

LOCAL EDUCATION AGENCY (LEA)-SPECIFIC LICENSE & ENDORSEMENT PROCEDURES

Updated for SY23-24

An LEA-Specific (LEA-S) educator license, including areas of concentration and endorsements, is issued by the state board at the request of an LEA's governing body (i.e. - local school board) that is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in [R277-301-7](#).

Step 1 – LEA Adopts Policy for LEA-Specific Licenses

The LEA policy, in accordance with [R277-301-7](#), indicates how the LEA will prepare and support educators with an LEA-S educator license and must be posted on the LEA website. The policy must include:

- A. Educator preparation and support aligned to the Utah Effective Teaching Standards.
- B. Criteria for employing educators with an LEA-Specific license; and
- C. Compliance with all requirements of Board Rule [R277-301](#).

Step 2 – Public Meeting of Governing Body Approving LEA-Specific Licenses

This meeting must have a posted agenda prior to the meeting and an option for the general public to attend and offer comment.

Step 3 – Posting LEA-Specific License Areas & Endorsements in CACTUS

The LEA must post all educator data, including assignments, in CACTUS no later than sixty (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s). If the request is an LEA-S license renewal, please indicate that in your CACTUS request. LEA-S license renewal steps may be found in the [Step-by-Step Guide to Educator License Renewals](#). All educators must have a completed, valid background check on file with the USBE and completed an Educator Ethics Review within one year of the LEA-S license request. Review the [2023 Annual CACTUS Training for LEAs video](#) for more information.

Please note: all assignments and LEA-S licenses must be submitted no later than Friday, October 27, 2022 (Fall deadline), to receive ESA (Educator Salary Adjustment) funding for the 2023-24 school year. Any additional LEA-S requests must be submitted no later than Monday, May 31, 2024 (Spring deadline), to receive end-of-year funding.

For specific questions relating to this license process, contact the Executive Coordinator of Educator Licensing:

Dr. Malia Hite

Executive Coordinator of Educator Licensing

(801) 538-7895, malia.hite@schools.utah.gov



Utah State
Board of
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Educator
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