ARL Licensing Process Steps

(Please note that the information and listed fees are subject to change.)

Mailing Address:
Alternative Routes to Licensure
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

ARL Contact Information:
Leslie Scoresby, 801-538-7834,
leslie.scoresby@schools.utah.gov
Brandie Schulz (801-538-7532
brandie.schulz@schools.utah.gov
Robyn Roberts – ARL Specialist, 801-538-7602
robyn.roberts@schools.utah.gov

Make sure to include both the street address and the P.O. Box in your mailing address.
Incomplete applications will be returned.

FIRST, APPLY FOR THE ARL PROGRAM & GET AN "ELIGIBILITY" LETTER

Before submitting an application to alternative routes to licensure, complete a background check (Step 1) and get your fingerprinting done (Step 2). Your application cannot be processed (even if ARL receives your application) until the background check has cleared the Utah State Office of Education.

1. Complete the **Online Background Check**. (https://secure.utah.gov/elr/welcome.html) You will need to do this background check process even if you once had a background check to be a school aide, coach, etc. because this background check generates a CACTUS credential number to be used if hired as a teacher. Your background check must be current within 1 year of your initial ARL application date. (Exceptions: Teachers with currently active teaching licenses do not need to do step 1 & 2 again. Previous ARL applicants' background checks are valid for up to 3 years.)

To begin the background check process, first go to Educator Licensing Online and find the background check link. Complete the authorization process and pay fees online. Then print and take the authorization form to a Livescan center listed on the authorization form. Background checks processed through the Livescan system are generally cleared between 2 to 20 working days. You cannot apply to Alternative Routes to Licensure until you have purchased a background check, and you cannot receive a letter of eligibility until the background check has cleared. If you pay for an authorization form and fail to take it to a Livescan Center for fingerprinting, your application can not be processed. USOE will notify you by email when your background check has cleared. If you have no criminal history, simply apply to ARL after you have completed the digital Livescan background check.

2. Get **fingerprinting** done and take the fingerprint form to a Livescan location. Livescan locations are found at: http://www.schools.utah.gov/cert/License-Requirements/Fingerprint-and-Background-Check/LIVESCANSITESactive.aspx

3. **Complete & submit a full Application Packet** with official transcript(s), the fee and other items as needed, such as the Content Eligibility Checklist Form, Endorsement Checklists, Foreign Transcript Evaluation, and/or English Oral Proficiency Test. **Submit ALL APPLICATION ITEMS IN ONE ENVELOPE AND MAIL to the ARL mailing address listed above.** Incomplete applications will be returned. Applications are valid for 18 months.
Make sure to include:

A. **Application Form:** Applications can be found at http://www.schools.utah.gov/cert/DOCS/ARL/ARL-Application-Feb_21_-2012.aspx
Special Education applicants must use a separate application form found at www.schools.utah.gov/sars/Quick-Links/Licensure.aspx)
B. **Official transcripts** with degree(s) posted. Original transcripts must be official, but they do not have to be in a sealed envelope, so please check before they are mailed to see that all the courses you have taken are included on the transcripts. Transcripts printed from the applicant themselves are not considered official. (ARL prefers all transcripts be in hardcopy form so they are included in the application packet all together, but if you choose to have electronic transcripts sent instead, please note they are coming

when you send in your ARL packet and we can watch for them. Electronic official transcripts must be sent directly from the university to ARL at brandie.schulz@schools.utah.gov and/or robyn.roberts@schools.utah.gov .) Grades of C or higher (Not C-) are required for all courses.

If you have foreign transcripts please also complete the following:

Foreign Transcript Evaluation: If English is not the primary language spoken in your degree's country of origin, you must have a Foreign Credential Evaluation done before applying to ARL. See "Out-of-State Foreign Credential" information (at http://www.schools.utah.gov/cert/License-Requirements/Foreign-Credentialed.aspx under "Step 2".)

English Oral Proficiency Testing: If English is not the primary language spoken in your degree's country of origin, you will also need verification of your English proficiency through an Oral Proficiency Language Test before applying to ARL. You may schedule an Oral Proficiency Interview with Language Testing International (LTI) (http://www.languagetesting.com/acad_to_apply.htm) . An applicant must attain a level of Advanced Low to pass the English Language Proficiency benchmark.

C. **$75 Application & Evaluation Fee**. Make a check (or money order) payable to Utah State Office of Education. Fees are non-refundable.

D. "**Content Course Eligibility Checklist**" Form: If you are applying for Elementary or Special Education, you must complete the content eligibility checklist form. This form can be found at http://www.schools.utah.gov/cert/DOCS/APT/Elementary_Transcript_Worksheet.aspx.)

