



## **Educator License Requirements**

### **Policy Number: 4202**

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#### **I. Policy**

- A. The Summit Academy Board of Trustees 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.
- B. The Summit Academy Board of Trustees 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).
- C. The Summit Academy Board of Trustees recognizes the requirements of content knowledge and pedagogical requirements for licensed educators, including required criminal background checks and ethics review.
- D. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

#### **II. Definitions**

- A. 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.
  - 1. The general requirements include:
    - a. completion of a criminal background check;
    - b. completion of an ethics review within one calendar year of application; and
    - c. one of the following:
      - i. a bachelor's degree or higher from a regionally credited institution;
      - ii. 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
      - iii. skill certification in a specific CTE area.
  - 2. 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.
- B. 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.
  - 1. The general requirements for a professional educator license include:
    - a. all general requirements for an associate educator license under R277-301-4.
    - b. completion of a bachelor's degree or higher from a regionally accredited institution; or skill certification in a specific CTE area; and
    - c. one of the following;



- i. a recommendation from a USBE Board-approved educator preparation program; or
  - ii. a standard educator license in the area issued by a licensing jurisdiction outside of Utah that is currently valid or is renewable consistent with Section 53E-6-307.
- C. 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.
- D. 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:
  1. Early Childhood;
  2. Elementary;
  3. Secondary;
  4. Educational Leadership;
  5. Career and Technical Education or “CTE”;
  6. School Counselor;
  7. School Psychologist;
  8. Special Education;
  9. Preschool Special Education;
  10. Deaf Education;
  11. Speech-Language Pathologist;
  12. Speech-Language Technician;
  13. School Social Worker; and
  14. Communication Disorders.
- E. 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.
- F. Mentor: A trained educator who holds a professional educator license, and shall where possible:
  1. perform substantially the same duties as the mentored educator with release time work as a mentor; or
  2. be assigned as an instructional coach or equivalent position.

### **III. Administrative Regulations**

- A. Local Education Agency (LEA)-specific Educator License
  1. The general requirements for an LEA-specific Educator License include:
    - a. completion of a criminal background check and clearance in accordance with R277-214;
    - b. completion of an educator ethics review as described in R277-500 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.
    2. Approval: An application for an LEA-specific Educator License must receive approval by the Summit Academy Board of Trustees 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.
- B. License and Endorsement Areas
  1. An LEA-specific Educator License may be offered in the areas of Special Education or Preschool Special Education for the 2020-2021 year only.
  2. 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.
  3. An LEA-specific Endorsement includes all USBE Endorsement areas.
  4. An LEA-specific Educator License/Endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE.
  5. In accordance with R277-301 (7) an LEA-specific Educator License is valid only within the Summit Academy Schools and expires immediately upon employment separation.
- C. LEA-Specific Educator Training, Mentoring, and Support
  1. Within the first year of employment, the educator must complete the 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.
  2. The educator must participate in the District’s Mentoring Program.
    - a. The District shall provide at least a three-year mentoring program by a 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.
- 3. 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.

**IV. Notification of LEA-Specific Educator License**

- A. The District shall post LEA-specific Educator Licenses, license areas, or endorsements on each school’s website. The post shall include:
  - 1. A disclosure of the fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
  - 2. 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
  - 3. A link to the Utah Educator Look-up tool.

**V. References**

Utah Admin Code R277-301. Educator Licensing  
Section 53E-6-307  
Utah Admin Code R277-214  
Utah Admin Code R277-500  
Utah Admin Code R277-530

**VI. Attachments**

N/A

**VII. Revision History and Approval Date**

Version 1: July 16, 2020: Original date of approval