

Davis District Level 1 to Level 2 Upgrade Form For All Licensed Educators

Applicant Information:

| | | | |
|-------------------|-------|--------|---------------|
| 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)

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|--|---------------------------------------|---|--|
| Worked with a trained mentor and worked as a licensed educator for three school years (Aug-May) | | | |
| 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) | | | |
| Completed USBE Student Data Privacy Re-Licensure Course | | | |

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:

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|---|
| Completed district required new teacher induction 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)

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|---|-------------------------|
| If using prior temporary or ARL authorizations towards the three-year service requirement for upgrade while educator was in an alternative 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 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) | |