



**Instilling Accountability, Responsibility, Respect**

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### **LEA-Specific License Policy**

The purpose of this policy is to identify CS Lewis Academy's LEA-Specific licensing / endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301. The following procedures are established to identify qualification requirements and guidelines for the issuance of CS Lewis Academy-LEA-Specific licensing and endorsements.

Procedure:

#### **Educator License/Endorsement Requirements.**

1. CS Lewis Academy-LEA License Eligibility Criteria. An Applicant shall:
  - a. Complete a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
  - b. Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
  - c. Complete the educator ethics review described in Rule R277-301 within one calendar year prior to the application; and,
  - d. Complete the following Professional Learning Modules (linked to the USBE web site):
    - i. Educator ethics;
    - ii. Classroom management and instruction;
    - iii. Basic special education law and instruction; and
    - iv. Utah Effective Teaching Standards described in R277-530.
2. The Applicant must receive approval from the CS Lewis Academy Board of Directors in a



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public meeting. In considering whether to approve an LEA-specific license, CS Lewis Academy shall consider:

- a. Director's rationale for requesting an LEA-Specific License.
- b. Whether there is an adequate supply of highly qualified and suitable licensed applicants in the license and endorsement area.
- c. Whether it is necessary and appropriate for the Applicant to be in a program to obtain a Professional License.

3. A CS Lewis Academy-LEA-Specific License is valid for up to three years, subject to demonstration of adequate progress consistent with:

- a. Progress toward a Professional License,
- b. Successfully putting into effect guidance from a Mentor, and
- c. The observations and recommendations of CS Lewis Academy's Director.

4. After the term of the Applicant's LEA-Specific license, an Applicant shall obtain a Professional License.

5. A CS Lewis Academy-LEA-specific license expires immediately, if CS Lewis Academy does not employ an Applicant.

6. The Applicant shall participate in the following Mentoring Program:

6.1. CS Lewis Academy shall provide a trained Mentor who:

- a. Holds a professional educator license; and
- b. Has taught successfully for at least 3 years.

6.2. A Mentor will help the Applicant meet the Utah Effective Educator Standards established in Rule R277-530 by:



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- a. Assisting the educator with a Self-Assessment (SA).
  - b. Ensuring that the educator has a Mentor Plan (MP).
  - c. Meeting regularly with the educator for coaching observations and feedback.
  - d. Documenting those meetings.
  - e. Conducting at a Mid-Year Review (MYR).
  - f. Debriefing as part of an End-of-Year Review (EOYR).
- 6.3. The Applicant and CS Lewis Academy will jointly develop a Plan to:
- a. Transition from a CS Lewis Academy-LEA-Specific License to a Professional License.
  - b. Identify applicable educational, skill, and/or content knowledge requirements for the Applicant to obtain.
7. On its website, CS Lewis Academy shall describe how many teachers have an LEA-specific license.