

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 (1) "Alternate professional learning activities" means activities that enhance or improve
17 the education-related skills and knowledge of an educator serving in school, but not in a role
18 as a primary educator, including:

19 (a) work as a paraprofessional;

20 (b) substitute teaching in a public school;

21 (c) volunteering in a public school;

22 (d) travel with an educational purpose or component;

23 (e) presenting at professional conferences, including the time to design or prepare the
24 presentation;

25 (f) educational research;

26 (g) work as a department chair in a public school.

27 (2) "Conflict of interest" means a business, family, monetary, or relationship concern
28 that may cause a reasonable educator to be unduly influenced or that creates the appearance

29 of undue influence.

30 (3) “Educator” has the same meaning as defined in Section 53E-6-102.

31 (4) “Educator collaboration opportunities” mean opportunities in which educators
32 engage in data analysis in collaboration with colleagues to inform instructional adjustments
33 and student need, including through professional learning communities.

34 (5) “LEA” includes, for purposes of this rule, the Utah Schools for the Deaf and the
35 Blind.

36 (6) “Licensed administrator” means:

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

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

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

43 (7)(a) “Professional education entity” means a public or private organization engaged
44 in services related, in whole or in part, to promoting education.

45 (b) “Professional education entity” includes:

46 (i) an LEA;

47 (ii) the Board, including its staff;

48 (iii) another elected or appointed government body responsible for education policy;

49 (iv) a regional service center;

50 (v) a union or association of professional educators;

51 (vi) an association whose members are comprised of Utah LEAs or schools;

52 (vii) an accredited p-12 private institution; and

53 (viii) a regionally accredited college or university.

54 (8) “Professional learning experiences” means learning experiences in:

55 (a) curriculum development;

56 (b) school improvement;

57 (c) mentoring and training new teachers; and

58 (d) instructional coaching.

59 (9) "Professional service" means service in a local, state, or national government or
60 professional education association leadership role.

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

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

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

68 (3) A Utah educator license holder ~~may~~ shall accrue 100 license renewal points
69 ~~[beginning with the date of each new]~~ prior to license renewal, beginning with the date of each
70 new renewal.

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

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

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

77 (c) maintain ongoing background monitoring in accordance with Section [53G-11-403](#).

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

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

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

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

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

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

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

92

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

94 (1) The Superintendent shall establish application procedures for Utah educator license
95 renewal that:

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

97 (i) is currently employed in an educator position by a [\[Utah LEA\]](#) [professional education](#)
98 [entity](#);

99 (ii) has been employed in an educator position by a [\[Utah LEA\]](#) [professional education](#)
100 [entity](#) in each of the years covered by the individual's Utah educator license; and

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

103 (b) require verification of the educator's completed license renewal points by the
104 signature of a [current](#) licensed administrator [without a conflict of interest with the educator](#); and

105 ~~[c) if employed by a public school or accredited private school in Utah, require~~
106 ~~verification of the educator's completed license renewal points by the signature of the~~
107 ~~educator's direct administrative supervisor; and]~~

108 (c) is completed through an automated, online platform, to the extent reasonably
109 possible given existing technology and resources.

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

112 ~~[(3)(a) The Superintendent may monitor or review any renewal transaction for accuracy~~
113 ~~and compliance with this rule;~~

114 ~~[(b) The Superintendent may correct errors in licensing information uncovered in the~~

115 ~~monitoring process.]~~

116 ~~——(b) The Superintendent may void a license transaction that was completed on the basis~~
117 ~~of inaccurate information at any time with notice to the license holder.]~~

118 (3) The Superintendent shall provide guidance to educators to the extent that funding
119 allows that:

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

121 (b) encourages licensed administrators to consider a broad variety of activities under
122 Subsection R277-302-7(4)(d); and

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

125 (4)(a) The Superintendent may monitor review any renewal transaction for accuracy
126 and compliance with this rule.

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

129 (5) If the Superintendent identifies evidence of intentional misconduct under Rule R277-
130 217 during monitoring in accordance with this Section R277-302-4, the Superintendent shall
131 report the allegations to UPPAC.

