

Teacher Salary Supplement Program

TSSP - Substantially Equivalent Degrees

The Utah legislative code can be reviewed at <https://le.utah.gov/xcode/Title53F/Chapter2/53F-2-S504.html>.

Occasionally, a degree or degree major posted in CACTUS will show as “Other – See Transcript” because the specific title for the degree or major is not one of the pre-existing options in the CACTUS data base. Because the degree major does not meet the TSSP system’s pre-screening protocol, the system will automatically reflect “deny” as not qualifying in the application. However, if you feel that your degree is either not posted correctly, OR the degree may be considered as “substantially equivalent”, **review the following information to determine the next option:**

Option 1:

If your degree is not posted or posted incorrectly, please complete the form “Posting of Degree on CACTUS” found at <https://schools.utah.gov/file/fd015ed5-f69c-4eaa-8f7b-824705b8975e>. Please be sure to submit ORIGINAL transcripts or follow the instructions regarding the submission of electronic transcripts.

Original Documents: Transcript must be an original printed on official transcript paper (but are not required to be submitted in an officially sealed envelope). To submit original documents, please mail them to the address **exactly** as listed below:

USBE – TSSP
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

Electronic Documents: For institutions that offer electronic transcripts, the document must be distributed through an electronic document clearing house to qualify. Please have the etranscript sent directly to the Utah State Board of Education’s transcript address at transcripts@schools.utah.gov. Please note that these documents can take 3-4 business days to be retrieved.

Send an email to tssp@schools.utah.gov requesting the TSSP Specialist post the degree in CACTUS.

Option 2:

Determine if you should submit an appeal. Title 53F, Chapter 2, Part 5, Section 504 is the legislative code for the TSSP program which states:

- (h) *“Qualifying educational background” means:*
 - (i) *for a teacher who is assigned a secondary school level mathematics course:*
 - (A) *a bachelor's degree major, master's degree, or doctoral degree in mathematics; or*

- (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements for a bachelor's degree major, master's degree, or doctoral degree in mathematics;
- (ii) for a teacher who is assigned a grade 7 or 8 **integrated science** course, **chemistry** course, or **physics** course:
 - (A) a bachelor's degree major, master's degree, or doctoral degree in a field of science*; or
 - (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a degree described in Subsection (1)(h)(ii)(A);
- (iii) for a teacher who is assigned a **computer science** course:
 - (A) a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or
 - (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a degree described in Subsection (1)(h)(iii)(A); or
- (iv) for a teacher who is assigned to teach **special education**, a bachelor's degree major, master's degree, or doctoral degree in **special education**."

An example of other equivalencies commonly occurs with a degree such as engineering, with a minor in mathematics or one of the other qualifying sciences.

Please note that **coursework completed outside of a degree** or in conjunction with another degree or endorsement does **not** qualify as "substantially equivalent" degree. (The Utah legislature and the Attorney General's Office requires strict adherence regarding this qualification.)

The review of your transcript for consideration as "substantially equivalent" degree is completed by submitting a TSSP Appeal Application found at <https://schools.utah.gov/curr/licensing/tssp>.

* Per Legislation, a "Field of science" means:

- (i) *integrated science*;
- (ii) *chemistry*;
- (iii) *physics*;
- (iv) *physical science*; or
- (v) *general science*.