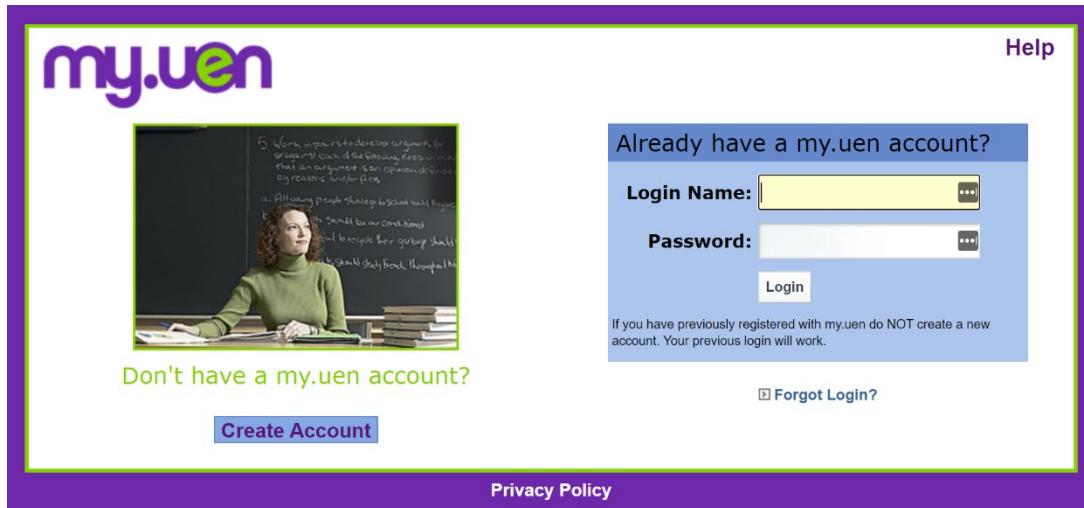
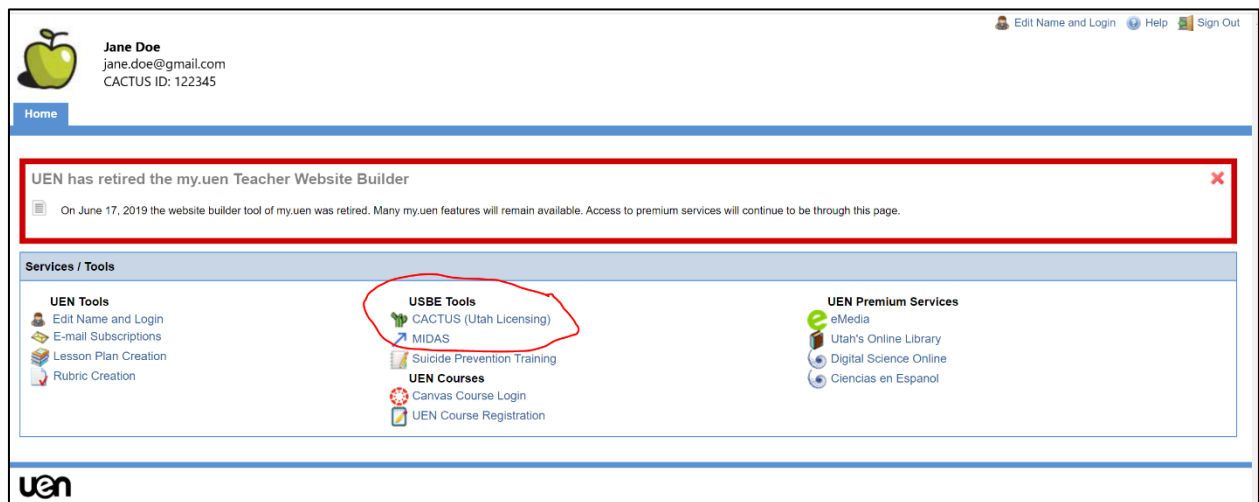


How To Check if Your Background, Ethics Review and Degree Has Posted in CACTUS

1. Visit www.my.uen.org, and log into your my.UEN account



2. On the my.UEN main page, click the link to CACTUS (Utah Licensing) under USBE Tools.



Once your information has been retrieved, click the button to **Enter CACTUS**.

Your information has been retrieved. '

Enter Cactus

- Click the “**Application Status**” tab and look for an ‘Action’ entry on the list that says, “Cleared Background (Email Sent)”.

