

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**

The 5-Step Application Process

Step 1 - Create Your Utah Educator Record

- Go to the [USIMS Portal](#) and select [Sign Up](#).
- Register using a **personal email address** (not a school or work email).
- Click the link in your confirmation email to verify your account.
- Once registered, the system will generate your CACTUS Educator ID number (in parentheses beside your name).

Step 2 - Complete Your USIMS Checklist

Log in to USIMS and complete the mandatory checklist tasks:

- Accept the Educator Privacy Policy Statement
- Confirm your [Licensing Issues](#) status
- Complete the [Educator Information Lookup](#) (requires your Date of Birth and SSN)
- Enter your [Personal Information](#)
- Complete the [Educator Ethics Review](#)

Clear Your Criminal Background Check (If flagged)

If your USIMS checklist shows [Criminal Background Review Required](#), you must complete a two-part process.

- **Part 1 (Initiate):** Complete the **Criminal Background Review Required** task in USIMS using your SSN and Date of Birth.
- **Part 2 (Submit Fingerprints):** Follow the instructions below based on your location:
 - **Inside Utah:** Visit a [LiveScan](#) fingerprinting site. Bring a government-issued photo ID and your CACTUS ID.
 - **Outside Utah:** Visit a local police department or fingerprinting service and request a standard [FD-258 fingerprint card](#). Record your CACTUS ID in the *Originating Case Agency (OCA)* box, sign the card, and mail it to:

<i>USPS Regular Mail</i>	<i>Express Delivery (FedEx/UPS)</i>
USBE Educator Licensing PO Box 144200 Salt Lake City, UT 84114-4200	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, and
- Criminal Background Review = CLEARED

Processing may take several weeks.

Step 3 - Complete Alternate Route Requirements

You must complete all five microcredentials and three UMTSS courses.

- Microcredentials (*completed through [Altitude](#)*):
 - [Confidentiality Practices School Social Workers](#)
 - [School Social Worker Crisis Response](#)
 - [Child Find School Social Workers](#)
 - [504 School Social Worker](#)
 - [IEP School Social Workers](#)
- UMTSS Canvas Courses:
 - [UMTSS Overview](#)
 - [UMTSS Behavior](#)
 - [UMTSS Team-Based Problem Solving](#)

Step 4 - Send Official Transcripts to USBE

Request official transcripts from all institutions where you earned a degree, programs where you are currently enrolled, and any institution where coursework is used to meet content competency requirements.

Important:

Transcripts must be sent directly from the institution. USBE cannot accept unofficial transcripts or copies uploaded by applicants.

International Degrees (Outside the United States)

For all degrees earned outside the United States:

- Request a **course-by-course evaluation showing 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 the evaluation sent **directly to USBE**

Where to Send Transcripts / Evaluations

Electronic delivery from the institution or evaluation service is preferred:
transcripts@schools.utah.gov

If electronic service is not available, have institution mail documents to:

<i>USPS Regular Mail</i>	<i>Express Delivery (FedEx/UPS)</i>
USBE Educator Licensing	USBE Educator Licensing
PO Box 144200	250 E 500 S
Salt Lake City, UT 84114-4200	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

Questions?

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