



## Local Education Agency (LEA) Specific (LEA-S) License & Endorsement Procedures

An LEA-Specific educator license, including areas of concentration and endorsements, is issued by the state board at the request of an LEA's governing body (i.e.-local school board) that is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in [R277-301-7](#).

### **Step 1 – LEA Adopts Policy for LEA-Specific Licenses**

The LEA policy, in accordance with [R277-301-7](#), indicates how the LEA will prepare and support educators with an LEA-Specific educator license and must be posted on the LEA website. The policy must include:

- A. Educator preparation and support aligned to the Utah Effective Teaching Standards.
- B. Criteria for employing educators with an LEA-Specific license; and
- C. Compliance with all requirements of Board Rule [R277-301](#).

### **Step 2 – Public Meeting of Governing Body Approving LEA-Specific Licenses**

This meeting must have a posted agenda prior to the meeting and an option for the general public to attend and offer comment.

### **Step 3 – Letter of Request and Assurances to Superintendent (copy & paste) on LEA's Official Letterhead**

*Text of Letter:*

Dear Superintendent,

The **[LEA GOVERNING BODY]** approved LEA-Specific educator license(s) to **[NUMBER]** individual(s) in a public meeting held on **[DATE]**. The license areas, and endorsements shall be valid for one (1), two (2), or three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. All LEA-Specific licenses will expire on June 30<sup>th</sup> of the final academic year approved.

**[LEA GOVERNING BODY'S]** following assurances:

- The LEA has adopted a policy, in accordance with [R277-301-7](#), to prepare and support educators with an LEA-Specific license. This policy is posted online at **[LINK TO POLICY ON LEA WEBSITE]**.
- The educator has completed a criminal background check in accordance with Rule R277-214 and continued monitoring in accordance with Subsection 53G-11-403(1).
- The LEA will provide requisite training (educator ethics, classroom management/instruction, special education law/instruction, & Utah Effective Teaching Standards) within the 1<sup>st</sup> year of employment.

- The educators will complete the USBE Ethics Review within one (1) calendar year prior to being issued the license.
- The LEA will post all educator data, including assignments, in CACTUS no later than sixty (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s).
- Each LEA school employing an individual with an LEA-Specific license will prominently post the following on the school’s website:
  - Disclosure that the school employs individuals holding an LEA-Specific educator license, license areas, and/or endorsements.
  - An explanation of the types of educator licenses issued by USBE (Professional, Associate, LEA-Specific):
 

“The following ***designations or levels*** apply to educator licenses, license areas (i.e.-elementary, secondary, special education), and content endorsements (i.e.-mathematics, music, Spanish, social studies):

    - ***Professional:*** The educator has completed an educator preparation program that includes content and pedagogical knowledge. This program may have been completed at a university or in an alternate pathway that was supported by school districts/charters and the Utah State Board of Education.
    - ***Associate:*** The educator is currently completing an educator preparation program, but has not yet completed all requirements for a Professional Educator License, license area, or endorsement. The educator is enrolled in a university-based or Local Education Agency (LEA)-based program. When the educator completes the program, they will have a professional level.
    - ***LEA-Specific:*** The educator has not completed an educator preparation and is not currently enrolled in one.”
  - Percentage (based on FTE) of types of licenses, license areas, and endorsements held by educators employed in the school.
  - A link to the [Utah Educator Look-up Tool](#).

The **[LEA GOVERNING BODY]** additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education (USBE). These renewals will be approved or denied on a case-by-case basis.

Sincerely,  
**[SIGNATURE]**  
 LEA Governing Body Chairperson

#### **Step 4 – Posting LEA-Specific License Areas & Endorsements in CACTUS**

The LEA must post all educator data, including assignments, in CACTUS no later than sixty (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s). This process will be very similar to posting Letters of Authorization. Please note: all assignments and LEA-Specific (LEA-S) licenses must be submitted no later than Fri., October 15, 2021 (Fall deadline) to receive ESA (Educator Salary Adjustment) funding for the 2021-22 school year. Any additional LEA-S requests must be submitted no later than Fri., April 29, 2022 (Spring deadline) to receive supplies and materials funding.

### **Step 5 – Completion of required Spreadsheet**

SY21-22 LEA-Specific Spreadsheet. (It's vital to use this updated version. Any prior versions will be rejected).

### **Step 6 – Submit Official Request to USBE Licensing**

**Email Address:** [licensing@schools.utah.gov](mailto:licensing@schools.utah.gov)

**Email Subject:** Request for LEA-Specific (LEA-S) Licenses

**In body of email include:**

- LEA Name
- LEA licensing contact information (i.e. LEA's HR Director)

**Required Attachments (Steps 3 & 5 above):**

- **Endorsed Letter of Request & Assurances on LEA's Official Letterhead** (AKA: Letter to Supt.)
- **Completed Spreadsheet** (AKA: SY21-22 LEA-Specific Spreadsheet)

*(Please send these as .pdf and .xlsx NOT Google docs & sheets. Do NOT combine files into one document).*

**For specific questions relating to this license process, contact the Educator Licensing Coordinator:**

Dr. Malia Hite, (801) 538-7895, [malia.hite@schools.utah.gov](mailto:malia.hite@schools.utah.gov)