

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)

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:

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 (for APT licenses only) (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 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)	