

1 **R277. Education, Administration.**

2 **R277-302. Educator Licensing Renewal.**

3 **R277-302-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and supervision
6 over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53E-6-201, which gives the Board power to issue licenses.

10 (2) The purpose of this rule is to ensure that licensed educators maintain and enhance
11 their education-related skills and knowledge throughout the duration of the license.

12 **R277-302-2. Definitions.**

13 (1) "Administrative supervisor" means an LEA employee that is responsible for the
14 evaluation and determination for continued employment of an LEA employee in a position that
15 requires a Utah educator license.

16 (2) "Educator" has the same meaning as defined in Section 53E-6-102.

17 (3) "Licensed administrator" means:

18 (a) an individual holding a current Utah educator license with a school leadership
19 license area of concentration;

20 (b) an individual, familiar with the requirements of this rule, holding an equivalent
21 license in another jurisdiction; or

22 (c) an individual currently employed in an administrative position in a Utah charter
23 school or accredited private school.

24 **R277-302-3. Educator License Renewal Requirements.**

25 (1) An individual that holds a current Utah educator license may apply to the
26 Superintendent for renewal of the license after meeting all requirements detailed in this rule
27 between January 1 and June 30 of the year in which the educator's license expires.

28 (2) An individual that holds an expired associate or professional Utah educator license
29 may apply to the Superintendent for renewal of the license after meeting all requirements
30 detailed in this rule.

31 (3) A Utah educator license holder may accrue license renewal points beginning with
32 the date of each new license renewal.

33 (4) Prior to applying for renewal, an individual that holds a professional Utah educator
34 license shall:

35 (a) complete at least 100 license renewal points as detailed in Section R277-302-7
36 during the five years prior to the date of renewal;

37 (b) complete the USBE educator ethics review during the year prior to the date of
38 renewal; and

39 (c) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

40 (5) Prior to applying for renewal, an individual that holds an associate Utah educator
41 license shall:

42 (a) have less than two years of experience in an educator position related to the area
43 of licensure in a public or accredited private school in Utah;

44 (b) meet the current content knowledge requirements for an associate educator license
45 related to the educator's area of licensure detailed in Section [R277-301-4](#);

46 (c) redo the professional learning modules required for an associate educator license
47 detailed in Section [R277-301-4](#) during the six months prior to the date of renewal;

48 (d) complete the USBE educator ethics review during the year prior to the date of
49 renewal; and

50 (e) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

51 (6) An individual that holds an expired professional Utah educator license and that has
52 not been employed by a Utah LEA for at least one school year may apply for renewal under
53 the Returning Educator Relicensure program described in Section R277-302-8.

54

55 **R277-302-4. Superintendent Responsibilities.**

56 (1) The Superintendent shall establish application procedures for Utah educator license

57 renewal that:

58 (a) include simplified procedures for an educator that:

59 (i) is currently employed in an educator position by a Utah LEA;

60 (ii) has been employed in an educator position by a Utah LEA in each of the years
61 covered by the individual's Utah educator license; and

62 (iii) has participated in professional learning activities provided by the educator's LEA
63 as required by Subsection R277-302-6(1);

64 (b) require verification of the educator's completed license renewal points by the
65 signature of a licensed administrator;

66 (c) if employed by a public school or accredited private school in Utah, require
67 verification of the educator's completed license renewal points by the signature of the
68 educator's direct administrative supervisor; and

69 (d) is completed through an automated, online platform, to the extent reasonably
70 possible given existing technology and resources.

71 (2) The Superintendent shall monitor a random sample of approximately ten percent
72 of annual renewals that utilize automated or online procedures.

73 (3)(a) The Superintendent may monitor or review any renewal transaction for accuracy
74 and compliance with this rule.

75 ~~(b) The Superintendent may correct errors in licensing information uncovered in the~~
76 ~~monitoring process.]~~

77 (b) The Superintendent may void a license transaction that was completed on the basis
78 of inaccurate information at any time with notice to the license holder.

