

LOCAL EDUCATION AGENCY (LEA)-SPECIFIC LICENSE & ENDORSEMENT PROCEDURES

Updated July 2025

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/USIMS

You must post the educator's assignment(s) in CACTUS/USIMS 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 [USB E 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/USIMS

The LEA must post all educator data, including assignments, in CACTUS/USIMS 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/USIMS 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 Annual CACTUS Training for LEAs video on the [CACTUS webpage](#) 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 7 – Posting LEA-Specific License Information on School Website

The LEA must conspicuously post on 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). The LEA may choose to link to a parent-friendly webpage describing educator qualifications; it is available on the [Educator Qualifications](#) webpage.

Please note: all assignments and LEA-S licenses must be submitted no later than October 13th (Fall deadline), to receive ESA (Educator Salary Adjustment) funding for that school year. Any additional LEA-S requests must be submitted no later than May 31st (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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