E. **Endorsement Checklists** for each subject area you are applying for (if not a degree-related major in the Secondary Education endorsement area) must be included with your application.
Secondary Education applicants, who do not have a directly related major in the area, must include a completed "endorsement" checklist for each area they wish to be considered for. Endorsement links can be found at: http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx . Areas such as Business, etc. are found under the "CTE Career and Technical Education" link. **No additional endorsement review fees are needed with this ARL application.**

Secondary Education candidates MUST have a MAJOR DEGREE AREA directly related to the subject endorsement area OR if they do not have a directly related degree major, they must complete all the endorsement items including required content Praxis testing (except the Methods course) PRIOR TO becoming eligible for the subject area. (Math 3 is an exception for Science & Engineering majors only. They must have at least university credits for Calculus I & II, Probability & Advanced Statistics, and Linear Algebra at a minimum before being eligible for ARL and the remaining items can be taken once hired.)

The following Subject Endorsement Areas ARE NOT available in the ARL program:
Anthropology, Distance Learning, Driver's Education, ESL, Gifted and Talented, Philosophy, Reading, Social Dance, YIC. To apply for these areas, you must already have a Level 1 or Level 2 Teaching License.

4. **Eligibility Letter** from ARL: Following an evaluation of your application, transcript, and clearance of your background check, you will receive a letter from ARL informing you whether or not you qualify and are eligible to be hired and to participate in the Alternative Routes to Licensure Program. If eligible, you will get an Eligibility letter which you can give to District Human Resources where you want to apply to teach. You are welcome to make copies to give to districts/schools you are applying for. The letter will designate the license area (i.e. Secondary or Elementary) and which area of endorsement (subject) you can earn if hired.

5. **Apply for jobs** at various districts/Charter Schools/Private Schools as long as they are accredited. Apply at: www.teachers-teachers.com and/or each district you are interested in working in.

THEN, GET A JOB:

6. **Get a Job -** You must be hired in an accredited school for .50 contract or more in your eligible areas. (.50 Part time or more must be at least 15+ or more hours per week directly instructing students in your eligible ARL area and does not count preparation time or other activities you might be hired for.) Instructors, aides, tutors, language assistants, pull out program teachers, or Elementary Education specific subject only teachers (i.e. reading, etc.) are NOT eligible to earn a license through the regular ARL Alternative Route to Licensure Program. Special Education

teachers must be hired to teach in an approved mild/moderate special education setting and must be either the teacher of record directly instructing students, or Co-teaching with direct instruction of students or a Consultative Collaborative Special Education Pullout Teacher directly instructing students for at least .50 FTE minimum. Online teachers are eligible to earn an Online teaching license through ARL if the position qualifies. USOE may audit participants at any time during their ARL program to ensure continued program eligibility.

7. **Inform our ARL office** if you are hired in a licensed teaching position. Then, once your teaching assignment is officially posted on CACTUS by your district/school (after the July 1st school year rollover to the new academic year), ARL will send you a Confirmation of Employment form to complete. (CACTUS stands for "Comprehensive Administration of Credentials for Teachers in Utah Schools" which is the State Teacher Tracking System.)

8. Submit an ARL "**Confirmation of Employment" Form** with original signatures from your Principal and Human Resources Director.

9. Pay the **Program Development & Tracking Fee $300 payable to USOE or Utah State Office of Education** (see address above.) As soon as Alternative Routes to Licensure receives your completed Confirmation of Employment form with the required program development and tracking fee, a Professional Growth Plan will be developed for you. When your Professional Growth Plan has been developed, the ARL secretary will contact you to set an appointment. A Professional Growth Plan appointment can be conducted in person at the Utah State Office of Education, or if distance is a problem, over the telephone. Fees are non-refundable.

NEXT, GET AN "ARL" PLAN outlining required Coursework, Testing, etc. to earn a license and endorsement(s) while you teach. A Professional Growth Plan is developed only after a candidate is hired and pays the requisite program development and tracking fee. You are responsible for all costs involved in completing your ARL Plan:

10. Get a "**Professional Growth Plan**" (PGP) Plan. ARL will set up an appointment with you to go over your ARL plan once it is developed. You will meet with an ARL advisor to make sure you understand your plan and program expectations. ARL Alternative Route to Licensure plans are individually made for each ARL Teacher after reviewing their transcripts, teaching assignments, etc. Plans typically include such items as Praxis Test(s), Pedagogy Classes, Methods Classes, and Content Classes. For example, all participants usually take 6 General Pedagogy Classes, 1-4 Methods courses, the related Praxis testing, and any additional content courses if needed as part of the licensing process once hired. Special Education plans usually require 10 total courses including pedagogy and methods courses and Content Praxis test(s). A few subject areas have the option of either Coursework/Testing or a Competency Route (such as ABCTE for Sp. Ed.). Possible routes to licensure can be found at: http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure/Possible-Routes.aspx Please do not enroll in ABCTE unless you have received an ARL plan with specific options for this because Utah doesn't accept the ABCTE program otherwise.