132 (6) The Superintendent shall provide a model policy to facilitate the resolution of a
133 conflict between a licensed educator and a licensed administrator that arises based on the
134 requirement detailed in Subsection R277-302-4(1)(b), which may include a provision for
135 review of the issues by the Superintendent.

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

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

140 (2) An educator shall finalize all renewal documentation during the ~~[one year]~~ six
141 months prior to the date of renewal.

142 (3) An educator shall retain all documentation related to a renewal application under

143 this rule for no less than two years from the date of renewal.

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

147 ~~[(b) The Superintendent may refer an educator to UPPAC if:~~

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

149 ~~— (ii) monitoring reveals fraudulent or unprofessional conduct by the educator during the~~
150 ~~renewal process.]~~

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

152 (1) An LEA that employs an individual holding a professional Utah educator license
153 shall provide a minimum of the equivalent of twenty license renewal points as defined in
154 Section R277-302-7 of professional learning activities to all such license holders annually,
155 which shall include trainings required by state law or Board rule.

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

158 ~~[(3) An LEA's professional learning activities shall include:~~

159 ~~— (a) two hours of youth suicide prevention training;~~

160 ~~— (b) data privacy training; and~~

161 ~~— (c) assessment training.]~~

162 (3) If an individual that holds a professional Utah educator license does not participate
163 in the activities provided under Subsection (1), the educator's LEA shall notify the educator
164 and the Superintendent that the educator is not eligible to utilize the simplified procedures
165 described in Subsection R277-302-4(1)(a).

166 ~~[(5)(a) An LEA shall adopt a policy to facilitate the resolution of a conflict between a~~
167 ~~licensed educator and an administrative supervisor that arises based on the requirement~~
168 ~~detailed in Subsection R277-302-4(1)(c):~~

169 ~~— (b) The policy may include a provision for review of the resolution by the~~
170 ~~Superintendent if:~~

- 171 ~~_____ (i) the educator exhausts all local remedies first; and~~
172 ~~_____ (ii) the Superintendent reviews and approves the provision.]~~
173

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

- 175 ~~_____ (1)(a) For each semester hour of university or college credit completed by an educator,~~
176 ~~the educator may receive 18 license renewal points.~~
177 ~~_____ (b) An educator must receive a course grade of C or better, or a pass, to have a~~
178 ~~university or college course count for license renewal points.~~
179 ~~_____ (2)(a) For each credit hour of USBE professional learning, an educator may receive 15~~
180 ~~license renewal points.~~
181 ~~_____ (b) USBE professional learning activities require approval in accordance with Rule~~
182 ~~R277-519.~~
183 ~~_____ (c) An educator must successfully complete USBE credit to receive license renewal~~
184 ~~points.~~
185 ~~_____ (3)(a) An LEA shall approve an LEA-sponsored or approved professional learning~~
186 ~~activity at least four weeks prior to the scheduled activity.~~
187 ~~_____ (b) LEA professional learning activities may include professional learning such as:~~
188 ~~_____ (i) development of LEA or school curriculum;~~
189 ~~_____ (ii) planning and implementation of a school improvement plan;~~
190 ~~_____ (iii) mentoring an educator with an associate Utah educator license;~~
191 ~~_____ (iv) training and support designed specifically for new teachers;~~
192 ~~_____ (v) engaging in instructional coaching; and~~
193 ~~_____ (vi) conducting action research.~~
194 ~~_____ (c) Each clock hour of scheduled professional learning activity time equals one license~~
195 ~~renewal point, not to exceed 25 points per activity per year.~~
196 ~~_____ (4) An educator may receive license renewal points for school-sponsored educator~~
197 ~~collaboration on student data analysis and instructional planning as follows:~~
198 ~~_____ (a) Each hour of educator collaboration equals one license renewal point, not to exceed~~

