

Educator Licensure Requirements

Adopted: October 16, 2023

Revised:

The Board of Education is committed to compliance with Utah State Board of Education (USBE) rules outlining requirements and procedures for obtaining educator licenses required for employment as a licensed educator.

- i. The Board of Education also recognizes the license structure of an LEA-specific educator license to allow local Districts to determine specific license areas of concentration and endorsement in accordance with [R277-301 \(7\)](#).
- ii. The Board of Education recognizes the requirements of content knowledge and pedagogical requirements for licensed educators, including required background checks and ethics reviews.
- iii. The Board authorizes the Executive Director and Local Education Agency (LEA) Administration to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

Associate Licensure

Associate Educator License (USBE): a license issued to an individual completing the requirements to receive a Professional Educator License. Individuals may be working as an intern, enrolled in a university program, enrolled in a career and technical education (CTE), or an Alternate Pathway to Professional Educator License (APPEL). The requirements of an associate educator license are outlined in R277-301-4. An associate educator license, license area, or endorsement is valid for two years.

The general requirements include:

- i. completion of a background check;
- ii. completion of an ethics review within one calendar year of application; and
- iii. one of the following:
 - a. a bachelor's degree or higher from a regionally credited institution;
 - b. current enrollment in a university Board-approved educator program that will result in a bachelor's degree or higher from a regionally credited institution; or
 - c. skill certification in a specific CTE area.
- vi. An educator with an associate educator license may upgrade to a professional educator license at any time prior to expiration of the associate educator license if the educator meets all the requirements of R277-301-5.

Professional Educator Licensure

Professional Educator License (USBE): A license issued to an individual who has demonstrated all of the state-established competencies to be an educator. The requirements for a professional educator license are outlined in R277-301-5. A professional educator license, license area, or endorsement is valid for five (5) years.

- i. The general requirements for a professional educator license include:
 - a) all general requirements for an associate educator license under R277- 301-4.
 - (1) completion of a bachelor's degree or higher from a regionally accredited institution; or skill certification in a specific CTE area; and of the following:
 - (a) a recommendation from a USBE Board-approved educator preparation program; or
 - (b) a standard educator license in the area issued by a licensing jurisdiction outside of Utah that is currently valid or is renewable consistent with Utah Code §53E-6-307.
 - (2) Local Education Agency (LEA)-specific Educator License: An individual, approved by the Board of Education who has met locally defined competencies to be an educator, and approved by LEA application to USBE.
 - (3) License Areas of Concentration: means a designation on a license of the specific educational setting or role for which the individual is qualified, to include the following:
 - (a) Early Childhood;
 - (b) Elementary;
 - (c) Secondary;
 - (d) Educational Leadership;
 - (e) Career and Technical Education or "CTE";
 - (f) School Counselor;
 - (g) School Psychologist;
 - (h) Special Education;
 - (i) Preschool Special Education;
 - (j) Deaf Education;
 - (k) Speech-Language Pathologist;
 - (l) Speech-Language Technician;
 - (m) School Social Worker; and
 - (n) Communication Disorders.
 - (4) Endorsement: means a designation on a License Area of Concentration earned through demonstrating required competencies established by the State Superintendent of Public Instruction that qualifies the individual to: provide instruction in a specific content area; or apply a specific set of skills in an education setting.
 - (5) Mentor: A trained educator who holds a professional educator license, and shall

where possible:

- (a) perform substantially the same duties as the mentored educator with release time work as a mentor; or
- (b) be assigned as an instructional coach or equivalent position.

Local Education Agency (LEA)-specific Educator Licensure

- i. The general requirements for an LEA-specific Educator License include:
 - a. completion of a background check and clearance in accordance with R277-214;
 - b. completion of an educator ethics review as described in R277-530 within one calendar year of the application;
 - c. completion of a bachelor's degree or higher from a regionally accredited college or university; and/or demonstrated content knowledge and pedagogical requirements by:
 - i. successfully passing an assessment; or
 - ii. by demonstrated experience.
- ii. Approval: An application for an LEA-specific Educator License must receive approval by the Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE.
 - a. The request for approval must include the rationale for the appointment of an LEA-Specific license.