79 (4) The Superintendent shall provide guidance to educators to the extent that funding
80 allows that:

81 (a) promotes participation in activities that are not cost intensive;

82 (b) encourages licensed administrators to consider a broad variety of activities under
83 Subsection R277-302-7(5); and

84 (c) supports educators in learning how and where to earn points without directly
85 referring educators to paid services.

86 **R277-302-5. Educator Responsibilities.**

87 (1) An educator is responsible for acquiring and retaining documentation and
88 signatures related to the completion of professional learning activities used to meet the
89 requirements of this rule.

90 (2) An educator shall finalize all renewal documentation during the one year prior to the
91 date of renewal.

92 (3) An educator shall retain all documentation related to a renewal application under
93 this rule for no less than two years from the date of renewal.

94 (4)(a) If an educator's renewal application is identified for monitoring in accordance with
95 Subsections R277-302-4(2) and (3), the educator shall submit any requested documentation
96 to the Superintendent in a timely manner.

97 (b) The Superintendent may refer an educator to UPPAC if:

98 (i) the educator fails to submit documentation in accordance with Subsection (4)(a); or

99 (ii) monitoring reveals fraudulent or unprofessional conduct by the educator during the
100 renewal process.

101 **R277-302-6. LEA Responsibilities.**

102 (1) An LEA that employs an individual holding a professional Utah educator license
103 shall provide a minimum of the equivalent of twenty license renewal points as defined in
104 Section R277-302-7 of professional learning activities to all such license holders annually.

105 (2) An LEA shall maintain or provide to the educator documentation of professional
106 learning activities under Subsection (1).

107 (3) An LEA's professional learning activities shall include:

108 (a) two hours of youth suicide prevention training;

109 (b) data privacy training; and

110 (c) assessment training.

111 (4) If an individual that holds a professional Utah educator license does not participate
112 in the activities provided under Subsection (1), the educator's LEA shall notify the educator
113 and the Superintendent that the educator is not eligible to utilize the simplified procedures

114 described in Subsection R277-302-4(1)(a).

115 (5)(a) An LEA shall adopt a policy to facilitate the resolution of a conflict between a
116 licensed educator and an administrative supervisor that arises based on the requirement
117 detailed in Subsection R277-302-4(1)(c).

118 (b) The policy may include a provision for review of the resolution by the
119 Superintendent if:

120 (i) the educator exhausts all local remedies first; and

121 (ii) the Superintendent reviews and approves the provision.

122 **R277-302-7. Professional Renewal Activities.**

123 (1)(a) For each semester hour of university or college credit completed by an educator,
124 the educator may receive 18 license renewal points.

125 (b) An educator must receive a course grade of C or better, or a pass, to have a
126 university or college course count for license renewal points.

127 (2)(a) For each credit hour of USBE professional learning, an educator may receive 15
128 license renewal points.

129 (b) USBE professional learning activities require approval in accordance with Rule
130 R277-519.

131 (c) An educator must successfully complete USBE credit to receive license renewal
132 points.

133 (3)(a) An LEA shall approve an LEA-sponsored or approved professional learning
134 activity at least four weeks prior to the scheduled activity.

135 (b) LEA professional learning activities may include professional learning such as:

136 (i) development of LEA or school curriculum;

137 (ii) planning and implementation of a school improvement plan;

138 (iii) mentoring an educator with an associate Utah educator license;

139 (iv) training and support designed specifically for new teachers;

140 (v) engaging in instructional coaching; and

141 (vi) conducting action research.

142 (c) Each clock hour of scheduled professional learning activity time equals one license
143 renewal point, not to exceed 25 points per activity per year.

144 (4) An educator may receive license renewal points for school-sponsored educator
145 collaboration on student-data analysis and instructional planning as follows:

146 (a) Each hour of educator collaboration equals one license renewal point, not to exceed
147 20 points per activity per year;

148 (b) Qualifying educator collaboration shall include the analysis of both formative and
149 summative data; and

150 (c) Qualifying educator collaboration shall only include instructional planning based on
151 student-data analysis.

