

1 **R277. Education, Administration.**

2 **R277-302. Educator Licensing Renewal.**

3 **R277-302-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and supervision
6 over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53E-6-201, which gives the Board power to issue licenses.

10 (2) The purpose of this rule is to ensure that licensed educators maintain and enhance
11 their education-related skills and knowledge throughout the duration of the license.

12 **R277-302-2. Definitions.**

13 (1) "Administrative supervisor" means an LEA employee that is responsivle for the
14 evaluation and determination fo continued employment of an LEA employee in a position that
15 requires a Utah educator license.

16 (2) "Educator" has the same meaning as defined in Section 53E-6-102.

17 (3) "Licensed administrator" means:

18 (a) an individual holding a current Utah educator lincese with a school leadership
19 license area of concentration;

20 (b) an individual, familiar with the requirements of this rule, holding an equivalent
21 license in another jurisdiction; or

22 (c) an individual currently employed in an administrative position in a Utah charter
23 school or accredited private school.

24 **R277-302-3. Educator License Renewal Requirements.**

25 (1) An individual that holds a current Utah educator license may apply to the
26 Superintendent for renewal of the license after meeting all requirements detailed in this rule
27 between January 1 and June 30 of the year in which the educator's license expires.

28 (2) An individual that holds an expired associate or professional Utah educator license
29 may apply to the Superintendent for renewal of the license after meeting all requirements
30 detailed in this rule.

31 (3) A Utah educator license holder may accrue license renewal points beginning with
32 the date of each new license renewal.

33 (4) Prior to applying for renewal, an individual that holds a professional Utah educator
34 license shall:

35 (a) complete at least 100 license renewal points as detailed in Section R277-302-7
36 during the five years prior to the date of renewal;

37 (b) complete the USBE educator ethics review during the year prior to the date of
38 renewal; and

39 (c) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

40 (5) Prior to applying for renewal, an individual that holds an associate Utah educator
41 license shall:

42 (a) have less than two years of experience in an educator position related to the area
43 of licensure in a public or accredited private school in Utah;

44 (b) meet the current content knowledge requirements for an associate educator license
45 related to the educator's area of licensure detailed in Section [R277-301-4](#);

46 (c) redo the professional learning modules required for an associate educator license
47 detailed in Section [R277-301-4](#) during the six months prior to the date of renewal;

48 (d) complete the USBE educator ethics review during the year prior to the date of
49 renewal; and

50 (e) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

51 (6) An individual that holds an expired professional Utah educator license and that has
52 not been employed by a Utah LEA for at least one school year may apply for renewal under
53 the Returning Educator Relicensure program described in Section R277-302-8.

54

55 **R277-302-4. Superintendent Responsibilities.**

56 (1) The Superintendent shall establish application procedures for Utah educator license

57 renewal that:

58 (a) include simplified procedures for an educator that:

59 (i) is currently employed in an educator position by a Utah LEA;

60 (ii) has been employed in an educator position by a Utah LEA in each of the years
61 covered by the individual's Utah educator license; and

62 (iii) has participated in professional learning activities provided by the educator's LEA
63 as required by Subsection R277-302-6(1);

64 (b) require verification of the educator's completed license renewal points by the
65 signature of a licensed administrator;

66 (c) if employed by a public school or accredited private school in Utah, require
67 verification of the educator's completed license renewal points by the signature of the
68 educator's direct administrative supervisor; and

69 (d) is completed through an automated, online platform, to the extent reasonably
70 possible given existing technology and resources.

71 (2) The Superintendent shall monitor a random sample of approximately ten percent
72 of annual renewals that utilize automated or online procedures.

73 (3)(a) The Superintendent may monitor or review any renewal transaction for accuracy
74 and compliance with this rule.

75 (b) The Superintendent may correct errors in licensing information uncovered in the
76 monitoring process.

77 **R277-302-5. Educator Responsibilities.**

78 (1) An educator is responsible for acquiring and retaining documentation and
79 signatures related to the completion of professional learning activities used to meet the
80 requirements of this rule.

81 (2) An educator shall finalize all renewal documentation during the one year prior to the
82 date of renewal.

83 (3) An educator shall retain all documentation related to a renewal application under
84 this rule for no less than two years from the date of renewal.

85 (4)(a) If an educator’s renewal application is identified for monitoring in accordance with
86 Subsections R277-302-4(2) and (3), the educator shall submit any requested documentation
87 to the Superintendent in a timely manner.

