy/leadership;

5.02.05 Systemic change process;

5.02.06 Standards, frameworks, and curriculum alignment;

5.02.07 Supervision;

5.02.08 Mentoring/coaching;

5.02.09 Education technology;

5.02.10 Principles of learning/developmental stages;

5.02.11 Cognitive research;

5.02.12 Parent involvement; and

5.02.13 Building a collaborative learning community.

- 5.03 All approved professional development, whether designed for the individual, school or district, shall be based on the improvement of student achievement on State assessments and increasing student achievement and academic performance.
- 5.04 Approved professional development takes on many forms and may be earned in the following ways:
  - 5.04.01 Conferences/workshops/institutes
  - 5.04.02 Mentoring/peer coaching;
  - 5.04.03 Study groups/learning teams;
  - 5.04.04 National Board for Professional Teaching Standards Certification;
  - 5.04.05 Distance learning/on-line opportunities;
  - 5.04.06 Internships;
  - 5.04.07 State/district/school programs;
  - 5.04.08 College/university course work;
  - 5.04.09 Action research; or
  - 5.04.10 Individually-guided as noted in the individual professional development plan
- 5.05 Pursuant to Act 1185 of 2005 an individual may be entitled to up to twelve (12) hours of professional development credit approved by the district/school which may be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:
  - 5.05.01 The time is spent in his/her instructional classroom, office or media center at the public school;
  - 5.05.02 The time is prior to the first student teacher interaction day of the school year; and
  - 5.05.03 The time is spent in the focus areas listed in Section 5.02 of these Rules, and may include but are not limited to the following:
    - 5.05.03.1 Grade level and/or vertical team planning to integrate subject areas;
    - 5.05.03.2 Team work to analyze student data;
    - 5.05.03.3 Team work to develop academic improvement plans (AIP) or individual educational programs (IEP);
    - 5.05.03.4 Developing assessments for learning (formative assessments);
    - 5.05.03.5 Professional book studies;

- 5.05.03.6 Developing student-centered units tied to the State academic standards and student learning expectations;
- 5.05.03.7 Developing intervention strategies to support remediation;
- 5.05.03.8 Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP); and
- 5.05.03.9 Developing and/or revising curricula maps and/or pacing guides.
- 5.05.03.10 Pursuing study as noted in individual professional development plan.

- 5.05.04 No professional development credit shall be given for activities under Section 5.05 of these Rules unless those activities meet the criteria and standard requirements set out in Sections 5.02 of these Rules. Specific activities which do not qualify include but are not limited to:
  - 5.05.04.1 Making and putting up bulletin boards;
  - 5.05.04.2 Clerical work associated with documents such as ACSIP, AIP and IEPs; and
  - 5.05.04.3 Administrative faculty or team administrative meetings.

- 5.05.05 Certified public school personnel who meet the requirements of Sections 5.02 and 5.05 of these Rules shall be entitled to earn one (1) hour of professional development for each hour of approved preparation, not to exceed twelve (12) hours.

- 5.06 Pursuant to Act 2318 of 2005 there is created the Arkansas Online Professional Development Initiative. Requirements for the initiative include:

- 5.06.1 All professional development delivered by technology shall be aligned to the required focus areas listed in Section 5.02 of these Rules.

- 5.06.2 The ADE shall determine the content and approve all professional development delivered through the Arkansas On-line Professional Development Initiative that counts toward the required sixty (60) hours.

- 5.06.3 The ADE shall select courses/products, which are research-based and are available from sources, with expertise in technology-delivered professional development courses.

5.06.4 Courses shall align with the Southern Regional Education Board Multi-State Online Professional Development Standards.

5.06.5 Online professional development courses shall include online registration, course evaluation, and attendance and completion documents.

## **6.0 Professional Development Plan**

All school districts, schools and certified personnel shall develop and implement a professional development plan.

6.01 The district and school plan shall be included in the ACSIP.

6.02 Individual plans (certified personnel) shall support the district and/or school plans.

6.03 Teachers, administrators, and classified school employees shall be involved in the design, implementation and evaluation of their respective professional development offerings under the plan.

6.04 School Improvement

6.04.1 Beginning with the 2006-2007 school year, the ADE may require specific professional development programs for the district or the school designated in school improvement or academic distress.

6.04.2 These requirements may become part of the district or school school improvement plan.

6.04.3 In order to receive professional development credit, the district or school certified personnel shall participate in, complete, and pass the assessment for the professional development requirements included in the district or school improvement plan.

## **7.00 Approval Process**

7.01 Beginning with the 2006-2007 school year, all professional development programs must be approved by the Arkansas Department of Education in order to receive credit toward the 60-hour requirement.

7.02 At least thirty (30) days before a program is offered to teachers and/or administrators, the professional development provider shall provide a detailed description of the entire program including staff qualifications to

the ADE.

- 7.03 The ADE shall promptly review the content of the program for compliance with any and all applicable statutes and department rules to determine if any or all of the program content shall be deemed to provide professional development credit and shall establish the time period the professional development provider is approved to offer the program.
- 7.04 Upon notification by the ADE of approval of the program (or a part or parts thereof) for professional development credit, the professional development provider may enroll participants in the program and offer the program for professional development credit for the set time period.
- 7.05 The program provider shall be responsible for the preparation and dissemination of proof of completion of the program (or parts thereof) to all attendees. All such proofs, or copies thereof, shall be submitted by the attendees who are employed by an Arkansas school district to the superintendent of the district.
- 7.06 Each school district shall maintain all documents for its employees which reflect completion of professional development programs, whether such programs were provided by an outside organization or by the district itself.
- 7.07 Each school district shall report the amount of all professional development programs completed by its employees to the ADE at the time and in the matter specified by the ADE.
- 7.08 The ADE shall monitor all school districts, and all licensed teachers and administrators to whom these Rules apply, for compliance with these requirements, and shall administer appropriate sanctions specified in statute and Rule to any district, teacher and/or administrator whom it finds to be in noncompliance.
- 7.09 District and School Providers
  - 7.09.1 The ACSIP will include an assurance statement that each faculty/administrator in the school/district shall have an individual professional development plan that has been developed in cooperation and collaboration with the employee and the school

and/or district.

These individual plans shall include:

- 7.09.1.1 Six (6) hours of technology, two (2) hours of parent involvement and two (2) hours of Arkansas History as defined in Act 2095 of 2005 may be selected at the discretion of the employee with approval of the district.
- 7.09.1.2 Up to twelve (12) hours may be selected at the discretion of the employee with the approval of the district in keeping with the identified needs of student data as defined in the ACSIP plan or the employees' individual professional development plan.

## **8.00 Funding**

Professional Development Funding provided under Act 59 of the Second-Extraordinary Session of 2003 must be directed to activities that meet the conditions described in these Rules and shall not be used for any other purpose unless otherwise allowed by law or rule.

## **9.00 Monitoring/Evaluation**

- 9.01 Regular monitoring activities of the professional development requirements within these Rules shall occur when the superintendent of the school district provides written assurance to the Commissioner of Education as required by law. However, the ADE may directly monitor the professional development activities of any school or school district to determine compliance with the professional development requirements.
- 9.02 The criteria for evaluating the impact of professional development shall be the improvement of student achievement on State criterion-referenced assessments, State norm-referenced assessments, other related indicators as defined by ACTAAP and the evaluations of the professional development offerings. These data shall be used to revise ACSIP and the district, school and individual professional development plans associated with the local improvement plan.