

# P-6: Administrative Procedures

## District Specific Educator Licensing



### REFERENCES

[Board Policy P-6](#)

### DEFINITIONS

**Associate Educator License ("AEL"):** USBE issued license awarded upon completion of certain requirements set by USBE, which is intended to convert to a Professional License upon completion of further requirements as determined by a plan established by either USBE or SLCSDB.

**Applicant:** A person applying for a SLCSDB-specific license or endorsement.

**District Mentor:** A trained educator who holds a professional educator license and/or performs substantially the same duties as a provisional educator for whom they are assigned to work as a mentor.

**Peer Assistance and Review Consulting Teacher:** A district appointed educator specialist assigned to coach, mentor, and support first year teachers.

**LEA Licensed Educator:** An educator who has obtained a SLCSDB-Specific License.

**Professional License:** USBE issued license to all educators completing a university educator preparation program or educators with an AEL who have completed the requirements for a Professional License. A Professional License will need to be renewed based on USBE requirements.

**SLCSDB-Specific License:** An educator license issued by the SLCSDB Board of Education that is acceptable as a valid teaching license only in SLCSDB for a period of three years with the potential for renewal.

**SLCSDB-Specific Endorsement:** A temporary three-year authorization for an already licensed educator (LEA, AEL, or Professional) to teach a class for which the educator does not hold a current endorsement.

### PROCEDURES FOR IMPLEMENTATION

#### I. SLCSDB LEA SPECIFIC LICENSE REQUIREMENTS:

- A. To apply for a SLCSDB-Specific License, an applicant must:
  1. Have begun a bachelor's or higher degree in a related field of study and intend to complete the program within 3 years, or in the alternative, have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
  2. Complete a criminal background check including review of any criminal offenses and clearance in accordance with Utah Admin. Rule R277-214; and,
    - a. Complete the educator ethics review described in Utah Admin. Rule R277-301 within one calendar year prior to the application; and,
    - b. Complete the following Educator Licensing Pedagogical Modules:
      - i. Educator ethics;
      - ii. Classroom management and instruction;
      - iii. Basic special education law and instruction; and
      - iv. Utah Effective Teaching Standards described in Utah Admin. Rule R277-530.
- B. In accordance with R277-301, an LEA-specific Educator License is limited to the following license areas:
  1. Early Childhood;
  2. Elementary;
  3. Secondary; and
  4. Career and Technical Education or "CTE"
- C. A SLCSDB-Specific License is not available for special education, preschool special education, school psychologist; school social worker; audiologist; speech-language technician or pathologist; school counselor; or deaf education.
- D. The district will provide a mentor to SLCSDB-Specific License recipients for the first three years of employment.
- E. A SLCSDB-Specific License expires immediately if the educator's employment with SLCSDB ends.

#### II. SLCSDB LEA-SPECIFIC ENDORSEMENT REQUIREMENTS

- A. To apply for a SLCSDB-Specific Endorsement, an applicant must:
  1. Have a current valid educator license (SLCSDB Specific, Associate Educator, or Professional); and
  2. Be recommended by a school administrator.
- B. Endorsement criteria are the same as those established by USBE.
- C. An LEA-specific endorsement allows a licensed educator up to three years to complete the endorsement requirements while teaching the course content that requires the endorsement.

- D. An LEA specific endorsement is not available in drivers education or special education.

### **III. APPROVAL PROCESS**

- A. An applicant for a SLCSO-Specific License or Endorsement must receive board approval in a public meeting within 60 days of being hired by the district.
  - 1. The request of approval must include the rationale for the appointment of an LEA-Specific license.
- B. Applicants hired under a SLCSO-Specific License will be paid on a regular teacher salary schedule.

### **IV. NOTIFICATION TO THE PUBLIC**

- A. A district school that requests an SLCSO-specific license, license area, or endorsement for an educator shall prominently post the following information on each school's website:
  - 1. disclosure of the fact that the school employs individuals holding SLCSO-specific educator licenses, license areas, or endorsements;
  - 2. an explanation of the types of licenses issued by the board;
  - 3. the percentage of the types of licenses, license areas, and endorsements held by educators employed in the school-based on the employees' FTE as reported in the Comprehensive Administration of Credentials for Teachers in Utah Schools ("CACTUS") USBE; and
  - 4. a link to the Utah Educator Look-up tool provided by the USBE in accordance with Utah Admin. Code R277-312-7(6).