LOCAL EDUCATION AGENCY (LEA)-SPECIFIC LICENSE & ENDORSEMENT PROCEDURES
Updated for SY24-25

An LEA-Specific (LEA-S) educator license, including areas of concentration and endorsements, is issued by the state board at the request of an LEA's governing body (i.e. - local school board) that is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in R277-301-7.

See additional resources for more information:
- LEA-Specific Licensing – Educator & LEA Responsibilities
- Educator Licensing Frequently Asked Questions (FAQs) – LEA-Specifics

Step 1 – LEA Adopts Policy for LEA-Specific Licenses

The LEA policy, in accordance with R277-301-7, indicates how the LEA will prepare and support educators with an LEA-S educator license and must be posted on the LEA website. The policy must include:

A. Educator preparation and support aligned to the Utah Effective Teaching Standards.
B. Criteria for employing educators with an LEA-Specific license; and
C. Compliance with all requirements of Board Rule R277-301.

Step 2 – Post Educator Assignments in CACTUS

You must post the educator's assignment(s) in CACTUS prior to requesting an LEA-Specific license.

Step 3 – Ensure Educators Apply & Complete Pedagogical Modules

The LEA must receive an application for educators who will receive an LEA-Specific License. The LEA may use the USBE Sample LEA-Specific License Application. The LEA must retain the application for at least one (1) year for monitoring purposes. Note: Educator applicants receiving their initial LEA-S license, must complete the Educator Licensing Pedagogical Modules in Canvas (previously AEL Modules). Educators will receive a certificate of completion (see sample certificate).

Step 4 – Public Meeting of Governing Body Approving LEA-Specific Licenses

This meeting must have a posted agenda prior to the meeting and an option for the general public to attend and offer comment.

Step 5 – Post LEA-Specific License Requests in CACTUS

The LEA must post all educator data, including assignments, in CACTUS no later than sixty (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s). If the request is an LEA-S license renewal, please indicate that in your CACTUS request. LEA-S license renewal steps may be found in the Step-by-Step Guide to Educator License Renewals. All educators must have a completed, valid background check on file with the USBE and completed an Educator Ethics Review within one year of the LEA-S license request. Review the 2023 Annual CACTUS Training for LEAs video for more information.

Step 6 – Professional Learning Plan

The LEA must create a Professional Learning Plan (PLP) for each educator with an LEA-Specific Educator License within 60 days after beginning teaching. The PLP should include the plan for the individual to earn their Professional Educator License.

Step 5 – Posting LEA-Specific License Areas & Endorsements in CACTUS

The LEA must conspicuously post one each school's website the following disclosures: the school employs educators with an LEA-Specific license, description of license types, link to the public educator license look-up tool (https://cactus.schools.utah.gov), and the percentage of educators with each license type (Professional, Associate, and LEA-Specific).

Please note: all assignments and LEA-S licenses must be submitted no later than October 13, 2024 (Fall deadline), to receive ESA (Educator Salary Adjustment) funding for the 2024-25 school year. Any additional LEA-S requests must be submitted no later than May 31, 2025 (Spring deadline), to receive end-of-year funding.

For specific questions relating to this license process, contact the Executive Coordinator of Educator Licensing:

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