199 20 points per activity per year;
200 ~~——(b) Qualifying educator collaboration shall include the analysis of both formative and~~
201 ~~summative data; and~~
202 ~~——(c) Qualifying educator collaboration shall only include instructional planning based on~~
203 ~~student data analysis.~~
204 ~~——(5) An educator may receive license renewal points for alternative professional learning~~
205 ~~activities as follows:~~
206 ~~——(a) Each clock hour of participation equals one license renewal point, not to exceed 20~~
207 ~~points per activity per year;~~
208 ~~——(b) Qualifying alternative activities shall only include activities that enhance or improve~~
209 ~~the education-related skills and knowledge of the educator that do not fall into another specific~~
210 ~~category of this Section R277-302-7; and~~
211 ~~——(c) Qualifying alternative activities require approval by:~~
212 ~~——(i) a licensed administrator verifying the completion of the renewal requirements by the~~
213 ~~educator; or~~
214 ~~——(ii) the Superintendent, but only with prior written approval of the activity.~~
215 ~~——(d) A licensed administrator may approve any activity under this category that the~~
216 ~~administrator judges to maintain or enhance the skills of the licensed educator related to the~~
217 ~~area of license.~~
218 ~~——(e) Alternative professional learning activities under this Subsection (5) may include:~~
219 ~~——(i) service in a leadership role in a national, state-wide, or LEA-recognized professional~~
220 ~~education organization;~~
221 ~~——(ii) service in a Utah governmental elected position related to education;~~
222 ~~——(iii) service in an organization that provides educational benefit to Utah students;~~
223 ~~——(iv) volunteering in a school in an instructional support role; or~~
224 ~~——(v) working as a paraprofessional in a school in an instructional support role.~~
225 ~~——(6) An educator may receive license renewal points for conferences, trainings,~~
226 ~~workshops, institutes, symposia, or staff-development programs as follows:~~
227 ~~——(a) Each clock hour of participation equals one license renewal point, not to exceed 20~~

228 points per activity;
229 ~~—— (b) Qualifying activities require approval by:~~
230 ~~—— (i) a licensed administrator verifying the completion of the renewal requirements by the~~
231 ~~educator; or~~
232 ~~—— (ii) the Superintendent, but only with prior written approval of the activity.~~
233 ~~—— (7) An educator may receive license renewal points for educational research and~~
234 ~~innovation that results in a final, demonstrable product, as follows:~~
235 ~~—— (a) Each clock hour of participation equals one license renewal point, not to exceed 30~~
236 ~~points per activity;~~
237 ~~—— (b) Qualifying research requires approval by:~~
238 ~~—— (i) a licensed administrator verifying the completion of the renewal requirements by the~~
239 ~~educator; or~~
240 ~~—— (ii) the Superintendent, but only with prior written approval of the research; and~~
241 ~~—— (iii) The educator’s research shall be consistent with school, LEA, and Board policies~~
242 ~~and rules.~~
243 ~~—— (8) A cooperating or mentor teacher in an educator preparation program may receive~~
244 ~~one license renewal point for each clock hour supervising, collaborating with, and mentoring~~
245 ~~assigned teachers enrolled in an educator preparation programs, not to exceed 20 points per~~
246 ~~license renewal.~~
247 ~~—— (9) An educator may receive license renewal points for working as a substitute teacher~~
248 ~~in a Utah LEA subject to the following:~~
249 ~~—— (a) Each full day of working as a substitute equals four license renewal points, not to~~
250 ~~exceed 20 points per school year.~~
251 ~~—— (b) An educator may not receive license renewal points under this Subsection (9)~~
252 ~~during a school year in which the educator held a position with an LEA requiring licensure~~
253 ~~under Rule R277-309.~~
254 ~~—— (10) An educator who has been certified by the National Board for Professional~~
255 ~~Teaching Standards, or “NBPTS,” may receive license renewal points as follows:~~
256 ~~—— (a) 100 points for initial certification by NBPTS; and~~