152 (5) An educator may receive license renewal points for alternative professional learning
153 activities as follows:

154 (a) Each clock hour of participation equals one license renewal point, not to exceed 20
155 points per activity per year;

156 (b) Qualifying alternative activities shall only include activities that enhance or improve
157 the education-related skills and knowledge of the educator that do not fall into another specific
158 category of this Section R277-302-7; and

159 (c) Qualifying alternative activities require approval by:

160 (i) a licensed administrator verifying the completion of the renewal requirements by the
161 educator; or

162 (ii) the Superintendent, but only with prior written approval of the activity.

163 (d) A licensed administrator may approve any activity under this category that the
164 administrator judges to maintain or enhance the skills of the licensed educator related to the
165 area of license.

166 (e) Alternative professional learning activities under this Subsection (5) may include:

167 (i) service in a leadership role in a national, state-wide, or LEA-recognized professional
168 education organization;

169 (ii) service in a Utah governmental elected position related to education;

170 (iii) service in an organization that provides educational benefit to Utah students;

- 171 (iv) volunteering in a school in an instructional support role; or
172 (v) working as a paraprofessional in a school in an instructional support role.
173 (6) An educator may receive license renewal points for conferences, trainings,
174 workshops, institutes, symposia, or staff-development programs as follows:
175 (a) Each clock hour of participation equals one license renewal point, not to exceed 20
176 points per activity;
177 (b) Qualifying activities require approval by:
178 (i) a licensed administrator verifying the completion of the renewal requirements by the
179 educator; or
180 (ii) the Superintendent, but only with prior written approval of the activity.
181 (7) An educator may receive license renewal points for educational research and
182 innovation that results in a final, demonstrable product, as follows:
183 (a) Each clock hour of participation equals one license renewal point, not to exceed 30
184 points per activity;
185 (b) Qualifying research requires approval by:
186 (i) a licensed administrator verifying the completion of the renewal requirements by the
187 educator; or
188 (ii) the Superintendent, but only with prior written approval of the research; and
189 (iii) The educator's research shall be consistent with school, LEA, and Board policies
190 and rules.
191 (8) A cooperating or mentor teacher in an educator preparation program may receive
192 one license renewal point for each clock hour supervising, collaborating with, and mentoring
193 assigned teachers enrolled in an educator preparation programs, not to exceed 20 points per
194 license renewal.
195 (9) An educator may receive license renewal points for working as a substitute teacher
196 in a Utah LEA subject to the following:
197 (a) Each full day of working as a substitute equals four license renewal points, not to
198 exceed 20 points per school year.
199 (b) An educator may not receive license renewal points under this Subsection (9)

200 during a school year in which the educator held a position with an LEA requiring licensure
201 under Rule R277-309.

202 (10) An educator who has been certified by the National Board for Professional
203 Teaching Standards, or “NBPTS,” may receive license renewal points as follows:

204 (a) 100 points for initial certification by NBPTS; and

205 (b) 25 points for renewal of certification issued by NBPTS.

206 **R277-302-8. Returning Educator Relicensure Program.**

207 (1) An individual utilizing the Returning Educator Relicensure program shall:

208 (a) hold a position in a Utah LEA requiring an educator license;

209 (b) obtain a new background check and enroll in on-going monitoring as required by
210 Section [53E-6-401](#);

211 (c) resolve any background check issues that may arise in accordance with Rule [R277-](#)
212 [214](#);

213 (d) complete a one-school-year professional learning plan developed jointly by the
214 educator’s direct administrative supervisor and the returning educator consistent with Section
215 R277-302-7 taking into account the following:

216 (i) previous successfully education experience;

217 (ii) formal educational preparation;

218 (iii) period of time between last education experience and the present;

219 (iv) school goals for student achievement and with the employing school and the
220 educator’s role in accomplishing those goals;

221 (v) the returning educator’s professional abilities, as determined by a formal discussion
222 and observation process completed within the first 30 days of employment; and

223 (vi) completion of additional necessary professional development for the educator;

224 (e) submit a copy of the professional learning plan described in Subsection (d) to the
225 Superintendent; and

226 (f) submit documentation upon completion of the educator’s professional learning plan
227 to the Superintendent.

