

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
6 supervision 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
11 enhance their education-related skills and knowledge throughout the duration of the
12 license.

13
14 **R277-302-2. Definitions.**

15 (1) "Alternate professional learning activities" means activities that enhance or
16 improve the education-related skills and knowledge of an educator serving in school, but
17 not in a role as a primary educator, including:

18 (a) work as a paraprofessional;

19 (b) substitute teaching in a public school;

20 (c) volunteering in a public school;

21 (d) travel with an educational purpose or component;

22 (e) presenting at professional conferences, including the time to design or prepare
23 the presentation;

24 (f) educational research;

25 (g) work as a department chair in a public school.

26 (2) "Conflict of interest" means a business, family, monetary, or relationship concern
27 that may cause a reasonable educator to be unduly influenced or that creates the
28 appearance of undue influence.

29 (3) "Educator" has the same meaning as defined in Section [53E-6-102](#).

30 (4) "Educator collaboration opportunities" mean opportunities in which educators
31 engage in data analysis in collaboration with colleagues to inform instructional adjustments
32 and student need, including through professional learning communities.

33 (5) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the
34 Blind.

35 (6) "Licensed administrator" means:

36 (a) an individual holding a current Utah educator license with a school leadership
37 license area of concentration;

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

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

42 (7)(a) "Professional education entity" means a public or private organization
43 engaged in services related, in whole or in part, to promoting education.

44 (b) "Professional education entity" includes:

45 (i) an LEA;

46 (ii) the Board, including its staff;

47 (iii) another elected or appointed government body responsible for education policy;

48 (iv) a regional service center;

49 (v) a union or association of professional educators;

50 (vi) an association whose members are comprised of Utah LEAs or schools;

51 (vii) an accredited p-12 private institution; and

52 (viii) a regionally accredited college or university.

53 (8) "Professional learning experiences" means learning experiences in:

54 (a) curriculum development;

55 (b) school improvement;

56 (c) mentoring and training new teachers; and

57 (d) instructional coaching.

58 (9) "Professional service" means service in a local, state, or national government or
59 professional education association leadership role.

60

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

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

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

68 (3) A Utah educator license holder shall accrue 100 license renewal [~~points~~] hours
69 prior to license renewal, beginning with the date of each new renewal.

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

72 (a) complete license renewal [~~points~~] hours as detailed in Section R277-302-7
73 during the five years prior to the date of renewal;

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

76 (c) maintain ongoing background monitoring in accordance with Section [53G-11-](#)
77 [403](#).

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

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

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

84 (c) redo the professional learning modules required for an associate educator

- 85 license detailed in Section R277-301-4 during the six months prior to the date of renewal;
- 86 (d) complete the USBE educator ethics review during the year prior to the date of
87 renewal; and
- 88 (e) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).
- 89 (6) Prior to ~~applying~~ qualifying for renewal, an individual that holds an LEA-specific
90 Utah educator license shall:
- 91 (a) comply with the LEA's policy for employment and professional learning;
- 92 (b) provide documentation of 60 renewal hours, consistent with Section R277-302-
93 7;
- 94 (c) complete the USBE educator ethics review during the year prior to the date of
95 renewal; and
- 96 (d) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

97

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

- 99 (1) The Superintendent shall establish application procedures for Utah educator
100 license renewal that:
- 101 (a) include simplified procedures for an educator that:
- 102 (i) is currently employed in an educator position by a professional education entity;
- 103 (ii) has been employed in an educator position by a professional education entity in
104 each of the years covered by the individual's Utah educator license; and
- 105 (iii) has participated in professional learning activities as required by Subsection
106 R277-302-6(1);
- 107 (b) require verification of the educator's completed license renewal [~~points~~] hours
108 by the signature of a current licensed administrator without a conflict of interest with the
109 educator; and
- 110 (c) is completed through an automated, online platform, to the extent reasonably
111 possible given existing technology and resources.
- 112 (2) The Superintendent shall monitor a random sample of approximately ten percent

113 of annual renewals that utilize automated or online procedures.

114 (3) The Superintendent shall provide guidance to educators to the extent that
115 funding allows that:

116 (a) promotes participation in activities that are not cost intensive;

117 (b) encourages licensed administrators to consider a broad variety of activities
118 under Subsection R277-302-7(4)(d); and

119 (c) supports educators in learning how and where to earn ~~[points]~~ renewal hours
120 without directly referring educators to paid services.

121 (4)(a) The Superintendent may monitor ~~[review]~~ any renewal transaction for
122 accuracy and compliance with this rule.

123 (b) The Superintendent may void a license transaction that was completed on the
124 basis of inaccurate information at any time with notice to the license holder.

125 (5) If the Superintendent identifies evidence of intentional misconduct, which
126 violates ~~[under]~~ Rule [R277-217](#) during monitoring in accordance with ~~[this Section R277-~~
127 ~~302-4]~~ Subsection (4), the Superintendent shall report the allegations to UPPAC.

