

P-6: Administrative Procedures

District Specific Teacher Licensing



REFERENCES

[Board Policy P-6](#)

DEFINITIONS

Associate Educator Licensing Plan: A plan jointly developed by the district and Applicant outlining the requirements and steps to transition from a Salt Lake City School District (SLCSD) LEA-specific license to a Utah State Board of Education (USBE) issued Associate Educator License.

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 SLCSD.

Applicant: A person applying for a SLCSD LEA-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 SLCSD LEA-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.

SLCSD LEA-Specific License: An educator license issued by the SLCSD Board of Education that is acceptable as a valid teaching license only in SLCSD for a period of three (3) years with the potential for renewal.

SLCSD LEA-Specific Endorsement: A temporary (3 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. SLCSD LEA SPECIFIC LICENSE REQUIREMENTS:

- A. To apply for a SLCSD LEA-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 R277-500 within one calendar year prior to the application; and,
 - b. Complete the following Professional Learning 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. The district requires SLCSD LEA-Specific License holders to meet content knowledge and pedagogical requirements established by USBE within the first three years of employment.
- C. A SLCSD LEA-Specific License is not available for Special Education, or Preschool Special Education.
- D. The district will provide a mentor to SLCSD LEA-Specific License recipients for the first three years of employment.

II. SLCSD LEA-SPECIFIC ENDORSEMENT REQUIREMENTS

- A. To apply for a SLCSD LEA-Specific Endorsement, an applicant must:
 1. Have a current valid educator license (SLCSD LEA 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.

III. APPROVAL PROCESS

- A. An applicant for a SLCSD LEA-Specific License or Endorsement must receive board approval in a public meeting within 60 days of being hired by the district.
- B. Pending board approval, the applicant is hired on an interim basis as a substitute teacher and will be paid on the substitute salary schedule commensurate with their credentials.
 - 1. Applicants hired as substitute teachers under this provision do not qualify to serve as long-term substitutes.
- C. If the board approves the applicant for a SLCSD LEA-Specific License, the applicant will be paid on a regular teacher salary schedule, retroactive adjustments will be made back to the date of hire.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.