

# Educator Licensing Newsletter



## Podcast Version

You can now LISTEN to the newsletter instead of reading it! [Click here to listen](#) to the 7/11/2025 Educator Licensing Newsletter Podcast (created by NotebookLM).

## Sign up for Newsletter Listserv

If you would like to receive future Licensing Newsletters, please subscribe to the [Licensing News Listserv](#) through UEN.

## Change to APPEL Website URL

The Educator Preparation team created a new website and moved the [APPEL Programs page](#) from Licensing to the new [Educator Preparation website](#). Please adjust your records accordingly.

## USIMS Errors & Workarounds

Any individual who encounters any error or issue with USIMS should contact [USIMShelp@schools.utah.gov](mailto:USIMShelp@schools.utah.gov)

*If you have any specific feedback for the Educator Licensing team to consider, please contact [Malia Hite](#).*

(801) 538-7740

[Educator Licensing Website](#)



## Annual CACTUS Training for LEAs

The Educator Licensing team will be offering Annual CACTUS Training for school districts and charter schools on **Monday, August 4, 2025, 2-3:30pm**. The training will be online in a webinar format and recorded. We will cover the new licensing policies, new termination codes (Death, Educator choosing to leave, Funding reduction, LEA termination/non-renewal of contract, Leave of absence, Retirement, and Student teaching completed) at the beginning of the webinar with training for new users to follow. [Register for the webinar](#).

## USIMS (Utah Schools Information Management System) ACCOUNT!

Every educator who is working in Utah must have a [USIMS](#) account by October 13th. Otherwise, LEAs will not be able to manage their employees once CACTUS goes offline. Many people who have educator licenses in Utah with an expiration date of 2026 and 2027 have not created USIMS accounts.

## SHiNE

As your LEA is developing policies for Supplement for Highly Needed Educators (SHiNE), please contact Malia Hite with any questions. SHiNE is only available for teachers. Please see the new [SHiNE webpage](#) for additional information. By October 13, 2025, SHiNE must be posted in CACTUS with the amount.

Current Assignments													Degrees	S.A.E.P	Professional/Staff Development	ARL	Comments	Experience History	Assignment History
Begin Date	District/Charter		End Date	Contact	Hrs	Salary	Add on	Contract Days	FTE	Status	Student?	SHINE	SHINE Amt						
07/01/2025	Davis District		06/30/9999	1440		\$75,000		180	1.000	Active	No	SHINE	\$1,000						
													Te						
School		Assignment							Percent	Status	Mail Pickup	USOE Qualified	Show Requirements						
Adams School (ELEM)		Mild / Moderate Disabilities -Elementary							100%	Active	Yes	Yes	Show						

## New Webpage - Educator Qualifications

A new [Educator Qualifications webpage](#) will list all percentages for licensing. Your LEA may find it helpful to link to this page for LEA-Specific licensing compliance.

## Student Teacher Stipend Changes

There were recent changes to the Student Teacher Stipend program; all changes are posted on the website. For more information, please contact [Erica Horsley](#).

## Middle School and High School Mathematics Endorsement Changes

We have updated the applications and specs for [Middle School Mathematics](#) and [Secondary Mathematics](#) endorsements. The "Additional Course" has been removed. For more information, please contact [Mike Spencer](#).

## Student Data Privacy

Recent legislation changed the Student Data Privacy training requirement to make it an annual training. Board rule [R277-487](#) was recently updated to remove the training as a license renewal requirement. Starting July 2025, the Student Data Privacy training will no longer be required for license renewal. For more information, please contact Malia Hite.

## School Leadership University Recommendations

Recent updates to USIMS now require educators to accept the recommendation in USIMS before the license area is added to the license. If they do not complete the license process in USIMS, the School Leadership license area will not be awarded. Educators will be notified by email when the recommendation is submitted by the university. For more information, please contact Malia Hite.

## Educator Salary Adjustments & Unsatisfactory Evaluations

Changes to the Educator Salary Adjustment (ESA) program ([53F-2-405](#)) disqualify educators who have three consecutive "unsatisfactory" annual educator evaluations. If your LEA has an employee that has three consecutive "unsatisfactory" annual evaluations, please notify the USBE Financial Ops so we can adjust the LEA's ESA allocation. For more information, please contact [Sam Urie](#), School Finance Director.