

**LOI-E**  
**Letter of Intent - E**  
**New Educator Preparation Program and Endorsement Programs**  
**(For programs that add a degree or certificate, LOI submitted to ADHE will be forwarded to ADE)**

1. Institution submitting request:
2. Date submitted:
3. Contact person/title:
4. Phone number/e-mail address:
5. Proposed effective date:
6. Proposed program title:
7. CIP Code requested:
8. Degree or Award Level (B.S., M.A.T., post-baccalaureate, graduate, etc.):
9. Is this program intended to prepare candidates for educator licensure?     Yes     No  
If yes, indicate the title and grade range of the licensure area:
  
10. Indicate if courses/program of study will be offered for distance delivery:

Curriculum Committee Approval Date:

President/Chancellor Approval Date:

Board of Trustees Approval Date:

Chief Academic Officer:

Date:

**By December 1, submit LOI-E to Lillian Williams ([lillian.williams@adhe.edu](mailto:lillian.williams@adhe.edu)) for new programs intended for implementation in the following fall semester and no later than June 1, for new programs intended for implementation in the following spring semester.**