- 257 ~~_____ (b) 25 points for renewal of certification issued by NBPTS.]~~
- 258 (1) An active educator with a current assignment in a Utah LEA shall earn points in
- 259 at least two of the areas identified in this Section R277-302-7, subject to the maximum renewal
- 260 points in Subsections (4).
- 261 (2) An inactive educator without a current assignment in a Utah LEA shall earn points
- 262 in any area identified in this Section R277-302-7 with no maximum renewal points in any given
- 263 area.
- 264 (3) Notwithstanding Subsections (1) and (2):
- 265 (a) an educator may receive 100 points towards renewal for earning national board
- 266 certification, with no further renewal points required;
- 267 (b) an educator may receive 20 points per national board certification component
- 268 completed during any given renewal cycle; or
- 269 (c) an educator who held a Level 3 license prior to July 1, 2020, may receive 25
- 270 renewal points in recognition of the Level 3 requirements in the educator's first renewal after
- 271 July 1, 2020.
- 272 (4) An educator may earn points in the following areas:
- 273 (a) Professional learning experiences, up to a maximum of 90 points, as follows:
- 274 ~~_____ (i) 15 renewal points per semester hour of university coursework;~~
- 275 ~~_____ (ii) seven renewal points per .5 credit of USBE professional learning;]~~
- 276 (i) one renewal point for each clock hour of scheduled professional learning activities
- 277 sponsored or approved by a professional education entity in the following areas:
- 278 (A) university coursework;
- 279 (B) USBE professional learning;
- 280 (C) curriculum development;
- 281 (D) school improvement;
- 282 (E) mentoring and training of new teachers;
- 283 (F) training and support designed specifically for new teachers or teachers identified
- 284 as ineffective on the teacher's annual evaluation;
- 285 (G) instructional coaching; or

- 286 (H) conferences, workshops, institutes, trainings, symposia, or staff-development
287 programs; or
288 (ii) ten renewal points per year for a teacher evaluation deemed highly effective;
289 (b) Educator collaboration opportunities, with one renewal point for each clock hour up
290 to a maximum of 30 points;
291 (c) Professional service, with one renewal point for each clock hour up to a maximum
292 of 50 points; and
293 (d) Alternate learning opportunities, with one renewal point for each clock hour up to
294 a maximum of 30 points.

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

- 296 (1) An individual utilizing the Returning Educator Relicensure program shall:
297 (a) hold a position in a Utah LEA requiring an educator license;
298 (b) obtain a new background check and enroll in on-going monitoring as required by
299 Section [53E-6-401](#);
300 (c) resolve any background check issues that may arise in accordance with Rule [R277-](#)
301 [214](#);
302 (d) complete a one-school-year professional learning plan developed jointly by the
303 educator's direct administrative supervisor and the returning educator consistent with Section
304 R277-302-7 taking into account the following:
305 (i) previous successfully education experience;
306 (ii) formal educational preparation;
307 (iii) period of time between last education experience and the present;
308 (iv) school goals for student achievement and with the employing school and the
309 educator's role in accomplishing those goals;
310 (v) the returning educator's professional abilities, as determined by a formal discussion
311 and observation process completed within the first 30 days of employment; and
312 (vi) completion of additional necessary professional development for the educator;
313 (e) submit a copy of the professional learning plan described in Subsection (d) to the

314 Superintendent; and

315 (f) submit documentation upon completion of the educator's professional learning plan
316 to the Superintendent.

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

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

320 (b) submission of the professional learning plan as required by Subsection (1)(e) within
321 60 days of the educator's starting employment date; and

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

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

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

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

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

328 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose professional
329 Utah educator license has an expiration date prior June 30, 2025 may earn license renewal
330 points in accordance with this Section R277-302-9 on the educator's first subsequent renewal,
331 in addition to the options described in Section R277-302-7 if the educator does not meet the
332 renewal requirements detailed in this rule.

333 (2) If an educator chooses to earn license renewal points under this Section R277-302-
334 9:

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

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

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

341 (a) A educator may earn 35 license renewal points per year of employment, up to a

342 maximum of 105 points per license cycle; and

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

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

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

348 (b) For each qualifying test submitted with a passing score, the educator qualifies for
349 25 license renewal points; and

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

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

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

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

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

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

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

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

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

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

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

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

373 **KEY: license renewal, educator**

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

375 **Notice of Continuation:**

376 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#)**