

Verification of Entry Years Enhancement (EYE) for License Upgrade All Licensed Educators

Applicant Information: (Remember to do your ethics review & background check at www.utah.gov/teachers)

Name: Last	First	Middle	CACTUS ID#
Mailing Address			
Email Address			Phone #
School/Department			Grade/Subject

Principal/Supervisor Verification: (If the applicable requirements have not been met by June 20, contact HR about a license extension)

Worked with a trained mentor and worked as a licensed educator for three academic years			
Portfolio Requirement/Evaluate Davis			
Completed Self-Assessment with Reflection	Received 4 Administrator Observations	Received Satisfactory Mid-Year Summative Evaluation	Received Satisfactory End-of-Year Summative Evaluation
Completed USBE Youth Suicide Prevention Course (1 hour online AND 1 hour district sponsored training)			

I certify that the above information is true and correct according to our official records.

Printed Name of Principal

Signature of Principal

Date

Human Resources Verification:

Completed district required professional learning (if applicable to the area of licensure)
Achieved a score of 160 or higher on the Praxis II Principles of Learning & Teaching (if applicable, take the test in your area of educational preparation: Course Numbers 5621, 5622, 5623, or 5624)
Cleared fingerprint/background check with USBE after July 1, 2015
Completed ethics review within one calendar year of final approval for license upgrade

I certify that the above information is true and correct according to our official records.

Printed Name of Human Resources Designee

Signature of Human Resources Designee

Date

Alternative Upgrade Requirements: (to be completed by Human Resources if applicable)

If using prior temporary or ARL authorizations towards the three-year service requirement for upgrade while educator was in a university or other type of teacher education program, please verify the following: Type of program/university: _____ Years of service: _____	
If using out-of-state/country teaching experience towards the EYE service requirement, experience must be verified and posted in CACTUS. State/Country: _____ Years of service: _____	
Upgrade to Level 3 (must qualify for a level 2 license and provide evidence of level 3 certification requirements within 30 days)	

Instructions for Completing

Verification of Entry Years Enhancement (EYE) For License Upgrade

Completion of verification must be delivered in full either electronically or physically to HR
no later than **June 20**.

Computer--Based Completion

1. Open file on computer. Complete the specified sections.
 - Save document and send it to the appropriate parties. If you do not have access to a digital signature, you must print, sign, and send a hard copy to Jocelyn Heyne at jheyne@dsdmail.net. Make sure you carbon copy (cc) your principal.

iPad Completion



1. Download the free app: Adobe Reader
2. If you have Adobe Reader downloaded, please make sure to update to the newest version of the software.
 - Open the App Store
 - Click on Updates in the lower right hand corner
3. Open Document
4. Tap top right corner of the document. This will populate all PDF reader apps. Choose Adobe Reader.

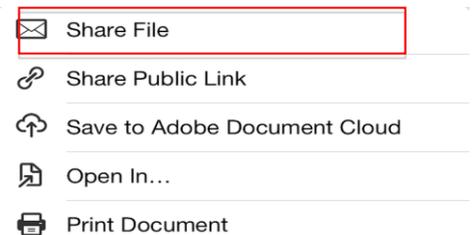


TEACHERS:

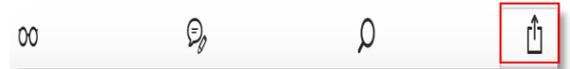
- Complete ONLY your designated portion
- Email document
 - Press the caret on the bottom right of the screen.
 - Email document to your principal

PRINCIPALS:

- Complete your designated portion
- Sign the document:
 - Click the note tool on the menu bar
 - Click the signature pen.
 - Tap where you would like to place your signature. Click add signature.
 - Sign your name with your finger or stylus.
 - Tap Save



- Email document
 - Press the caret on the bottom right of the screen.
 - Email document to Jocelyn Heyne at jheyne@dsdmail.net and carbon copy (cc) the teacher.



Print Completion

- Print document, complete designated areas, sign, and send to Jocelyn Heyne at jheyne@dsdmail.net. Make sure you carbon copy (cc) your principal