88 (b) The Superintendent may refer an educator to UPPAC if:

89 (i) the educator fails to submit documentation in accordance with Subsection (4)(a); or

90 (ii) monitoring reveals fraudulent or unprofessional conduct by the educator during the
91 renewal process.

92 **R277-302-6. LEA Responsibilities.**

93 (1) An LEA that employes an individual holding a professional Utah educator license
94 shall provide a minimum of the equivalent of twenty license renewal points as defined in
95 Section R277-302-7 of professional learning activities to all such license holders annually.

96 (2) An LEA shall maintain or provide to the educator documentation of professional
97 learning activities under Subsection (1).

98 (3) An LEA’s professional learning activities shall include:

99 (a) two hours of youth suicide prevention training;

100 (b) data privacy training; and

101 (c) assessment training.

102 (4) If an individual that holds a professional Utah educator license does not participate
103 in the activities provided under Subsection (1), the educator’s LEA shall notify the educator
104 and the Superintendent that the educator is not eligible to utilize the simplified procedures
105 described in Subsection R277-302-4(1)(a).

106 **R277-302-7. Professional Renewal Activities.**

107 (1)(a) For each semester hour of university or college credit completed by an educator,
108 the educator may receive 18 license renewal points.

109 (b) An educator must receive a course grade of C or better, or a pass, to have a
110 university or college course count for license renewal points.

111 (2)(a) For each credit hour of USBE professional learning, an educator may receive 15

112 license renewal points.

113 (b) USBE professional learning activities require approval in accordance with Rule
114 R277-519.

115 (c) An educator must successfully complete USBE credit to receive license renewal
116 points.

117 (3)(a) An LEA shall approve an LEA-sponsored or approved professional learning
118 activity at least four weeks prior to the scheduled activity.

119 (b) LEA professional learning activities may include professional learning such as:

120 (i) development of LEA or school curriculum;

121 (ii) planning and implementation of a school improvement plan;

122 (iii) mentoring an educator with an associate Utah educator license;

123 (iv) engaging in instructional coaching; and

124 (v) conducting action research.

125 (c) Each clock hour of scheduled professional learning activity time equals one license
126 renewal point, not to exceed 25 points per activity per year.

127 (4) An educator may receive license renewal points for school-sponsored educator
128 collaboration on student-data analysis and instructional planning as follows:

129 (a) Each hour of educator collaboration equals one license renewal point, not to exceed
130 20 points per activity per year;

131 (b) Qualifying educator collaboration shall include the analysis of both formative and
132 summative data; and

133 (c) Qualifying educator collaboration shall only include instructional planning based on
134 student-data analysis.

135 (5) An educator may receive license renewal points for alternative professional learning
136 activities as follows:

137 (a) Each clock hour of participation equals one license renewal point, not to exceed 20
138 points per activity per year;

139 (b) Qualifying alternative activities shall only include activities that enhance or improve
140 the education-related skills and knowledge of the educator that do not fall into another specific

141 category of this Section R277-302-7; and

142 (c) Qualifying alternative activities require approval by:

143 (i) a licensed administrator verifying the completion of the renewal requirements by the
144 educator; or

145 (ii) the Superintendent, but only with prior written approval of the activity.

146 (6) An educator may receive license renewal points for conferences, workshops,
147 institutes, symposia, or staff-development programs as follows:

148 (a) Each clock hour of participation equals one license renewal point, not to exceed 20
149 points per activity;

150 (b) Qualifying activities require approval by:

151 (i) a licensed administrator verifying the completion of the renewal requirements by the
152 educator; or

153 (ii) the Superintendent, but only with prior written approval of the activity.

154 (7) An educator may receive license renewal points for educational research and
155 innovation that results in a final, demonstrable product, as follows:

156 (a) Each clock hour of participation equals one license renewal point, not to exceed 30
157 points per activity;

158 (b) Qualifying research requires approval by:

159 (i) a licensed administrator verifying the completion of the renewal requirements by the
160 educator; or

161 (ii) the Superintendent, but only with prior written approval of the research; and

162 (iii) The educator's research shall be consistent with school, LEA, and Board policies
163 and rules.

164 (8) A cooperating or mentor teacher in an educator preparation program may receive
165 one license renewal point for each clock hour supervising, collaborating with, and mentoring
166 assigned teachers enrolled in an educator preparation programs, not to exceed 20 points per
167 license renewal.

