

# Upgrade Checklist: Level I to a Level 2 License

## 2019-2020 Davis District Requirements

- Attend: **Support Group**  
*Attend 7 of the 8 offered sessions during your first year of teaching*
- Attend: **Evaluate Davis Elementary Lecture Series (EDEL)**  
*Attend each of the 8 offered sessions over your second and third years of teaching*
- Attend: **Elementary Level 1 Educator Training** Part I and Part II
- Complete: **Suicide Prevention Training**, Part I and Part II
- Complete: **Student Data Privacy Course**
- Complete: **Background Check** and **Fingerprinting**
- Complete: **Ethics Review**
- Pass: **Praxis Principles of Learning & Teaching (PLT)** (APT-licensed teachers ONLY)  
Grades K-6 (Test #5622) OR Early Childhood (Test #5621)
- 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: **Professional Portfolio** requirement through **Evaluate Davis:**
  - **Self-Assessment with Reflection**, occurs yearly in Evaluate Davis
  - **Administrator Observations**, 4 each year recorded in Evaluate Davis
  - **Satisfactory Mid-Year Summative Evaluation**, occurs yearly in Evaluate Davis
  - **Satisfactory End-of-Year Summative Evaluation**, occurs yearly in Evaluate Davis
- Meet: with your **Principal** and bring these **Documents:**
  - **Davis Level 1 Upgrade form**
  - **Suicide Prevention Online Certificate**
  - **Proof of attendance at Suicide Prevention live session**
  - **Student Data Privacy Online Certificate**
- Turn in: **Davis Level 1 Upgrade form** to Jocelyn Heyne in HR no later than **June 19<sup>th</sup>**
- Print: Your **Level 2 License** after receiving an email to complete the upgrade process