LEVEL 1 LICENSE EXTENSION

Utah State Office of Education ●Attn: L1 Extension●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 $25 made payable to USOE

Please fill in the interactive sections on this form, and then print to sign and submit to the above address.

This form is to be used as a one-time only extension at the discretion of the employer for Level 1 licensed educators who have three years licensed experience in Utah, but have not completed the EYE requirements for upgrade to the Level 2 license because of unusual or extenuating emergency circumstances.* **Please mail this completed form with the $25 fee, made payable to USOE, to the above address prior to the expiration of the educator's license. Faxed/emailed copies are not accepted.**

Educator Information

Applicant's Name:				
Mailing Address:	City	State	Zip	Phone Number:
E-mail:				CACTUS ID#:

Explain the unusual or extenuating emergency circumstances that necessitates this extension request:
The following strategies will be used to assist the teacher to complete EYE:

Signatures

The _____ requests an extension of the Level 1 license on behalf of
District/School

_____ due to the unusual or extenuating emergency circumstances
Educator's full name

as explained in the above paragraph. It is understood that this extension is one-time, one-year only and supports the educator in completing the Entry Years Enhancement (EYE) requirements for upgrade to a Level 2 license.

_____
Signature of Superintendent or H.R. Director

_____ _____
Print Name of Superintendent or H.R. Director CACTUS #, if applicable Date

USOE APPROVAL
☐ Approved ☐ Denied
Signed:

*R277-504-F Under no circumstances shall a teacher be permitted to teach for more than three years on the Level 1 license without qualifying for the Level 2 license.
*R277-522-4A (1) the school district may make a written request to the USOE Educator Licensing Section for a one year extension of the Level 1 license in order to provide time for the educator to satisfy Entry Years Enhancements (EYE).