

LEA-Specific Licensing



Utah State
Board of
Education

LEA-Specific Licensing Overview

An LEA-Specific educator license, including areas of concentration and endorsements, is issued by the Utah State Board of Education (USBE) at the request of an LEA's governing body (example: local school board or charter school). This temporary license type is utilized when all other licensing routes for the applicant are untenable or unreasonable.

Educator Responsibilities

BACKGROUND CHECK	Establish a Utah Information Schools Management System (USIMS) record, request a background check for USBE, complete LiveScan fingerprinting, and wait for background check clearance to be posted in USIMS.
EDUCATOR ETHICS	Complete the educator ethics review in USIMS .
PEDAGOGICAL MODULES	Enroll in and complete the Educator Licensing Pedagogical Modules . Keep a copy of your certificate of completion. The modules are not required for a license area or endorsement only.
APPLICATION	Complete the application provided by your school district or charter.

LEA Responsibilities

LEA POLICY	LEA must have a policy including requirements for employing a person on an LEA-Specific license.
PUBLIC BOARD MEETING	LEA board must approve the LEA-Specific license request in a public meeting.
CACTUS/USIMS ASSIGNMENT	You must post the educator's assignment(s) in CACTUS/USIMS prior to requesting an LEA-Specific license.
APPLICATION & PEDAGOGICAL MODULES COMPLETION	You must receive and retain an application from each educator. You may use the sample application provided by USBE. Applications must be retained for 1 year for monitoring. You must verify that the educator has completed the Educator Licensing Pedagogical Modules. They will have a personalized certificate of completion (see sample certificate).
REQUEST 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).
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.
POST LICENSE INFO & PERCENTAGES	The LEA must conspicuously post specific information related to educator licensing on each school's website that employs educators with an LEA-Specific license.