Licensure and Endorsement Areas

- i. In accordance with R277-301, an LEA-specific Educator License may not be offered in the areas of Special Education or Preschool Special Education.
- ii. An LEA-specific Educator License, is limited to the following license areas:
 - a. Early Childhood;
 - b. Elementary;
 - c. Secondary;
 - d. Career and Technical Education or "CTE";
 - e. Speech-Language Pathologist;
 - f. Speech-Language Technician;
 - g. School Social Worker; and
 - h. Communication Disorders.
- iii. An LEA-specific Endorsement includes all USBE Endorsement areas.
- iv. An LEA-specific Educator License/Endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE.
- v. In accordance with R277-301 (7) an LEA-specific Educator License is valid only within the Career Academy of Utah and expires immediately upon employment separation.

Tuition Reimbursement for LEA Specific Licensures and Endorsements

The School may reimburse tuition for School employees if the following conditions are satisfied:

- i. The tuition is for courses that supports LEA specific endorsement credentials.
- ii. The courses are taken at (a) a fully-accredited Utah college or university; or (b) a school providing training or instruction that is approved by the State Board of Education.
- iii. Courses may be for credit or not.
- iv. Except in unusual circumstances and as approved by the Executive Director, courses must be taken outside of regularly scheduled work hours.
- v. Reimbursement will only be provided when the Employee obtains approval from the Executive Director and enters into a written agreement attached to this policy. The Employee shall obtain approval for reimbursement from the Executive Director at least thirty (30) days prior to the start date of the Employee's course(s). Reimbursement will be at the discretion of the Executive Director.
- vi. The amount of tuition reimbursed is at the sole discretion of the Executive Director but shall not exceed the lesser of 75% of an employee's tuition or a maximum of \$5,000 per Employee per degree.
- vii. In consideration of the LEA specific tuition reimbursement policy, the Employee must agree to work at the School for a minimum term of three (3) years from the date of the last tuition reimbursement payment to the Employee. The terms of the Employee's employment with the School will be subject to any employment agreement between the Employee and the School. Failure to complete three (3) years of employment from the date of the last tuition reimbursement payment to the Employee for any reason (including, but not limited to, breach of contract under the employment agreement by the Employee, or the Employee's refusal, unwillingness, or inability to execute the employment agreement if offered, or to satisfactorily perform as required) will result in the Employee being required to make tuition repayment to the School. This repayment of tuition by the Employee to the School will be on a pro-rata basis. For example, but not by way of limitation: If the Employee does not complete one (1) year of service, all tuition monies received by the Employee will be refunded to the School. If the Employee completes one (1) year but less than two (2) years, two-thirds (2/3) of all tuition monies received by the Employee will be refunded to the School. If the Employee completes two (2) years but less than three (3) years, one-third (1/3) of all tuition monies received by the Employee will be refunded to the School. Upon completion of three (3) years of service, no refund shall be required.

LEA Specific Educator Training, Mentoring, and Support

- i. Within the first year of employment, the educator must complete following training:
 - a. educator ethics;
 - b. classroom management and instruction;
 - c. basic special education law and instruction; and
 - d. Utah Effective Teaching Standards described in R277-530.
- ii. The educator must participate in the District's Mentoring Program.
 - a. The District shall provide at least a three-year mentoring program by trained mentor educator who:
 - i. holds a professional educator license and where possible;
 - ii. performs substantially the same duties as the educator with release time to work as a mentor; or
 - iii. is assigned as an instructional coach or equivalent position.
 - iv. The assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in Rule R277-530, but may not serve as an evaluator of the educator.
- iii. The mentoring program shall include:
 - a. A formal Professional Learning Plan and support in meeting the requirements of a professional license area; and
 - b. On-going training on educator ethics and special education.

Notification of LEA-Specific Educator Licensure

- i. The District shall post LEA-specific Educator Licenses, license areas, or endorsements on each school's website. The post shall include:
 - a. A disclosure of the fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
 - b. The percentage of the types of licenses, licenses areas, and endorsements held by educators employed in the school based on the employees' FTE in the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS); and
 - c. A link to the Utah Educator Look-up tool.

