

# Local Education Agency (LEA) Specific Educator License Application Form

Return form to HR Department.  
*Do not submit this form to USBE unless you are notified of monitoring.*

Local Education Agency (LEA) Specific licenses are requested by a Utah public school district or charter. *LEA Specific Licenses are subject to monitoring by the Utah State Board of Education (USBE).* As such, you are required to keep this original signed application form and supporting documentation for 12 months *as evidence.*

Name: \_\_\_\_\_ Educator ID# (CACTUS): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employing School District/Charter: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

- Have you **completed all** [USIMS Checklist](#) items including completing a Fingerprint Background Check?  
 Yes  No
- Have you ever had a credential **revoked or suspended** that has not been “reinstated” by the Utah Professional Practices Advisory Commission or by another standards Board?  
 Yes  No
- Have you **completed** the [Educator Licensing Pedagogical Modules Canvas course](#) in the last 12 months? This action is required for all LEA-Specific educator license applications.  
 Yes  No

Summarize why other licensing pathways (Associate Educator License – AEL) are currently unavailable to you:

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## License Applicant Signature:

*I verify these statements are true and I understand this information may be used or provided to potential employers and to the Utah State Board of Education for appropriate licensure purposes. I understand that my Utah educator may be rescinded, and my license is subject to disciplinary action if any information on this renewal form is false.*

Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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