

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)**