



# Local Education Agency (LEA) Specific Competency-based License Application

An LEA may apply to the Board for a Level 1 Competency-based license for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable.

## Applicant Information

Name \_\_\_\_\_ CACTUS ID \_\_\_\_\_

Email address \_\_\_\_\_

LEA \_\_\_\_\_ School \_\_\_\_\_

Based on a review by \_\_\_\_\_, this individual is recommended for a LEA-Specific Competency-Based License with a **license area** of \_\_\_\_\_ and the following **applicable endorsement(s)** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ Board Chair's Signature

1. Previous Utah Educator License (If Any): \_\_\_\_ Yes \_\_\_\_ No Year granted: \_\_\_\_\_
2. Have you ever had a credential revoked or suspended? \_\_\_\_ Yes \_\_\_\_ No Where? \_\_\_\_\_
3. Have you ever been convicted of violating any law, except minor traffic violations? (Convictions for Driving under the Influence of drugs or alcohol shall be reported.) If yes, explain on a separate sheet. If a background check reveals that you have made false statements, your license may be revoked.

**I verify these statements are true, and I understand this information may be used or provided to potential employers and to the Utah State Board of Education for appropriate licensure and professional learning purposes.**

Educator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Application Checklist**

- \_\_\_\_\_ Complete and signed Application.
- \_\_\_\_\_ Attach original college /university or Skill Certifications.
  1. *Original paper transcripts do not need to be in a sealed envelope, but must be on the original college/university transcript paper.*
  2. *USBE will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Electronic transcripts should be emailed before you submit your endorsement application.*
  3. ***Please list any electronic transcripts being sent to USBE for this application:***  
\_\_\_\_\_.
  4. *Photocopies and printed or forwarded electronic transcripts will not be accepted.*
- \_\_\_\_\_ Passed appropriate Board-approved content knowledge test for core subject areas
- \_\_\_\_\_ Oral Proficiency Interview (OPI) results for world languages.
- \_\_\_\_\_ Letter from LEA administrator on letterhead requesting license and detailing reasons other licensing routes are untenable or unreasonable.
- \_\_\_\_\_ USBE Background check cleared after July 1, 2015.
- \_\_\_\_\_ USBE Educator Ethics Review done within 1 calendar year of submitting this application.
- \_\_\_\_\_ Mail a complete application to:  
**USBE Licensing**  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**For specific questions relating to this license application contact the Licensing Coordinator:**

Travis Rawlings, (801) 538-7601, [travis.rawlings@schools.utah.gov](mailto:travis.rawlings@schools.utah.gov).