



A FREE PLANNING TOOL FOR ARKANSAS PROFESSIONAL DEVELOPMENT LEADERS

The District AI Professional Learning Plan

A template for putting AI training into your Arkansas district's professional learning plan, so it is scheduled, recorded and counted alongside the rest of your professional development.

Ed Becker

Founder, Growth Right Solutions, LLC

Version 1 · October 8, 2026

GrowthRight.Solutions · +1 (307) 288-6880

CONTENTS

What is in this plan.

1	How AI training fits your plan	3
2	Counting toward the 36 hours	4
3	Your AI professional learning plan	5
4	Spreading it across the year	6
5	Records to keep	7
6	A professional development lead's checklist	8
7	When you want help	9
	Copyright, license and limits	10

THE WHOLE THING IN ONE SENTENCE

List every AI session in your professional learning plan, train leaders first, spread learning across the year and keep records for every session.

SECTION ONE

How AI training fits your plan.

Arkansas districts already plan professional learning every year. AI training works best when it lives inside that plan, alongside the district's other priorities, rather than as a separate event. That way it is scheduled, recorded and counted like the rest of your professional development.

What a good plan does

- It shows who will be trained, when and for how long.
- It puts leaders first, then licensed staff by building, then support staff.
- It uses in-service days and early-release afternoons rather than the end of a full teaching day.
- It keeps the records your district needs to show that staff were trained.

WHO THIS GUIDE IS FOR

It is written for assistant superintendents, curriculum directors and professional development leads in Arkansas school districts.

SECTION TWO

Counting toward the 36 hours.

Arkansas requires thirty-six hours of professional development each year for licensed staff. AI sessions can count toward those hours when your district lists them in its professional learning plan, the same way it counts its own in-house training.

What to list for each session

1. The title of the session and what staff will be able to do afterward.
2. The audience, such as licensed staff at one building or all principals.
3. The date, the location and the length in hours.
4. How attendance and completion will be recorded.
5. How the session connects to the district's goals and to the board's AI policy.

Your district confirms how each session is credited under the rules of the Arkansas Division of Elementary and Secondary Education.

SUPPORT STAFF COUNT TOO

Act 848 asks that employees be trained on appropriate use, which includes support staff who use AI. Their training belongs in the plan even when it is not counted toward licensed staff hours.

SECTION THREE

Your AI professional learning plan.

Fill in one row for each session. The finished table becomes the AI section of your professional learning plan.

SESSION	AUDIENCE	DATE	HOURS	RECORDS KEPT	DISTRICT GOAL IT SUPPORTS

A typical first year includes a leadership session, a hands-on session in each building, a session for support staff, monthly office hours and a report to the board.

SECTION FOUR

Spreading it across the year.

AI changes quickly, so a little learning spread across the year works better than one long day. This sample shows one way to arrange a first year.

WHEN	WHAT HAPPENS
Summer	The AI tool selection committee meets and principals and district leaders are trained first.
August in-service	Hands-on sessions for licensed staff in each building, and a session for support staff.
Fall	Monthly office hours, with team meetings on AI in each department or grade level.
Winter training day	A follow-up module, such as lesson planning or students and academic integrity.
Spring	Onboarding for staff hired during the year, and the report to the board.

NEVER AT THE END OF A FULL DAY

Teachers learn best when they are fresh. Use in-service days, early-release afternoons and summer sessions.

SECTION FIVE

Records to keep.

Good records show your board, and anyone who asks, that staff were trained as the policy and the law ask. Keep them in one place for each session.

RECORD	ON FILE
A sign-in sheet with each attendee's name, role, building and date.	☐
A completion certificate for each attendee.	☐
The agenda and the handouts used in the session.	☐
The length of the session in hours.	☐
Feedback from attendees, such as a short form.	☐
A list of questions staff asked and the answers given.	☐

These records also feed the yearly report to your board.

SECTION SIX

A professional development lead’s checklist.

STATEMENT	YES	NOT YET
AI sessions are listed in the district’s professional learning plan.	☐	☐
Leaders are trained before licensed staff, and licensed staff before students use AI.	☐	☐
Every building has a date for its hands-on session.	☐	☐
Support staff have training built around their own work.	☐	☐
Staff hired during the year have a way to be trained.	☐	☐
Records are kept for every session.	☐	☐
Staff feedback is collected and shared with the cabinet.	☐	☐

SECTION SEVEN

When you want help.

Every session in the district program includes Ed on site with an assistant, handouts and practice exercises, a completion certificate for every attendee, sign-in records for your files and a short feedback form, so your professional learning records are ready when the session ends.

Growth Right Solutions trains the teachers, administrators and support staff of Arkansas school districts to use AI safely and well, with every session built around your board's policy, Arkansas law and federal student privacy rules. Ed Becker leads the sessions himself, with our team behind him.

START WITH A CONVERSATION ABOUT YOUR GOALS

It is free, there is no sales and no obligation, and your goals decide what every session covers.

GrowthRight.Solutions/arkansas-schools

More free resources for Arkansas school districts

The Arkansas School District AI Readiness Checklist, The School AI Tool Review Worksheet, Using AI at School, A Staff Quick Reference, and the leadership guides for superintendents, principals and department chairs are all free at GrowthRight.Solutions/resources.

Sources

Arkansas Act 848 of 2025, on the use of artificial intelligence by public entities. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501 to 6506. Arkansas Student Online Personal Information Protection Act. Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Executive Order 14277, Advancing Artificial Intelligence Education for American Youth, April 23, 2025. U.S. Department of Education Dear Colleague Letter on the use of AI in schools, July 22, 2025. Arkansas Division of Elementary and Secondary Education, professional development requirements for licensed staff.

Copyright, license and limits.

Copyright and permission to share

© 2026 Growth Right Solutions, LLC. All rights reserved.

You are welcome to share this. You may copy, print, forward and distribute this document freely, in whole and unaltered, including inside your own organization and to colleagues and advisors, with attribution to Ed Becker and Growth Right Solutions, LLC as it already appears on the pages.

You are welcome to use it. Your team may complete this document, adapt the contents to your own circumstances and use the result internally as your own working material. What you write in it belongs to you.

Two things are reserved. Please do not publish, distribute or offer a modified or rebranded version of this document, and please do not present it or its framework as your own work. Requests for anything beyond these permissions are welcome at ed@growthright.solutions.

Not legal or financial advice

Growth Right Solutions are not attorneys and not accountants. Nothing provided here is legal, financial or tax advice. It is process engineering, change management and technology work. Compliance items go to your attorney, and accounting or finance items go to your CPA, before you sign or adopt anything.

No warranty

This document is provided as is. Laws and guidance are described as published at the dates stated, and they change. Growth Right Solutions, LLC makes no representation as to what any organization will achieve by using it.

About the author

Ed Becker is the founder of Growth Right Solutions, LLC. He spent more than twenty years in education, including as a school principal, before leading technology programs and running a managed services company, and he now leads AI adoption for owner-led companies and Arkansas school districts.

Version 1 · October 8, 2026

Growth Right Solutions, LLC · Serving Arkansas from Independence County · Sheridan, Wyoming

GrowthRight.Solutions · +1 (307) 288-6880 · ed@growthright.solutions