228 (2) The Superintendent shall establish procedures for the Returning Educator
229 Relicensure program, including:

230 (a) renewal of the educator's professional educator license for one school year;

231 (b) submission of the professional learning plan as required by Subsection (1)(e) within
232 60 days of the educator's starting employment date; and

233 (c) submission of documentation required by Subsection (1)(f) prior to the completion
234 of the school year.

235 (3) A professional learning plan under this Section:

236 (a) may include activities provided by the LEA under Section R277-302-6; and

237 (b) shall include additional activities focusing on the unique needs of the educator.

238 **R277-302-9. Licensing Renewal Point Options for Grandfathered Licenses.**

239 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose professional
240 Utah educator license has an expiration date prior June 30, 2025 may earn license renewal
241 points in accordance with this Section R277-302-9, in addition to the options described in
242 Section R277-302-7 [if the educator does not meet the renewal requirements detailed in this](#)
243 [rule.](#)

244 (2) If an educator chooses to earn license renewal points under this Section R277-302-
245 9:

246 (a) an educator who held a level two or three license prior to June 30, 2020, shall
247 accrue 200 points in the five years prior to applying for renewal; and

248 (b) an educator who held a level one license prior to June 30, 2020 shall accrue 100
249 points in the three years prior to applying for renewal.

250 (3) An educator may earn license renewal points for employment in a position requiring
251 a Utah educator license, as follows:

252 (a) A educator may earn 35 license renewal points per year of employment, up to a
253 maximum of 105 points per license cycle; and

254 (b) An educator may only count years of employment with satisfactory performance
255 evaluations for license renewal points.

256 (4) An educator may earn license renewal points for content and pedagogy testing, as
257 follows:

258 (a) A qualifying test must be approved by the Superintendent;

259 (b) For each qualifying test submitted with a passing score, the educator qualifies for
260 25 license renewal points; and

261 (c) An educator may submit no more than two qualifying test scores per license cycle.

262 (5) An educator may receive license renewal points for service in a leadership role in
263 a national, state-wide, or LEA-recognized professional education organization, as follows:

264 (a) The educator's direct administrative supervisor shall approve qualifying service
265 under Subsection (5); and

266 (b) Each clock hour of participation qualifies for one license renewal point, not to
267 exceed ten points per year.

268 (6) An educator may receive license renewal points for substituting in a public school
269 or accredited private school in Utah, as follows:

270 (a) The educator must have an inactive license during the school year the points are
271 earned;

272 (b) Two hours of documented substitute time equals one license renewal point, not to
273 exceed 25 points per year or 50 points per license cycle; and

274 (c) A licensed administrator at the LEA where the substitute teaching occurred shall
275 verify hours on LEA or school letterhead;

276 (7) An educator may receive license renewal points for paraprofessional or volunteer
277 service in a public school or accredited private school in Utah, as follows:

278 (a) The educator must have an inactive license during the school year the points are
279 earned;

280 (b) Three hours of documented paraprofessional or volunteer service equals one
281 license renewal point, not to exceed 25 points per year or 50 points per license cycle; and

282 (c) A licensed administrator at the LEA where the paraprofessional or volunteer service
283 occurred shall verify hours on LEA or school letterhead.

284 **KEY:** license renewal, educator

285 **Date of Enactment or Last Substantive Amendment:**

286 **Notice of Continuation:**

287 **Authorizing, and Implemented or Interpreted Law:** Art X Sec 3; 53E-3-401(4)