

# VERIFICATION OF ENTRY YEARS ENHANCEMENT (EYE) UPGRADE FROM A LEVEL 1 EDUCATOR LICENSE TO A LEVEL 2 EDUCATOR LICENSE

Utah State Office of Education • Attn: L1 Upgrades • 250 East 500 South • P.O. Box 144200 • Salt Lake City, Utah 84114-4200  
Please submit this form with a check or money order for \$75 made payable to USOE • Faxed/emailed copies are unacceptable  
Please fill in the interactive sections on this form, and then print to sign, initial, and submit it to the address at the top of the page.

## Applicant Information:

Name: Last	First	Middle	CACTUS ID#
Mailing Address		City	State Zip
Email Address			Phone Number

**Verification of EYE Requirements:** Superintendent or Human Resources Director, please initial each EYE requirement, including the additional requirements, completed during the last three years as a licensed educator\* [NA (not applicable) may be appropriate]:

<b>Worked with a trained mentor for three years.</b>	
<b>Achieved a score of 160 or higher on the Praxis II - Principles of Learning and Teaching Test</b> in the area of educational preparation and assignment; [#0621 (5621), #0622 (5622), #0623 (5623), or #0624 (5624)]	
<b>Successfully completed a portfolio review.</b>	
<b>Successfully completed the CTE education coursework and the New Teacher Academy</b>	
<b>Completed performance evaluations two times per year under the district/charter/accredited private school evaluation system with a satisfactory final evaluation.</b>	
<b>Achieved NCLB Highly Qualified status in at least one license area or endorsement</b> , if qualified in any NCLB subject area.	
<b>Cleared Background/fingerprint check.</b> All educators who are upgrading their Level 1 license must have a cleared background/fingerprint check within one calendar year prior to final approval from employing district/school.	
<b>Ethics Review.</b> All Level 1 educators must complete the Ethics Review within one calendar prior to receiving a recommendation for upgrade to a Level 2 Utah Professional Teaching License.	

\* Information about EYE may be accessed at [www.schools.utah.gov/cert](http://www.schools.utah.gov/cert) click on New Teacher Entry Years Enhancement.

## Additional Requirements:

If using Letters of Authorization towards years of teaching experience while educator was in a university or other type of teacher education program, please verify the following:  University Attended/Type of program: _____ Years Attended: _____ Verified by a transcript: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If using in-state, out-of-state, or foreign years of experience towards the EYE service requirement, experience must be verified. Please attach verification of years of licensed professional experience in a public or accredited private school (include copy of accreditation certificate).  Public/Accredited Private school: _____ Years of Service: _____	

## Signatures

The above named educator holds a Level 1 Educator License and has completed all EYE requirements for upgrade to the Level 2 License. I recommend him/her for the Level 2 License.	
_____ Signature of Superintendent/H.R. Director	_____ District/Charter/Accredited Private School
_____ Print Name of Superintendent/H.R. Director	_____ Date