

STEP-BY-STEP GUIDE TO EDUCATOR LICENSE RENEWALS

Note: Licenses may be renewed from an expired status using the process listed below.

USIMS

Step 1 - Determine your Educator License Level

- Login to [USIMS](#). If this is the first time logging in, you will need to complete all checklist items to establish your educator record.
- Select "License Info"
- View "License Level"

Home

▼ License Info

Name: Sam

Cactus ID:

License Level: Professional

License Expiration Date: 6/30/2022

Step 2 - Make sure you have a cleared background check

- Check status in [USIMS](#).

Step 3 - Select the appropriate Educator License Renewal or Extension Form

License Level	Renewal or Extension Form
Professional	 Professional Educator License Renewal Form.pdf NOTE: If you have worked in a Utah public school district or charter school for all of the previous five (5) school years, the form is not required.
Associate	An Associate Educator License (AEL) extension is available for elementary and secondary teachers, school leaders, and some special educators or related service providers. Associate Educator License Extension Form
LEA-Specific	 LEA Specific Educator License Renewal Form.pdf

Step 4 - Complete required trainings

License Level	Required Trainings
Professional	• Educator Ethics Review - Complete in USIMS • USBE Student Data Privacy Course
Associate	• There are no training requirements for an AEL extension.
LEA-Specific	• Educator Ethics Review - Complete in USIMS • USBE Student Data Privacy Course

Step 5 - Complete the form and get it signed by the authorized representative as defined on the form

Step 6 - Complete the Online Renewal/Extension

License Level Renewal	Online Procedure
Professional Renewal	• Complete Renewal in USIMS Checklist
Associate Extension	• Submit form in Associate Extension Online Form
LEA-Specific	• Work with your Human Resources Department to complete this process. • Requests not available in CACTUS until after July 1

Step 7 - Maintain your records for 12 months for monitoring purposes



Utah State
Board of
Education

Educator
Licensing