



# Local Education Agency (LEA) Specific License & Endorsement Procedures

An LEA-Specific educator license, including areas of concentration and endorsements, is issued by the state board at the request of an LEA's governing body (i.e.-local school board) that is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in [R277-301-7](#).

## **Step 1 – LEA Adopts Policy for LEA-Specific Licenses**

The LEA policy, in accordance to R277-301-7, indicates how the LEA will prepare and support educators with an LEA-Specific educator license and must be posted on the LEA website. The policy must include:

- A. Educator preparation and support aligned to the Utah Effective Teaching Standards;
- B. Criteria for employing educators with an LEA-Specific license; and
- C. Compliance with all requirements of Board Rule [R277-301](#).

## **Step 2 – Public Meeting of Governing Body Approving LEA-Specific Licenses**

This meeting must have a posted agenda prior to the meeting and an option for the general public to attend and offer comment.

## **Step 3 – Letter of Request and Assurances to Superintendent on Official Letterhead**

*Text of Letter:*

Dear Superintendent,

The **[LEA GOVERNING BODY]** approved LEA-Specific educator license(s) to **[NUMBER]** individual(s) in a public meeting held on **[DATE]**. The license areas, and endorsements shall be valid for one, two, or three academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. LEA-Specific licenses in the area of Special Education or Preschool Special Education are valid for only one year and may not be renewed. All LEA-Specific licenses will expire on June 30<sup>th</sup> of the final academic year approved.

**[LEA GOVERNING BODY]** the following assurances:

- The LEA has adopted a policy, in accordance to R277-301-7, to prepare and support educators with an LEA-Specific license. This policy is posted online at **[LINK TO POLICY ON LEA WEBSITE]**;
- The educator has completed a criminal background check in accordance with Rule [R277-214](#) and continued monitoring in accordance with Subsection [53G-11-403\(1\)](#);
- The LEA will provide requisite training (educator ethics, classroom management/instruction, special education law/instruction, & Utah Effective Teaching Standards) within the first year of employment;
- The educators will complete the USBE Ethics Review within one calendar year prior to being issued the license;

- The LEA will post all educator data, including assignments, in CACTUS no later than 60 days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s);
- For special education or preschool special education license areas, the LEA shall provide special education law training recommended by the Superintendent within the first month of employment; and
- Each LEA school employing an individual with an LEA-Specific license will prominently post the following on the school’s website:
  - Disclosure that the school employs individuals holding an LEA-Specific educator license, license areas, and/or endorsements;
  - An explanation of the types of educator licenses issued by USBE (Professional, Associate, LEA-Specific);
  - Percentage (based on FTE) of types of licenses, license areas, and endorsements held by educators employed in the school;
  - A link to the Utah Educator Look-up Tool.

The **[LEA GOVERNING BODY]** additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education. These renewals will be approved or denied on a case by case basis.

Sincerely,

**[SIGNATURE]**

LEA Governing Body Chairperson

#### **Step 4 – Posting LEA-Specific License Areas & Endorsements in CACTUS**

The LEA must post all educator data, including assignments, in CACTUS no later than 60 days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s). This process will be very similar to posting Letters of Authorization. It will not be available until July 15, 2020 when the CACTUS annual roll-over is completed. **Please note:** all assignments and LEA-Specific licenses must be entered no later than October 31, 2020 to receive educator salary adjustment funding for the 2020-21 school year.

#### **Step 5 – Submit Official Request to USBE Licensing**

**Email Address:** [licensing@schools.utah.gov](mailto:licensing@schools.utah.gov)

**Email Subject:** Approved LEA-Specific Licenses

**In body of email include:**

- LEA Name
- LEA licensing contact information (i.e.-LEA HR Director)

**Attachments:**

- Signed Letter of Request & Assurances on Official Letterhead
- Spreadsheet of Educator & License Data

**For specific questions relating to this license process, contact the Educator Licensing Coordinator:**

Dr. Malia Hite, (801) 538-7895, [malia.hite@schools.utah.gov](mailto:malia.hite@schools.utah.gov)