

**APPEL PROGRAM**  
**PROFESSIONAL LICENSE PLAN (PLP) CHECKLIST TEMPLATE**

**NAME:** \_\_\_\_\_ **CACTUS ID:** \_\_\_\_\_

**VERIFICATION OF ASSOCIATE EDUCATOR LICENSE (AEL)**

[\_\_/\_\_/\_\_\_\_] AEL Expiration Date

AEL License Area: \_\_\_\_\_

AEL Endorsement (s): \_\_\_\_\_

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**INITIAL EVALUATION**

Original Transcripts Received

[\_\_/\_\_/\_\_\_\_] Transcript Review completed by \_\_\_\_\_

**PEDAGOGY STUDIES**

Instruction, Technology, Assessment, and Planning  \_\_\_\_\_

Creating an Effective Learning Environment  \_\_\_\_\_

Introduction to Special Education  \_\_\_\_\_

Literacy Strategies in the Content Area  \_\_\_\_\_

Teaching Diverse Populations  \_\_\_\_\_

**CONTENT STUDIES**

Methods of Teaching in the Endorsement #1  \_\_\_\_\_

Methods of Teaching in the Endorsement #2  \_\_\_\_\_

Methods of Teaching in the Endorsement #3  \_\_\_\_\_

**EDUCATOR & CLINICAL EXPERIENCE COMPETENCIES** *(see next section)*

**ASSIGNED MENTOR-EDUCATOR:** \_\_\_\_\_

[\_\_/\_\_/\_\_\_\_] **INITIAL CONSULTATION**

**NOTES:**

## PLP COMPETENCIES

<b>PEDAGOGY STUDIES</b>		<b>Completed:</b> <input type="checkbox"/>
<i>Topics from Administrative Rule</i>	<i>Date completed/competency met</i>	<i>Description how competency will be met</i>
Instruction, Technology, Assessment, and Planning		
Creating an Effective Learning Environment		
Introduction to Special Education		
Literacy Strategies in the Content Area		
Teaching Diverse Populations		

**NOTES:**

<b>CONTENT ENDORSEMENT STUDIES</b>		<b>Completed:</b> <input type="checkbox"/>
<i>Competencies from content endorsement form(s)</i>	<i>Date completed/competency met</i>	<i>Description how competency will be met</i>
Methods of Teaching in the Endorsement #1		
All other content courses/competencies managed on the endorsement form		
Methods of Teaching in the Endorsement #2		
All other content courses/competencies managed on the endorsement form		
Methods of Teaching in the Endorsement #3		
All other content courses/competencies managed on the endorsement form		

**NOTES:**

**EDUCATOR COMPETENCIES** Completed:

<i>Topics from Administrative Rule</i>	<i>Date completed/competency met</i>	<i>Description how competency will be met</i>
Knowledge of Utah Professional Standards		
Creating effective learning environments		
Multi-tiered system of supports		
Integrating technology		
Designing assessments		
Using assessment data		
Determining student competency		
Personalizing learning of students		
Meet needs of students with disabilities		
Meet needs of diverse students		
Collaborate with parents/guardians		

**NOTES:**

<b>CLINICAL EXPERIENCE COMPETENCIES</b>		<b>Completed:</b> <input type="checkbox"/>
<i>Topics from Administrative Rule</i>	<i>Date completed/competency met</i>	<i>Description how competency will be met</i>
Full teaching cycle of unit of instruction		
Cross-disciplinary skills		
Engaging students in learning process		
Utilizing technology		
Implement IEP/504 plan		
Evaluate artifacts and assessments		
Establish procedures and routines		
Maintain positive learning environment		
Reflect on teaching process, justify decisions		
Collaborate with team		
Participate in IEP/parent consultation		
Communicate with others		
Consult with school counselor		

**NOTES:**

<b>EDUCATOR DISPOSITIONS</b>		Completed: <input type="checkbox"/>
<i>Topics from Administrative Rule</i>	<i>Date completed/ competency met</i>	<i>Description how competency will be met</i>
Learner Development: learner strengths and needs; misconception interventions; stakeholder input		
Learner Differences: TESA; respect; ELL inclusion		
Learner Environments: stakeholder outreach; peer respect; autonomy; civility; active listening; flexibility		
Assessment: learner empowerment; alignment; effective feedback; multiple measures; ethical		
Instructional Planning: learner-centered flexibility and planning		
Instructional Strategies: communication facility; technological pathways; real-time interaction/reciprocity		

**NOTES:**

## **PROGRESS EVALUATION**

### **ADMINISTRATIVE UETS EVALUATIONS YEAR 1/2**

[ \_ / \_ / \_ ] Date & Admin Name: \_\_\_\_\_

[ \_ / \_ / \_ ] Date & Admin Name: \_\_\_\_\_

[ \_ / \_ / \_ ] Date & Admin Name: \_\_\_\_\_

### **[ \_ / \_ / \_ ] UPDATE CONSULTATION**

*\*upon review of PLP Competencies Progression*

Program Director or Progress Monitor Signed: \_\_\_\_\_

Administrator Signed: \_\_\_\_\_

Mentor-Educator Signed: \_\_\_\_\_

Candidate Signed: \_\_\_\_\_

**PEDAGOGICAL PERFORMANCE ASSESSMENT**

Anticipated implementation timing: \_\_\_\_\_

**NOTES:**

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**RECOMMENDATION**

**ADMINISTRATIVE UETS EVALUATIONS YEAR 2/3** (add additional evaluations if requesting an additional year of AEL for the Candidate)

[ \_\_\_ / \_\_\_ / \_\_\_ ] Date & Admin Name: \_\_\_\_\_

[ \_\_\_ / \_\_\_ / \_\_\_ ] Date & Admin Name: \_\_\_\_\_

[ \_\_\_ / \_\_\_ / \_\_\_ ] Date & Admin Name: \_\_\_\_\_

**PROFESSIONAL LICENSURE REQUIREMENTS CHECK**

*\*review and check off all competencies, etc. to ensure the Candidate has met all requirements for recommendation*

**PEDAGOGICAL PERFORMANCE ASSESSMENT**

PPA Date & Final Score: \_\_\_\_\_

**RECOMMENDATION SIGNATURES**

Administrator Signed: \_\_\_\_\_

Mentor-Educator Signed: \_\_\_\_\_

Candidate Signed: \_\_\_\_\_

**[ \_\_\_ / \_\_\_ / \_\_\_ ] RECOMMEND FOR PROFESSIONAL LICENSE**

Program Director or Progress Monitor Signed: \_\_\_\_\_