

UAM OPERATING PROCEDURE 650.1

PROFESSIONAL SKILLS TRAINING

The University offers professional skills training programs and courses in selected topics as a service to the citizens, businesses, and industries of the region. These activities are available through support units and are approved by the vice chancellor for finance and administration and the vice chancellor supervising the unit.

According to the [Arkansas Division of Higher Education](#), “Professional Skills Training is defined as non-credit postsecondary courses that develop or enhance occupational, technical, and/or durable skills of individuals – whether employed, underemployed, or unemployed – to meet the needs of employers and/or increase individual opportunity in the labor market. Courses may include methods such as lecture, workshop, customized training, apprenticeship, etc. While these courses carry no institutional credit applicable toward a degree, diploma, or certificate, the competencies and skills attained through Professional Skills Training could apply toward a prior learning credit.”

The financial arrangements for professional skills training are supervised by the Office of Finance and Administration and must follow the policies and procedures of the State of Arkansas and the University. All such courses and programs must be self-supporting. A portion of the funds collected will be used to offset the University’s expenses.

With the exception of industry-specific training with closed registration and education partnerships, a Professional Skills Training Proposal Form must be submitted before a course or program is announced. Publicity on the course/program is not to be released until the proposal has been approved by all required parties. Training requested for unique industry needs or related to an education partnership will have an alternate method of registration, but these trainings will collect the required information for ADHE reporting.

The UAM Cashier's Office is the only authorized collection site for professional skills training funds. The head of the unit sponsoring the activity should contact the Office of Finance and Administration for payment instructions in advance of publicizing the activity.

All documents, such as purchase orders, professional services contracts, personnel action forms, and facility reservations, must be submitted prior to the start of the professional skills training. Signature authority for the course or program will be the unit head, the vice chancellor for the unit, and the vice chancellor for finance and administration.

Each program participant must provide information required for ADHE reporting. Each program instructor or coordinator must provide a summary report on the activity to the appropriate vice chancellor, the registrar, and the vice chancellor for finance and administration. This report is due

no later than two weeks after the conclusion of the program or course. A copy of the proposal form, summary report form, and participant registration form are provided on the following pages.

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