CACTUS
Comprehensive Administration of Credentials for Teachers in Utah Schools

Personal Information | **Application Status** | Credential Information | Degrees | Assignments | Professional Development | Authorizations | SAEP | Tests

Jane Doe
CACTUS ID: 122345

Application Status

| Date | Type | Action |
|------------|--------------------------|-----------------------------------|
| 05/29/2021 | Renewal Documents | Online Renewal (UI) |
| 05/29/2021 | Transcript | Posted Degree |
| 05/26/2021 | Background | Rapback Renewed |
| 10/08/2020 | Ethics | Passed Online Ethics Test (UI) |
| 03/20/2020 | Address Change | Online Contact Information Update |
| 03/20/2020 | Address Change | Online Contact Information Update |
| 02/23/2017 | Transcript | Received Document in the Mail |
| 02/23/2017 | License | Printed |
| 02/23/2017 | USU recommendation | Received Document in the Mail |
| 05/17/2016 | Renewal Documents | Online Renewal (UI) |
| 05/17/2016 | Email Background Results | Cleared Background (Email Sent) |
| 05/13/2016 | Ethics | Passed Online Ethics Test (UI) |
| 05/13/2016 | Live Scan Background | Online Fingerprint Request (UI) |
| 05/31/2015 | Address Change | Online Contact Information Update |

PLEASE NOTE: If your background check was initiated and cleared on or *after* July 1, 2015, your background information is in our continuous ‘rap-back’ system and you DO NOT need to initiate another background check. If your background check was initiated or cleared *before* July 1, 2015, you will need to initiate another background check and get fingerprinted again before USBE can grant or renew a license. In this example, the background check was initiated (see 05/13/2016 Live Scan Background) and cleared after July 1, 2015, so this educator does NOT need to initiate another background check before USBE can renew or grant them a license.

- Click the “Degrees” tab to view posted degrees in your CACTUS account.

CACTUS
Comprehensive Administration of Credentials for Teachers in Utah Schools

Personal Information Application Status Credential Information **Degrees** Assignments Professional Development Authorizations SAEP Tests

Jane Doe
CACTUS ID: 122345

Degrees

Select [View Details](#) to view Degree Summary and Minor for that Degree.

| | Year | Degree Major | Type | Institution | State | Verified |
|------------------------------|------|------------------------|----------------------|--------------------------|-------|----------|
| View Details | 2020 | Other - See Transcript | Doctor of Philosophy | Brigham Young University | UT | Yes |
| View Details | 2015 | Other - See Transcript | Master of Education | Utah State University | UT | Yes |
| View Details | 2005 | Music (K-12) | Bachelor of Music | Utah State University | UT | Yes |

[LOG-OUT](#)

Please note: Contact your district's human resources department if any of the information is incorrect.
If you are not currently employed with a Utah school, contact the [Utah State Board of Education](#).
CACTUS records do not include license renewal points.

Individuals need to have a ***bachelor's degree or higher*** from a regionally accredited institution posted in their CACTUS account before USBE can award a professional educator license. To have a degree posted in your CACTUS account, fill out and follow the directions on this [form](#).

- To view the date you completed your most recent Ethics Review Exam, click on the “Tests” tab. In the top left corner, under your name and CACTUS ID, you will see the date of your “Most recent Ethics Test”.

CACTUS
Comprehensive Administration of Credentials for Teachers in Utah Schools

Personal Information Application Status Credential Information Degrees Assignments Professional Development Authorizations SARP **Tests**

Jane Doe
CACTUS ID: 122345
Most recent Ethics Test date: 10/08/2020

Tests

| Test Type | Date Taken | Passed |
|--|------------|--------|
| 0524 Principles of Learning & Teaching (7-12) | 04/28/2007 | Yes |
| 5411 Educational Leadership: Admin. & Super. - CBT | 02/14/2015 | Yes |

LOG-OUT

Please note: Contact your district's human resources department if any of the information is incorrect.
If you are not currently employed with a Utah school, contact the [Utah State Board of Education](#).
CACTUS records do not include license renewal points.

All educators need to complete the online Educator Ethics Review within a year of renewing or receiving a new license (i.e. LEA-Specific, Associate, or Professional). In this example, if this educator intends to renew their license or apply for a license before October 8, 2021, they will not need to complete the Educator Ethics Exam again because they have completed it within the last year. If they will be renewing or applying for a license after Oct. 8, 2021, they will need to complete the Educator Ethics Exam again. To complete the Educator Ethics Review test, visit our webpage at [Educator Licensing Online](#), click on ‘Educator Ethics Review’ and complete the training.