168 **R277-302-8. Returning Educator Relicensure Program.**

- 169 (1) An individual utilizing the Returning Educator Relicensure program shall:
170 (a) hold a position in a Utah LEA requiring an educator license;
171 (b) obtain a new background check and enroll in on-going monitoring as required by
172 Section [53E-6-401](#);
173 (c) resolve any background check issues that may arise in accordance with Rule R277-
174 214;
175 (d) complete a one-school-year professional learning plan developed jointly by the
176 educator's direct administrative supervisor and the returning educator consistent with Section
177 ***** taking into account the following:
178 (i) previous successfully education experience;
179 (ii) formal educational preparation;
180 (iii) period of time between last education experience and the present;
181 (iv) school goals for student achievement and with the employing school and the
182 educator's role in accomplishing those goals;
183 (v) the returning educator's professional abilities, as determined by a formal discussion
184 and observation process completed within the first 30 days of employment; and
185 (vi) completion of additional necessary professional development for the educator;
186 (e) submit a copy of the professional learning plan described in Subsection (d) to the
187 Superintendent; and
188 (f) submit documentation upon completion of the educator's professional learning plan
189 to the Superintendent.
190 (2) The Superintendent shall establish procedures for the Returning Educator
191 Relicensure program, including:
192 (a) renewal of the educator's professional educator license for one school year;
193 (b) submission of the professional learning plan as required by Subsection (1)(e) within
194 60 days of the educator's starting employment date; and
195 (c) submission of documentation required by Subsection (1)(f) prior to the completion
196 of the school year.
197 (3) A professional learning plan under this Section:

- 198 (a) may include activities provided by the LEA under Section R277-302-6; and
199 (b) shall include additional activities focusing on the unique needs of the educator.

200 **R277-302-9. Licensing Renewal Point Options for Grandfathered Licenses.**

201 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose professional
202 Utah educator license has an expiration date prior June 30, 2025 may earn license renewal
203 points in accordance with this Section R277-302-9, in addition to the options described in
204 Section R277-302-7.

205 (2) If an educator chooses to earn license renewal points under this Section R277-302-
206 9:

207 (a) an educator who held a level two or three license prior to June 30, 2020, shall
208 accrue 200 points in the five years prior to applying for renewal; and

209 (b) an educator who held a level one license prior to June 30, 2020 shall accrue 100
210 points in the three years prior to applying for renewal.

211 (3) An educator may earn license renewal points for employment in a position requiring
212 a Utah educator license, as follows:

213 (a) A educator may earn 35 license renewal points per year of employment, up to a
214 maximum of 105 points per license cycle; and

215 (b) An educator may only count years of employment with satisfactory performance
216 evaluations for license renewal points.

217 (4) An educator may earn license renewal points for content and pedagogy testing, as
218 follows:

219 (a) A qualifying test must be approved by the Superintendent;

220 (b) For each qualifying test submitted with a passing score, the educator qualifies for
221 25 license renewal points; and

222 (c) An educator may submit no more than two qualifying test scores per license cycle.

223 (5) An educator may receive license renewal points for service in a leadership role in
224 a national, state-wide, or LEA-recognized professional education organization, as follows:

225 (a) The educator's direct administrative supervisor shall approve qualifying service

226 under Subsection (5); and

227 (b) Each clock hour of participation qualifies for one license renewal point, not to
228 exceed ten points per year.

229 (6) An educator may receive license renewal points for substituting in a public school
230 or accredited private school in Utah, as follows:

231 (a) The educator must have an inactive license during the school year the points are
232 earned;

233 (b) Two hours of documented substitute time equals one license renewal point, not to
234 exceed 25 points per year or 50 points per license cycle; and

235 (c) A licensed administrator at the LEA where the substitute teaching occurred shall
236 verify hours on LEA or school letterhead;

237 (7) An educator may receive license renewal points for paraprofessional or volunteer
238 service in a public school or accredited private school in Utah, as follows:

239 (a) The educator must have an inactive license during the school year the points are
240 earned;

241 (b) Three hours of documented paraprofessional or volunteer service equals one
242 license renewal point, not to exceed 25 points per year or 50 points per license cycle; and

243 (c) A licensed administrator at the LEA where the paraprofessional or volunteer service
244 occurred shall verify hours on LEA or school letterhead.

245 **KEY: license renewal, educator**

246 **Date of Enactment or Last Substantive Amendment:**

247 **Notice of Continuation:**

248 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#)**