



Utah State Board of Education

# Professional Educator License Renewal Form

RENEW ONLINE at:

[USIMS.schools.utah.gov](https://usims.schools.utah.gov)

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

All Professional License renewals require 100 hours of renewal activities within the last five years prior to date of license renewal. Professional License renewals are subject to monitoring by the Utah State Board of Education (USBE). As such, you are required to keep this original signed renewal form, if required, and supporting documentation for 12 months as evidence to support your online renewal transaction. The rules and steps for Utah Educator License Renewal can be found at [Renew a Utah Educator License](#).

License Holder's Name: \_\_\_\_\_ CACTUS ID#: \_\_\_\_\_

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

➤ 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?

- No  Yes; please stop and contact [UPPAC@schools.utah.gov](mailto:UPPAC@schools.utah.gov) for next steps.

### ALL EDUCATORS: You must complete the following steps in this order to complete your license renewal:

- Complete renewal form with administrator signature, if determined in section below.
- Login to [USIMS.schools.utah.gov](https://usims.schools.utah.gov):
  - Utah Educator Ethics Review
  - Complete ALL CHECKLIST TASKS
  - Complete/Finalize "Professional License Renewal"
  - Go to "License Info/Print License" to verify your license has been renewed; new expiration date will be 6/30/2031.

### ➤ Is the renewal form required for you?

List your Utah employment in a licensed position for these school years.

Example:

Employed 2021-22 at a professional education entity: Granite School District

Employed 2021-22 at professional education entity: \_\_\_\_\_

Employed 2022-23 at professional education entity: \_\_\_\_\_

Employed 2023-24 at professional education entity: \_\_\_\_\_

Employed 2024-25 at professional education entity: \_\_\_\_\_

Employed 2025-26 at professional education entity: \_\_\_\_\_

### Number of school years employed at a professional education entity since 2021-22:

- All five (5) years – You do not need to complete this form unless requested by USBE.
- Four (4) or less years – You must complete this renewal form.

**NOTE:** If you are not currently employed by a Utah school district or charter, you may complete 100 hours in any category and are not subject to category maximums.



**EDUCATOR COLLABORATION OPPORTUNITIES:** Hours for opportunities in which educators engage in data analysis in collaboration with colleagues to inform instructional adjustments and to address student need, including professional learning communities and team collaboration time.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

**Total Collaboration Renewal Hours:**  
(max 30 hours for an active educator)

**PROFESSIONAL SERVICE:** Hours for activities related to service in a local, state, or national government or professional education association leadership role, including the Utah Legislature, Utah Education Association, National Education Association, Utah State Board of Education, and local Boards of Education.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

**Total Professional Service Renewal Hours:**  
(max 50 hours for an active educator)

**ALTERNATE LEARNING OPPORTUNITIES:** Hours for activities that enhance or improve the education-related skills and knowledge of an educator serving in a school, but not in a role as the primary educator, including working as a paraprofessional, substitute teaching in a public school, volunteering in a public school, traveling with an education purpose or component, presenting at a professional conference (including the time to design/prepare the presentation), educational research, and serving as a department chair in a public school.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

**Total Alternate Learning Renewal Hours:**  
(max 50 hours for an active educator)

*Attach supplementary pages if you need additional space to document activities.*

TOTAL RENEWAL HOURS	
Renewal Hours Type	Total Renewal Hours
COVID-19 Hours (see page 2)	
Professional Learning (see page 2)	
Educator Collaboration Opportunities (see page 3)	
Professional Service (see page 3)	
Alternate Learning Opportunities (see page 3)	
<b>Total Renewal Hours:</b> (100 hours required for all educators)	
<div style="border: 2px solid red; width: 150px; height: 40px; margin-left: auto;"></div>	

**VERIFICATION SIGNATURES**

**License Holder Verification:**

*I verify these statements and total renewal hours 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 renewal may be rescinded, and my license is subject to disciplinary action if any information on this renewal form is false.*

License Holder's Printed Name: \_\_\_\_\_ CACTUS ID#: \_\_\_\_\_

**License Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current Licensed Administrator or Utah Charter Director Verification:**

Please see the Renewal Approval Supports for Administrators on the [license renewal website](#).  
*I verify that I am a licensed education administrator or Utah charter director and have knowledge of the Utah Educator License Renewal Rules (R277-302). I have reviewed all renewal activities and ensure that all renewal hours listed are in compliance with those rules.*

Administrator Printed Name: \_\_\_\_\_

Administrator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

CACTUS# or License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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