

E.Y.E. MANUAL UPGRADE APPLICATION¹

From a Standard Level 1 to a Standard Level 2 Utah Educator License

For LEA, if unable to approve in CACTUS, please fill in the interactive sections on this form, sign electronically or print to sign, then save and scan as a PDF and email to licensing@schools.utah.gov (include "L1 Upgrade", CACTUS #, and educator's name in email).

Applicant Information:

Full Name:	CACTUS ID#:
Email Address:	Phone Number:

Verification of EYE Requirements: Superintendent/Director or Human Resources Director, **please initial** each E.Y.E. requirement in the right-hand box, including the additional requirements, completed during the last three years as a licensed educator* [NA (not applicable) may be appropriate]:

Worked with a trained mentor and as a licensed educator for three academic years.	
Achieved a score of 160 or higher on the Praxis II - Principles of Learning and Teaching Test in the area of educational preparation and assignment; #5621, #5622, #5623, or #5624.	
Successfully completed a professional portfolio.	
Completed performance evaluations two times per year under the LEA/accredited private school evaluation system with an Effective final evaluation.	
Achieved State Qualified status in at least one license area or endorsement by passing a content knowledge test , if licensed or endorsed in a core subject area after.	
USBE Cleared Background check. All Level 1 educators must have a USBE cleared background check prior to final approval from the employing LEA.	
Ethics Review. All Level 1 educators must complete the Ethics Review within one calendar year of upgrade and prior to final approval from the employing LEA.	
Completed any additional LEA requirements , if necessary.	
Youth Suicide Prevention Training. All Level 1 educators must complete a 2-hour, LEA-sponsored training within the license cycle prior to final approval from the employing LEA.	
Student Data Privacy Course. All Level 1 educators must complete this online course prior to final approval from the employing LEA.	

¹ This form is also used to upgrade a Level 1 Local Education Agency (LEA) Specific: Competency-based License

* Information about E.Y.E. may be accessed at [Renew/Upgrade a Utah Educator License](#), click on the "Upgrade to Level 2" tab for the E.Y.E. Brochure.

Additional Requirements:

If using prior temporary or ARL authorizations towards the three-year service requirement for upgrade while educator was in a university or other type of teacher education program, please verify the following: Type of program/University: _____ Years Attended: _____	
If using out-of-state/country teaching experience towards the E.Y.E. service requirement, experience must be verified. Please attach a copy of the state/country educator license AND verification of licensed professional experience in a K-12 public, charter, or accredited private school (include copy of accreditation certificate), if not already posted in CACTUS. Public/Accredited Private School: _____ Years of Service: _____	

Signatures:

The above-named educator holds a Level 1 Educator License and has completed all E.Y.E. requirements for upgrade to the Level 2 License. I recommend him/her for the Standard Level 2 Utah Educator License.

Signature of Superintendent/H.R. Director	Name of LEA/Accredited Private School
Print Name of Superintendent/H.R. Director	Date
CACTUS ID#, if applicable	

USBE APPROVAL _____	Initial _____	Date _____
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