

# Upgrade Checklist: Level I to a Level 2 License Requirements for 2018-19

## Professional Learning Requirements

- Attend: **Secondary Level I Educator Training**
- Attend: monthly **Support Group Meetings** (*not applicable to teachers with 2 years out-of-district experience*)
- Attend: **Evaluate Davis Lecture Series for Secondary Teachers** This course starts after you have completed the Secondary Level I Educator Training and the monthly Support Group Meetings.) Attend a minimum of 4 classes for 2 years and complete the reflection assignment.

## Upgrade Process

- Talk to your administrator and make sure he or she will recommend you for an upgrade this year.
- Teach: **Three years on a Level I license in an accredited Utah school** (Out-of-state: teach for one year in an accredited Utah school if two out-of-state years are recognized by USBE.)
- Complete: **Suicide Prevention Training**, Part I and Part II (*This must be completed within the license cycle.*)
- Complete: **Background Check and Fingerprinting** (*Check current requirement when you upgrade.*)
- Complete: **Ethics Review** (This is good for 12 months.)
- Successfully Pass: **Praxis Principles of Learning and Teaching (PLT): Grades 7-12 (Test #5624)**
- Portfolio requirement accomplished through **Evaluate Davis Evaluation**
  - o **Self-Assessment with Reflection**, occurs yearly in Evaluate Davis
  - o **Administrator Observations**, 4 each year recorded in Evaluate Davis
  - o **Satisfactory Mid-Year Summative Evaluation**, occurs yearly in Evaluate Davis
  - o **Satisfactory End-of-Year Summative Evaluation**, occurs yearly in Evaluate Davis
- Meet with your **principal**. Bring the following:
  - o Davis Level 1 Upgrade Form
  - o Suicide Prevention Online Certificate
  - o Proof of attendance at Suicide Prevention live session
- Turn in Davis Level 1 Upgrade Form to Jocelyn Heyne in HR no later than **June 20**.
- Print** your Level 2 License after receiving an email from Jocelyn.