

# Definitions

The following is a list of definitions pertaining to licensing. If there is a definition not found on this list, please contact [Educator Licensing](#).

## Active Educator

An individual who holds a current or expired Utah Educator License who

- 1) is currently employed by a Utah public school, accredited private school (K-12), or the Utah State Board of Education (USBE), **or**
- 2) was employed by one of those entities in a role covered by the license for at least half of the individual's license cycle.

The license cycle depends on the *retired* license level; Level 1 = 3 years; Level 2 = 5 years; Level 3 = 7 years.

## Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS)

Database used by the Utah State Board of Education (USBE) to house and administer the educator credentials (licenses) in Utah. A CACTUS number designates an individual record in the database and is also a credential (license) number. Each educator has access to this system to view their credential by going to [UEN](#) to log in to their account. There is also an online [Utah Educator Lookup Tool](#) that anyone can use to search a credential (license).

## Canvas

Learning management system used by USBE and local education agencies (LEAs) throughout Utah. This system is used to create and administer courses that educators may take statewide. For any questions regarding a course, please contact the facilitator.

## Inactive Educator

An individual who holds a current or expired Utah Educator License who

- 1) is not currently employed by a Utah public or accredited private school (K-12), **or**
- 2) was employed by such an entity for less than half of the individual's license cycle.

The license cycle depends on the *retired* license level; Level 1 = 3 years; Level 2 = 5 years; Level 3 = 7 years.

## Level 1 License (*Retired*)

A standard Level 1 license is a *retired* Utah professional educator license issued upon completion of an approved preparation program, an alternative preparation program, or pursuant to an agreement under the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract, to candidates who have also met all ancillary requirements established by law or rule.

## Level 2 License (*Retired*)

A standard Level 2 license is a *retired* Utah professional educator license issued after satisfactory completion of all requirements for a Level 1 license as well as the Entry Years Enhancement (E.Y.E.) requirements established by law or rule relating to professional preparation or experience.

## Level 3 License (*Retired*)

A standard Level 3 license is a *retired* Utah professional educator license issued to an educator who holds a current Utah Level 2 license and has also received, in the educator's field of practice, certification from the National Board for Professional Teaching Standards (NBPTS), a doctorate from a regionally- accredited institution, or a Certificate of Clinical Competence (CCC) from the American Speech- Language-Hearing Association (ASHA).

## Licensed Administrator

An individual who holds a current Utah Educator license with a School Leadership license area of concentration **OR** an educator currently assigned as a charter director (R277-302).

## License Cycle

The allowable period for counting professional learning points or renewal activity hours toward renewal. Points/hours earned outside of the license cycle are ineligible and cannot be counted toward renewing a license. Typically, an educator's license cycle will be the time between renewals always ending June 30<sup>th</sup> of the year the license expires.

- **Level 1\***(including APT\*): the renewal cycle is a three (3) year window from the date of the previous renewal, or within the most recent three (3) years if the license is expired.
- **Level 2:** the renewal cycle is a five (5) year window from the date of the previous renewal, or within the most recent five (5) years if the license is expired.
- **Level 3:** the renewal cycle is a seven (7) year window from the date of the previous renewal, or within the most recent seven (7) years if the license is expired.
- **Professional License:** the renewal cycle is a five (5) year window from the date of the previous renewal, or within the most recent five (5) years if the license is expired.

## Local Education Agency (LEA)

Public school district or charter school in Utah; see [Utah Code R277-100 \(9\)\(a\)](#). It can also be used to define a similar organization outside of Utah to help determine the category of a professional learning activity being used to renew a Utah Educator License.

## Massively Integrated Data Analytics System (MIDAS)

Professional learning system built by the Utah State Board of Education to help LEAs provide a simpler, more cost-effective way to collect and track professional learning activities for educators. This system replaced the OnTrack Professional Learning System in July 2017. Activities used to renew a Utah Educator License do not need to be listed in this system to count for renewal.

## Professional Learning

Learning for the purpose of earning or maintaining professional credentials, such as academic degrees or professional licenses. This learning can occur through formal coursework, conferences, and informal learning opportunities situated in practice.

## Professional Learning Points (For *Retired* Level 2/3 Renewal Form)

Professional learning points are a way of quantifying completed professional learning for the *retired* Level 2/3 Renewal Form. Points for renewal are awarded when learning opportunities are completed and documented on a transcript or certificate of completion. In general, points may be awarded based on clock (seat) hours, re-licensure points, or credit. Explanations of these values can be found under [Renewal Categories](#). Please review the [Licensing Renewal Categories Conversion](#) Google Docs to see how the old Professional Learning Points relate to the new renewal activity hours.

## Renewal Activity Hours (For New Professional Educator License Renewal Form)

Renewal activity hours are required for the new Professional Educator License Renewal Form. There are four categories of renewal activities: professional learning, educator collaboration opportunities, professional service, and alternate learning opportunities. All of these activities accrue one hour for each clock hour of the associated activity. All activities must be listed on the form and reviewed by a licensed administrator.

## Renewal Forms

Due to the recent change in the educator licensing structure, there are several options for renewal at this time. Educators may choose to use the New Professional Educator License Renewal Form to renew your license; there is no penalty for renewing from an expired state. Please review the [Utah Educator Licensing Renewals School Year 2020-2021](#) Google Docs resource for renewing educator license types have been *retired* and are no longer available. Educators may select to renew or upgrade your license using the process that was in place when your license was awarded.