

1 **R277. Education, Administration.**

2 **R277-302. Educator Licensing Renewal.**

3 **R277-302-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution [Article X, Section 3](#), which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection [53E-3-401\(4\)](#), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section [53E-6-201](#), which gives the Board power to issue licenses.

10 (2) The purpose of this rule is to ensure that licensed educators maintain and
11 enhance their education-related skills and knowledge throughout the duration of the
12 license.

13

14 **R277-302-2. Definitions.**

15 (1) "Alternate professional learning activities" means activities that enhance or
16 improve the education-related skills and knowledge of an educator serving in school,
17 but not in a role as a primary educator, including:

18 (a) work as a paraprofessional;

19 (b) substitute teaching in a public school;

20 (c) volunteering in a public school;

21 (d) travel with an educational purpose or component;

22 (e) presenting at professional conferences, including the time to design or
23 prepare the presentation;

24 (f) educational research;

25 (g) work as a department chair in a public school.

26 (2) "Conflict of interest" means a business, family, monetary, or relationship
27 concern that may cause a reasonable educator to be unduly influenced or that creates
28 the appearance of undue influence.

- 29 (3) "Educator" has the same meaning as defined in Section [53E-6-102](#).
- 30 (4) "Educator collaboration opportunities" mean opportunities in which educators
31 engage in data analysis in collaboration with colleagues to inform instructional
32 adjustments and student need, including through professional learning communities.
- 33 (5) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and
34 the Blind.
- 35 (6) "Licensed administrator" means:
- 36 (a) an individual holding a current Utah educator license with a school leadership
37 license area of concentration;
- 38 (b) an individual, familiar with the requirements of this rule, holding an equivalent
39 license in another jurisdiction; or
- 40 (c) an individual currently employed in an administrative position in a Utah
41 charter school or accredited private school.
- 42 (7)(a) "Professional education entity" means a public or private organization
43 engaged in services related, in whole or in part, to promoting education.
- 44 (b) "Professional education entity" includes:
- 45 (i) an LEA;
- 46 (ii) the Board, including its staff;
- 47 (iii) another elected or appointed government body responsible for education
48 policy;
- 49 (iv) a regional service center;
- 50 (v) a union or association of professional educators;
- 51 (vi) an association whose members are comprised of Utah LEAs or schools;
- 52 (vii) an accredited p-12 private institution; and
- 53 (viii) a regionally accredited college or university.
- 54 (8) "Professional learning experiences" means learning experiences in:
- 55 (a) curriculum development;
- 56 (b) school improvement;

- 57 (c) mentoring and training new teachers; and
58 (d) instructional coaching.
59 (9) "Professional service" means service in a local, state, or national government
60 or professional education association leadership role.
61

62 **R277-302-3. Educator License Renewal Requirements.**

63 (1) An individual that holds a current Utah educator license may apply to the
64 Superintendent for renewal of the license after meeting all requirements detailed in this
65 rule between January 1 and June 30 of the year in which the educator's license expires.

66 (2) An individual that holds an expired associate or professional Utah educator
67 license may apply to the Superintendent for renewal of the license after meeting all
68 requirements detailed in this rule.

69 (3) A Utah educator license holder shall accrue 100 license renewal hours prior
70 to license renewal, beginning with the date of each new renewal.

71 (4) Prior to applying for renewal, an individual that holds a professional Utah
72 educator license shall:

73 (a) complete license renewal hours as detailed in Section R277-302-7 during the
74 five years prior to the date of renewal;

75 (b) complete the USBE educator ethics review during the year prior to the date
76 of renewal; and

77 (c) maintain ongoing background monitoring in accordance with Section [53G-11-](#)
78 [403](#).

79 (5) Prior to applying for renewal, an individual that holds an associate Utah
80 educator license shall:

81 (a) have less than three years of experience in an educator position related to
82 the area of licensure in a public or accredited private school in Utah;

83 (b) meet the current content knowledge requirements for an associate educator
84 license related to the educator's area of licensure detailed in Section [R277-301](#)-4;

85 (c) redo the professional learning modules required for an associate educator
86 license detailed in Section [R277-301](#)-4 during the six months prior to the date of
87 renewal;

88 (d) complete the USBE educator ethics review during the year prior to the date
89 of renewal; and

90 (e) maintain ongoing background monitoring in accordance with Section [53E-6-](#)
91 [401](#).