11. Pass the **Praxis II Content Area test** to become HQ highly qualified as soon as possible (preferably by the first semester of teaching). If an ARL plan has a required Praxis test, it must be taken at least once during the initial ARL year as part of showing "Progress". A list of current qualifying Utah cut scores can be found at www.schools.utah.gov/cert. See www.ets.org/praxis for Praxis testing information. (Note: You must still be meeting the current Praxis II qualifying Utah cut score at the time of program completion as well.)

12. **Teach successfully** in eligible ARL area(s) full time for at least 1 year or 2 year part time consecutively in the same school. (see #6 above.) ARL plans can be renewed for up to 3 years if you have never had a temporary authorization before. Board rule allows for only 3 "authorizations" in an individual's career lifetime.

13. Work with a **trained mentor** assigned by your Principal in your school. An appropriate mentor must be a Utah licensed teacher (preferably a Level 2 licensed and experienced mentor trained teacher) and cannot be the ARL's

subordinate. Special Education teacher mentors must hold a Special Education license and also meet the above qualifications.

14. **Take Courses** that are outlined on your PGP Plan. (All courses must earn a "C" grade or above. Not C-.)

15. Each Spring, you submit **"Progress Forms"** with official transcripts/documentation, and a copy of your teaching schedule with what you teach per period, times, topics, days of the week. (SLCC coursework may be posted in "OnTrack" or on official SLCC transcripts.) Original transcripts must be official, but they do not have to be in a sealed envelope, so please check before they are mailed to see that all the courses you have taken are included on the transcripts. Transcripts printed from the applicant themselves are not considered official. If you choose to have electronic transcripts sent, they be sent directly from the university to ARL at brandie.schulz@schools.utah.gov and/or robyn.roberts@schools.utah.gov. Grades of C or higher (Not C-) are required for all courses. Salt Lake Community College pedagogy courses will appear on your "OnTrack" which you can access through the USOE website home page and then print a copy to include with your progress form.

16. Each Spring, your Principal will submit their **observations and evaluations of you**. You must be teaching successfully and pass these observations/classroom performance with "meets standards" or above in order to remain in the ARL program. Principals/Directors evaluating must be a licensed administrator or current Charter/Private School Administrator and cannot be the ARL's subordinate.

17. Your first year Temporary ARL Authorization will be reissued as a **Temporary ARL License** if you complete your Progress items and Principal's evaluations satisfactorily. You must do this each year that you are in the program in order to have your temporary license re-issued for the following year. Otherwise you risk being dropped from the ARL program. Full time teaching participants may be able to get licensed as quickly as one year if they have completed their entire Professional Development Plan. Diligent participants usually complete the program between eighteen months to two years.

FINALLY, COMPLETE THE PLAN & BE RECOMMENDED FOR LICENSURE:

18. **Complete PGP plan**. (Let us know if anything changes in your employment during the time you are completing the plan.) Participants in ARL must always be teaching in a qualified ARL assignment, make annual progress toward licensure, work with a mentor, and have successful Principal's evaluations in order to remain in the ARL program.

19. Once the Plan is completed, we will request a **Principal's Letter of Recommendation** for Licensure from your current principal. You must be recommended for a teaching license by the school administrator and by the USOE ARL Specialist. You must be currently teaching in a licensed position when the Professional Growth Plan is completed and the recommendation is submitted by the school administrator for licensure.

20. Complete a **Level 1 Licensure Application form**. ARL will send you this form once you are ready to complete the licensing process steps.
21. Update your **background check** only if it is outdated - more than 3 years old.
22. Complete the **"Ethics Review"** online at https://secure.utah.gov/elr/welcome.html .
23. Pay the **Level 1 Licensing Fee** $40 payable to USOE. Fees are non-refundable.
24. Once the Principal's Recommendation letter is received and Ethics Review, Level 1 License Form & fees are in, you will be recommended for licensure.
25. Yeah! The licensing process is complete when you receive your license in the mail.

Fees* (Effective 7/1/13 as per Utah Legislature, fees will be changed)

Background Check Fee	$40 *
Application & Evaluation Fee	$75*
Program Development & Tracking Fee	$300 *
Licensure Fee	$40*

*Note: Information and fees listed here are subject to change. Fees are non-refundable. 7/1/13