

Educator Licensing Newsletter



Podcast Version

You can now LISTEN or WATCH the newsletter instead of reading it! [Click here to listen/watch](#) the 9/16/2025 Educator Licensing Newsletter Podcast (created by [NotebookLM](#)).

Sign up for Newsletter Listserv

If you would like to receive future Licensing Newsletters, please subscribe to the [Licensing News Listserv](#) through UEN.

Change to APPEL Website URL

The Educator Preparation team created a new website and moved the [APPEL Programs page](#) from Licensing to the new [Educator Preparation website](#). Please adjust your records accordingly.

USIMS Errors & Workarounds

Any individual who encounters any error or issue with USIMS should contact USIMShelp@schools.utah.gov

Licensing Coaching

Book a licensing coaching session: [Book time with Malia Hite](#)

If you have any specific feedback for the Educator Licensing team to consider, please contact [Malia Hite](#).

(801) 538-7740

[Educator Licensing Website](#)



Utah State
Board of
Education

Educator
Licensing

USIMS First Look

The USIMS development team hosted a **demo** for LEA functionality last month. You may [watch the demo](#) (bit.ly/3K13RN5) that includes adding assignments for educators, requesting LEA-Specific licensure, and viewing educator information. Please share all feedback with the USIMS Product Owner, [Tim Davis](#).

CACTUS Sunset & USIMS Training

Beginning October 14, 2025, LEAs will no longer be able to access CACTUS. Once you have ensured educator assignments are accurately posted in CACTUS, we strongly suggest that you **save any reports from CACTUS prior to 10/13/2025**. USIMS will be the new system for educator licensing. **The first training for LEA functionality of USIMS will be held Tuesday, October 7, 2025 at 1pm.** Please [register for the training](#) (bit.ly/IntroUSIMS2025).

SHiNE

Salary Supplement for Highly Needed Educators (SHiNE) program. This program takes the place of the Teacher Salary Supplement Program (TSSP) in the 2025-2026 school year. Please see the new [SHiNE webpage](#) for additional information.

- **Report high-needs teaching assignment** to Educator Licensing (licensing@schools.utah.gov). Submit the [spreadsheet](#) with your LEAs qualifying teaching assignments.
- **Record teachers** who receive the SHiNE supplement and the amount received in CACTUS no later than **October**.

LICENSING RULE R277-301 Educator Licensing draft 2 amendments:

In August, the Law & Licensing Committee approved [R277-301 Draft 2 September 2025 Board](#) with additional amendments. Review a summary of the [Licensing Rule Amendments](#). New addition after line 295:

An individual holding a professional license and a license area of concentration in elementary education, secondary education, CTE, special education, or deaf education, may earn an additional professional content area endorsement through:

1. passage of a **content knowledge test or competency exam** approved by the Superintendent;
2. demonstration of any content endorsement specific **safety** competencies, if applicable, which may include lab safety or CPR; and
3. demonstration of **pedagogical content knowledge** in the new content area as verified by their LEA supervisor or designee.

The earliest this would go into effect is October 14th and only applies to teachers with a professional license and professional endorsement. We are working on procedures for implementation. More information is coming soon! Any feedback should be directed to [Malia Hite](#).

USIMS (Utah Schools Information Management System) Account for Educators

Starting **November 30th (sunset updated)**, educators will no longer be able to access CACTUS (Educator Licensing) through **my.UEN**. All license information will be available in **USIMS** moving forward. To make this transition as smooth as possible, be sure to **have educators set up a USIMS profile now** and save any information needed from the [my.UEN CACTUS website](#) before the transition date.

ENDORSEMENTS UPDATES

The following updated endorsements are now available and posted on the [Endorsements webpage](#).

- [Journeyworker Teacher Endorsement Application](#)
- [Journeyworker Teacher Endorsement Specs](#)
- [Mild/Moderate Support Needs Endorsement Application](#)
- [Complex Support Needs \(Severe\) Endorsement Application](#)