128 (6) The Superintendent shall provide a model policy to facilitate the resolution of a
129 conflict between a licensed educator and a licensed administrator that arises based on the
130 requirement detailed in Subsection R277-302-4(1)(b), which may include a provision for
131 review of the issues by the Superintendent.

132
133 **R277-302-5. Educator Responsibilities.**

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

137 (2) An educator shall finalize all renewal documentation during the six months prior
138 to the date of renewal.

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

141 (4) If an educator's renewal application is identified for monitoring in accordance
142 with Subsections R277-302-4(2) and (3), the educator shall submit any requested
143 documentation to the Superintendent in a timely manner.
144

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

146 (1) An LEA that employs an individual holding a professional Utah educator license
147 shall provide opportunities for the individual to complete a minimum of the equivalent of
148 twenty license renewal [~~points~~] hours as defined in Section R277-302-7 of professional
149 learning activities to all such license holders annually, which shall include trainings required
150 by state law or Board rule.

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

153 (3) If an individual that holds a professional Utah educator license does not
154 participate in the activities provided under Subsection (1), the educator's LEA shall notify
155 the educator and the Superintendent that the educator is not eligible to utilize the simplified
156 procedures described in Subsection R277-302-4(1)(a).
157

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

159 (1) An educator with a current assignment in a Utah LEA shall [~~earn points~~]
160 complete renewal hours in at least two of the areas identified in this Section R277-302-7,
161 subject to the maximum renewal [~~points~~] hours in Subsections (4).

162 (2) An educator without a current assignment in a Utah LEA shall [~~earn points~~]
163 complete renewal hours in any area identified in this Section R277-302-7 with no maximum
164 renewal [~~points~~] hours in any given area.

165 (3) Notwithstanding Subsections (1) and (2):

166 (a) an educator may receive 100 [~~points~~] hours towards renewal for earning national
167 board certification, with no further renewal [~~points~~] hours required;

168 (b) an educator may receive 20 [~~points~~] hours per national board certification

169 component completed during any given renewal cycle; or

170 (c) an educator who held a Level 3 license prior to July 1, 2020, may receive 25
171 renewal [~~points~~] hours in recognition of the Level 3 requirements in the educator's first
172 renewal after July 1, 2020.

173 (4) An educator may [~~earn points~~] complete renewal hours in the following areas:

174 (a) Professional learning experiences, up to a maximum of 90 [~~points~~] hours, as
175 follows:

176 (i) one renewal [~~point~~] hour for each clock hour of scheduled professional learning
177 activities sponsored or approved by a professional education entity in the following areas:

178 (A) university coursework;

179 (B) USBE professional learning;

180 (C) curriculum development;

181 (D) school improvement;

182 (E) mentoring and training of new teachers;

183 (F) training and support designed specifically for new teachers or teachers identified
184 as ineffective on the teacher's annual evaluation;

185 (G) instructional coaching; or

186 (H) conferences, workshops, institutes, trainings, symposia, or staff-development
187 programs; or

188 (ii) ten renewal [~~points~~] hours per year for a teacher evaluation deemed highly
189 effective;

190 (b) Educator collaboration opportunities, with one renewal [~~point~~] hour for each clock
191 hour up to a maximum of 30 [~~points~~] hours;

192 (c) Professional service, with one renewal [~~point~~] hour for each clock hour up to a
193 maximum of 50 [~~points~~] hours;

194 (d) Alternate learning opportunities, with one renewal [~~point~~] hour for each clock
195 hour up to a maximum of 30 [~~points~~] hours; and

196 (e) Teaching during the Covid-19 pandemic, with 20 [~~points~~] hours for each year the

197 educator had a teaching assignment during:

- 198 (i) the 2019-20 school year;
- 199 (ii) the 2020-21 school year; and
- 200 (iii) the 2021-22 school year.

201

202 **R277-302-8. Licensing Renewal Point Options for Grandfathered Licenses.**

203 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose professional
204 Utah educator license has an expiration date prior June 30, 2025 may earn license renewal
205 points in accordance with this Section R277-302-8 on the educator's first subsequent
206 renewal, in addition to the options described in Section R277-302-7 if the educator does
207 not meet the renewal requirements detailed in this rule.

208 (2) If an educator chooses to earn license renewal points under this Section R277-
209 302-8:

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

212 (b) an educator who held a level one license prior to June 30, 2020 shall accrue
213 100 points in the three years prior to applying for renewal.

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

216 (a) An educator may earn 35 license renewal points per year of employment, up to
217 a maximum of 105 points per license cycle; and

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

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

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

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

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

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

230 (a) The educator's direct administrative supervisor shall approve qualifying service
231 under Subsection (5); and

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

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

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

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

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

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

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

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

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

250

251 **KEY: license renewal, educators**

252 **Date of Enactment or Last Substantive Amendment: November 10, 2020**

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

254