

Washington County School District LEA License Application & Approval

Reference District Policy 1130

Print Full Name: _____ CACTUS ID: _____

LEA-Specific License Area: _____

LEA-Specific Endorsement(s) (if applicable): _____

Eligibility Checklist (Attach Supporting Documentation):

Higher Education Academic History: *Must have a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment*

<u>Degree</u>	<u>Major</u>	<u>Institution of Higher Education</u>	<u>State/Country</u>	<u>Date Degree conferred</u>

Submit Original Transcripts to WCSD HR Licensing (*electronic transcripts sent directly from university or paper transcripts on original university paper*).

Complete criminal background check and fingerprinting. For authorization form, go to <https://secure.utah.gov/elr/welcome.html>. (*This will also create your USBE CACTUS ID number and record.*)

Once you have received your authorization form via email, you can schedule your fingerprinting appointment at one of the following sites:

- <https://yupfingerprinting-stgeorge.youcanbook.me/> OR
- <https://wcsdfingerprints.youcanbook.me>

Complete the following Professional Learning Modules at <https://usbe.instructure.com/enroll/D9XGLB>. *You will need your CACTUS ID.*

- Educator ethics;
- Classroom management and instruction;
- Basic special education law and instruction; and
- Utah Effective Teaching Standards described in R277-530.

Complete Endorsement Forms, if applicable.

Applicant Signature: _____ **Date:** _____

WCSD Approval Section:

To be completed by the WCSD HR Licensing Department and WCSD Board of Education.

- The application must receive approval from the WCSD Board of Education in a public meeting no more than 60 days prior to submitting the application to the State Board of Education for an LEA License.

- Describe the reason for the appointment of a WCSD-LEA Specific License or Endorsement.

- This recommendation for approval shall serve as verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. *(Not required for less than half-time [.5 FTE] applicants)*

- Where applicable include an Associate Licensing Plan as Attachment.

- Requested LEA-Specific License Duration is 3 years unless otherwise noted.

A WCSD LEA-Specific License and/or Endorsement expires immediately if the educator's employment with WCSD ends and the educator is not rehired as an educator in the next contract year.

HR Approval: _____ **Date:** _____

WCSD Board Approval: _____ **Date:** _____