92 (6) Prior to qualifying for renewal, an individual that holds an LEA-specific Utah
93 educator license shall:

94 (a) comply with the LEA's policy for employment and professional learning;

95 (b) provide documentation of 60 renewal hours, consistent with Section R277-
96 302-7;

97 (c) complete the USBE educator ethics review during the year prior to the date
98 of renewal; and

99 (d) maintain ongoing background monitoring in accordance with Section [53E-6-](#)
100 [401](#).

101

102 **R277-302-4. Superintendent Responsibilities.**

103 (1) The Superintendent shall establish application procedures for Utah educator
104 license renewal that:

105 (a) include simplified procedures for an educator that:

106 (i) is currently employed in an educator position by a professional education
107 entity;

108 (ii) has been employed in an educator position by a professional education entity
109 in each of the years covered by the individual's Utah educator license; and

110 (iii) has participated in professional learning activities as required by Subsection
111 R277-302-6(1);

112 (b) where Subsection (1)(a) does not apply, require verification of the educator's
113 completed license renewal hours by the signature of a current licensed administrator
114 without a conflict of interest with the educator; and

115 (c) is completed through an automated, online platform, to the extent reasonably
116 possible given existing technology and resources.

117 (2) The Superintendent shall monitor a random sample of approximately 10% of
118 annual renewals that utilize automated or online procedures.

119 (3) The Superintendent shall provide guidance to educators to the extent that
120 funding allows that:

121 (a) promotes participation in activities that are not cost intensive;

122 (b) encourages licensed administrators to consider a broad variety of activities
123 under Subsection R277-302-7(4)(d); and

124 (c) supports educators in learning how and where to earn renewal hours without
125 directly referring educators to paid services.

126 (4)(a) The Superintendent may monitor any renewal transaction for accuracy
127 and compliance with this rule.

128 (b) The Superintendent may void a license transaction that was completed on
129 the basis of inaccurate information at any time with notice to the license holder.

130 (5) If the Superintendent identifies evidence of intentional misconduct, which
131 violates Rule [R277-217](#) during monitoring in accordance with Subsection (4), the
132 Superintendent shall report the allegations to UPPAC.

133 (6) The Superintendent shall provide a model policy to facilitate the resolution of
134 a conflict between a licensed educator and a licensed administrator that arises based
135 on the requirement detailed in Subsection R277-302-4(1)(b), which may include a
136 provision for review of the issues by the Superintendent.

137

138 **R277-302-5. Educator Responsibilities.**

139 (1) An educator is responsible for acquiring and retaining documentation and
140 signatures related to the completion of professional learning activities used to meet the
141 requirements of this rule.

142 (2) An educator shall finalize all renewal documentation during the six months
143 prior to the date of renewal.

144 (3) An educator shall retain all documentation related to a renewal application
145 under this rule for no less than ~~two years~~ one year from the date of renewal.

146 (4) If an educator's renewal application is identified for monitoring in accordance
147 with Subsections R277-302-4(2) and (3), the educator shall submit any requested
148 documentation to the Superintendent in a timely manner.

149

150 **R277-302-6. LEA Responsibilities.**

151 (1) An LEA that employs an individual holding a professional Utah educator
152 license shall provide opportunities for the individual to complete a minimum of the
153 equivalent of 20 license renewal hours as defined in Section R277-302-7 of professional
154 learning activities to all such license holders annually, which shall include trainings
155 required by state law or Board rule.

156 (2) An LEA shall maintain or provide to the educator documentation of
157 professional learning activities under Subsection (1).

158 (3) If an individual that holds a professional Utah educator license does not
159 participate in the activities provided under Subsection (1), the educator's LEA shall
160 notify the educator and the Superintendent that the educator is not eligible to utilize the
161 simplified procedures described in Subsection R277-302-4(1)(a).

162

163 **R277-302-7. Professional Renewal Activities.**

164 (1) An educator with a current assignment in a Utah LEA shall complete renewal
165 hours in at least two of the areas identified in this Section R277-302-7, subject to the
166 maximum renewal hours in Subsection (4).

167 (2) An educator without a current assignment in a Utah LEA shall complete
168 renewal hours in any area identified in this Section R277-302-7 with no maximum
169 renewal hours in any given area.

170 (3) Notwithstanding Subsections (1) and (2):

171 (a) an educator may receive 100 hours toward renewal for earning national
172 board certification, with no further renewal hours required;

173 (b) an educator may receive 20 hours per national board certification component
174 completed during any given renewal cycle; or

175 (c) an educator who held a Level 3 license prior to July 1, 2020, may receive 25
176 renewal hours in recognition of the Level 3 requirements in the educator's first renewal
177 after July 1, 2020.

