Associate Educator License Renewal Application	**For faster processing email to:** AEL@schools.utah.gov (include "Associate License Renewal", CACTUS #) **or Mail to:** USBE - Licensing P.O. BOX 144200 Salt Lake City, UT 84114-4200	**FOR USBE USE:** ☐ Ethics ☐ Background Check ☐ Years of UT Exp. ☐ Status: A / I ☐ T. & A. signatures

An Associate Educator License may be renewed if the individual has **less than 2 years of experience in a Utah public or accredited private school** and has earned **100 points** within this cycle or the most recent 3 years of the cycle has expired. *Once all pages of this form are **completed** and have been **reviewed** and **signed by you and a licensed administrator**, make a copy for your records and mail, or email (with a subject line of "Associate License Ren" or "AEL Renewal") to USBE. Do not send supporting documentation.*

The rules and steps for Utah Educator License Renewal can be found at Renew/Upgrade a Utah Educator License.

License Holder's Name:	CACTUS ID#:
Email:	
License Expiration Date:	Phone number:

I am an: ☐Active Educator: A UTAH Educator **with** a current assignment in a Utah school district or charter
☐Inactive Educator: A UTAH Educator **without** a current assignment in a Utah school district or charter

- Have you ever had a credential revoked or suspended that has not been "reinstated" by the Utah Professional Practices Advisory Commission or by another standards board? ☐ **Yes** ☐ **No**

(Enter Total Renewal Points)

I verify these statements and total renewal points 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 purposes. I understand that my Utah renewal may be rescinded, and my license is subject to disciplinary action if any information on this renewal worksheet is false.

License Holder's Signature:	**Date:**

Current Licensed Administrator:

(Enter Total Renewal Points)

I verify by my signature and initials on all subsequent pages that I have reviewed and verified that the total license renewal points listed are valid and appropriate. I verify that I am a licensed education administrator, have knowledge of the Utah Educator License Renewal Rules (R277-302), and that all renewal points listed are within compliance with those rules.

Licensed Administrator's Signature **Date**

Printed Name of Administrator **CACTUS ID** or State/License number

Email Address of Administrator **Phone** **District/School**

Note: The licensed educator's and licensed administrator's initials are needed on the final page of this worksheet.

_____ _____

License Holder's Name *CACTUS ID#*

ITEMIZATION OF LICENSE RENEWAL POINTS EARNED FOR THIS RENEWAL PERIOD

Active Educators are required by state law (53G-9-704) to have **at least 2 hours (points) of youth suicide prevention** within their license cycle to renew. **Inactive Educators** may complete this training or may enter "N/A" and 0 points.

Youth Suicide Prevention Training Date:		Provided by:		Points:	
Youth Suicide Prevention Training Date:		Provided by:		Points:	

Total Youth Suicide Prevention Points *(at least 2 points):*	

As per 277-302 Educator Licensing Renewal, educators have four categories and the state required trainings of which they can earn licensure renewal points. In general, unless otherwise noted, all activities in these categories earn one renewal point per clock hour of the associated activity. *All activities must be listed on the form and reviewed by a licensed administrator.*

Additional Trainings Required by the Utah State Board of Education					
R277-487-9 *Utah Student Data Privacy Educator Course Training* Date:		Provided by:		Points:	
R277-404-5 *Annual Assessment Ethics Training* Date:	Year 1 Year 2	Provided by:		Points:	
R277-322-3 *Annual Code of Conduct Training* Date	Year 1 Year 2	Provided by:		Points:	

Total State Required Training Points*:*	

Professional Learning: Points for professional learning activities sponsored or approved by a professional education entity such as university coursework, USBE professional learning events, curriculum development, school improvement, mentoring/training of new teachers, training/supports designed for new teachers or teachers identified as ineffective on the teacher's annual evaluation, instructional coaching, conferences, workshops, institutes, trainings, symposiums, staff-development programs, or ten points per year for a teacher evaluation deeming the educator highly effective.

DATE COMPLETED (mm/dd/year)	**ACTIVITY DESCRIPTION**	**ACTIVITY TYPE**	**POINTS**
Total Professional Learning Activities (max 90 points for an active educator):			

Educator Collaboration Opportunities: Points for opportunities in which educators engage in data analysis in collaboration with colleagues to inform instructional adjustments and to address student need, including professional learning communities and team collaboration time.

SCHOOL YEAR COMPLETED	ACTIVITY DESCRIPTION	POINTS

Total Educator Collaboration Opportunities Renewal Points (max 30 points): _____

Professional Service: Points for activities related to service in a local, state, or national government or professional education association leadership role, including the Utah Legislature, Utah Education Association, National Education Association, Utah State Board of Education, and local Boards of Education.

SCHOOL YEAR COMPLETED	ACTIVITY DESCRIPTION	POINTS

Total Professional Service Renewal Points (max 50 points): _____

Alternate Learning Opportunities: Points for activities that enhance or improve the education-related skills and knowledge of an educator serving in a school, but not in a role as the primary educator, including working as a paraprofessional, substitute teaching in a public school, volunteering in a public school, traveling with an education purpose or component, presenting at a professional conference (including the time to design/prepare the presentation), educational research, and serving as a department chair in a public school.

SCHOOL YEAR COMPLETED	ACTIVITY DESCRIPTION	POINTS

Total Alternate Learning Opportunities Renewal Points (max 30 points): _____

TOTAL RENEWAL POINTS ***(Youth Suicide Prevention, Additional Trainings Required by the Utah State Board of Education, Professional Learning Activities, Educator Collaboration Opportunities, Professional Service, and Alternate Learning Opportunities):*** **/100**

REQUIRED FOR RENEWAL: License Holder's Initials _____ Administrator Initials _____ Date _____

Attach supplementary pages if you need additional space to document activities.