



Utah State Board of Education

School Social Worker - Alternate Route to the Professional Educator License

This guide explains how to apply for the **Professional Educator License (PEL)** in **School Social Work** if you are already licensed by the Utah Division of Professional Licensing (DOPL) as a CSW or LCSW and have completed the Alternative Route coursework.

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, you must:

- Have a **master's degree in social work**
- Hold a **CSW** or **LCSW** from the Utah Division of Professional Licensing (DOPL)
- Create a **USIMS educator account**
- Complete **USIMS checklist items**
- Complete **School Social Worker Alternate Route**

Application Overview

Complete the following steps to apply:

1. Create a USIMS educator account
2. Complete USIMS checklist items
3. Meet license area requirement
4. Send official transcripts
5. Submit the AEL application



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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
- Complete [Educator Information Lookup](#) with DOB and SSN
- Enter [Personal Information](#)
- Complete the [Educator Ethics Review](#)

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

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)**.



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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

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.



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Step 3 — Complete Alternate Route Requirements

You must complete all five microcredentials and three UMTSS courses.

- Microcredentials (*Completed through Utah Microcredentials beginning July 1, 2026*):
 - Confidentiality for School Social Workers
 - Crisis Response
 - Child Find
 - 504
 - IEP
- UMTSS Canvas Courses:
 - [UMTSS Overview](#)
 - [UMTSS Behavior](#)
 - [UMTSS Team-Based Problem Solving](#)

Step 4 — Send Official Transcripts to USBE

Request **official transcripts from every college where you earned a degree or are currently enrolled.**

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**
- 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>



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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/prog/school_social_worker_alt_route

1. Create an SM Apply account using a personal email address
2. Complete eligibility profile questions
3. Select **School Social Worker: Alt Route**
4. Upload requested documents
5. Before you submit, confirm the following:
 - ✓ USIMS checklist items completed
 - ✓ Background check cleared
 - ✓ License area requirements met
 - ✓ Transcripts requested
 - ✓ Required documents attached
6. Submit



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Questions?

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