



Utah State Board of Education

Utah License Equivalency Review (LER) Application Guide

This guide explains how to apply for a **Professional Educator License** based on a license from outside Utah through **License Equivalency Review (LER)**.

If you currently hold a **Utah Professional or Associate Educator License in another area**, you may have already completed some steps.

Before You Start

To apply through License Equivalency Review (LER), you must:

- Hold a **bachelor's degree or higher**, AND
- Hold a **valid educator license from another state or country**, OR
- Hold the **Nationally Certified School Psychologist (NCSP) credential**

Important:

This pathway is for applicants who are **already licensed outside Utah**.

It does **not apply** to applicants who have completed a preparation program but are not licensed.

International Applicants

If you earned a degree outside the United States, you must obtain a **course-by-course transcript evaluation from a NACES or AICE member service** before submitting your application. See the **International Degrees section in Step 6** for instructions.



Utah State Board of Education

Application Overview

Complete the following steps:

1. Create a USIMS educator account
2. Complete USIMS checklist items
3. Out-of-State license requirement
4. Send official transcripts
5. Submit the LER application

Step 1 — Create Your Utah Educator Record

Create an account in the **Utah Schools Information Management System (USIMS)**.

Go to: <https://usims.schools.utah.gov/>

- Select **Sign Up**
- Use a **personal email address** to register
- Verify your account using the confirmation email.

You will receive your **CACTUS / Educator ID** after registration.

Step 2 — Complete USIMS Checklist Items

Log in to USIMS and complete all required checklist items:

- Accept the **Educator Privacy Policy Statement**
- Confirm **Licensing Issues** status
- Review **Educator Information Lookup**
- Update **Personal Information**
- Complete the **Educator Ethics Review**

Make note of your **CACTUS / Educator ID** in parentheses next to your name.



Utah State Board of Education

Criminal Background Review

If your USIMS checklist shows [Criminal Background Review Required](#), you must complete a two-part **criminal background check** as part of the licensing process.

Part 1 — Initiate the Background Check in USIMS

Log in to USIMS and complete the **Criminal Background Review Required** task. You will be asked to provide:

- Social Security Number
- Date of Birth

Part 2 — Submit Fingerprints

Your fingerprints must be evaluated by the **Utah Bureau of Criminal Identification (BCI)**.

Fingerprinting in Utah

Visit a [LiveScan fingerprinting site](#) and bring:

- Government-issued photo ID
- Your CACTUS / Educator ID

Fingerprinting Outside Utah

Visit a local police department or fingerprinting service and request a [standard fingerprint card \(FD-258\)](#).

Mail the completed card to:

If Sending by Regular Mail (USPS)

USBE Educator Licensing
PO Box 144200
Salt Lake City, UT 84114-4200



Utah State Board of Education

If Sending Express (FedEx/UPS)

USBE Educator Licensing
250 E 500 S
Salt Lake City, UT 84111

Background Check Status

Your background check is complete when USIMS shows:

- **Criminal Background Review Fingerprint = COMPLETED**
- **Criminal Background Review = CLEARED**

Processing may take several weeks.

Step 3 — Gather Documentation

You will attach documentation to your online application in step 5.

Required Documents:

U.S. Applicants

Submit one of the following:

- A copy of your educator license showing:
 - Your name
 - Issuing state
 - License area and endorsements
 - Valid dates
- NASP-NCSP card or certificate

International Applicants

If you completed your education outside the United States, you must submit documentation showing that you are qualified to teach in your country.

International License

Submit a copy of your educator license from your country, if one is issued.

- Include a certified English translation if the document is not in English



Utah State Board of Education

If Your Country Does Not Issue Educator Licenses

Submit **one of the following**:

Option 1 — Education Degree

Submit the **cover page of your transcript evaluation** showing:

- You earned a **degree in education**, OR
- A statement that your degree qualifies you to teach in your country of origin

Option 2 — Non-Education Degree + Teaching Experience

Submit the **cover page of your transcript evaluation** showing your degree, AND proof of at least **one year of licensed teaching experience**

Additional Documents (Optional):

Verification of Experience

- Required if claiming teaching experience
- Must be signed by an administrator
- Must match dates on your license or evaluation

Test Scores

- Praxis or other

Step 4 — Send Official Transcripts to USBE

Request **official transcripts from every college where you earned a bachelor's degree or higher**.

Important: Transcripts must be **sent directly from the institution**.

USBE cannot accept:

- unofficial transcripts
- copies uploaded by applicants

International Degrees (Outside the United States)

For all degrees earned outside the United States, you must:

- Request a **course-by-course evaluation with U.S. degree equivalency**
- Use an evaluation service that is a member of **NACES** or **AICE**



Utah State Board of Education

- Request **translation**, if your documents are not in English
- Have evaluation sent **directly to USBE**

Find approved services:

NACES directory: <https://www.naces.org/members>

AICE directory: <https://aice-eval.org/members>

Where to Send Transcripts/ Evaluations

Electronic delivery (preferred):

Send to transcripts@schools.utah.gov

Mail delivery:

If Sending by Regular Mail (USPS)

USBE Educator Licensing

PO Box 144200

Salt Lake City, UT 84114-4200

If Sending Express (FedEx/UPS)

USBE Educator Licensing

250 E 500 S

Salt Lake City, UT 84111

Step 5 — Submit Your Application

Apply through the **SM Apply portal**:

<https://usbelicensing.smapply.us/>

Steps:

1. Create an SM Apply account using a personal email address
2. Complete eligibility profile questions
3. Select **License Equivalency Review Application**
4. Upload requested documents
5. Submit



Utah State Board of Education

Questions?

- [SM Apply Tutorials](#)
- Contact the USBE LER Team at ler@schools.utah.gov