178 (4) An educator may complete renewal hours in the following areas:

179 (a) Professional learning experiences, up to a maximum of 90 hours, as follows:

180 (i) one renewal hour for each clock hour of scheduled professional learning
181 activities sponsored or approved by a professional education entity in the following
182 areas:

183 (A) university coursework;

184 (B) USBE professional learning;

185 (C) curriculum development;

186 (D) school improvement;

187 (E) mentoring and training of new teachers;

188 (F) training and support designed specifically for new teachers or teachers
189 identified as ineffective on the teacher's annual evaluation;

190 (G) instructional coaching; or

191 (H) conferences, workshops, institutes, trainings, symposia, or staff-
192 development programs; or

193 (ii) ten renewal hours per year for a teacher evaluation deemed highly effective;

194 (b) Educator collaboration opportunities, with one renewal hour for each clock
195 hour up to a maximum of 30 hours;

196 (c) Professional service, with one renewal hour for each clock hour up to a
197 maximum of 50 hours;

198 (d) Alternate learning opportunities, with one renewal hour for each clock hour
199 up to a maximum of 30 hours; and

200 (e) Teaching during the COVID-19 pandemic, with 20 hours for each year the
201 educator had a teaching assignment during:

202 (i) the 2019-20 school year;

203 (ii) the 2020-21 school year; and

204 (iii) the 2021-22 school year.

205

206 **R277-302-8. Licensing Renewal Point Options for Grandfathered Licenses.**

207 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose
208 professional Utah educator license has an expiration date prior June 30, 2025 may earn
209 license renewal points in accordance with this Section R277-302-8 on the educator's
210 first subsequent renewal, in addition to the options described in Section R277-302-7 if
211 the educator does not meet the renewal requirements detailed in this rule.

212 (2) If an educator chooses to earn license renewal points under this Section
213 R277-302-8:

214 (a) an educator who held a level two or three license prior to June 30, 2020,
215 shall accrue 200 points in the five years prior to applying for renewal; and

216 (b) an educator who held a level one license prior to June 30, 2020 shall accrue
217 100 points in the three years prior to applying for renewal.

218 (3) An educator may earn license renewal points for employment in a position
219 requiring a Utah educator license, as follows:

220 (a) An educator may earn 35 license renewal points per year of employment, up
221 to a maximum of 105 points per license cycle; and

- 222 (b) An educator may only count years of employment with satisfactory
223 performance evaluations for license renewal points.
- 224 (4) An educator may earn license renewal points for content and pedagogy
225 testing, as follows:
- 226 (a) A qualifying test must be approved by the Superintendent;
- 227 (b) For each qualifying test submitted with a passing score, the educator
228 qualifies for 25 license renewal points; and
- 229 (c) An educator may submit no more than two qualifying test scores per license
230 cycle.
- 231 (5) An educator may receive license renewal points for service in a leadership
232 role in a national, state-wide, or LEA-recognized professional education organization, as
233 follows:
- 234 (a) The educator's direct administrative supervisor shall approve qualifying
235 service under Subsection (5); and
- 236 (b) Each clock hour of participation qualifies for one license renewal point, not to
237 exceed ten points per year.
- 238 (6) An educator may receive license renewal points for substituting in a public
239 school or accredited private school in Utah, as follows:
- 240 (a) The educator must have an inactive license during the school year the points
241 are earned;
- 242 (b) Two hours of documented substitute time equals one license renewal point,
243 not to exceed 25 points per year or 50 points per license cycle; and
- 244 (c) A licensed administrator at the LEA where the substitute teaching occurred
245 shall verify hours on LEA or school letterhead;
- 246 (7) An educator may receive license renewal points for paraprofessional or
247 volunteer service in a public school or accredited private school in Utah, as follows:
- 248 (a) The educator must have an inactive license during the school year the points
249 are earned;

250 (b) Three hours of documented paraprofessional or volunteer service equals one
251 license renewal point, not to exceed 25 points per year or 50 points per license cycle;
252 and

253 (c) A licensed administrator at the LEA where the paraprofessional or volunteer
254 service occurred shall verify hours on LEA or school letterhead.

255

256 **KEY: license renewal, educators**

257 **Date of Last Change: July 22, 2022**

258 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#)**