

ARL Licensing Process Steps

(Please note that the information and listed fees are subject to change.)

ARL's "Open Window Period" for accepting applications is March 1st thru July 31st of each year.

(If a school is considering an applicant for hire and wants us to accept an application for review outside this window period, the school administration or Human Resources would need to contact ARL directly.)

Mailing Address:

Alternative Routes to Licensure
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

Make sure to include both the street address
And the P.O. Box in your mailing address.

Send Electronic Transcripts to:

transcripts@schools.utah.gov

Incomplete applications will be returned.

ARL Contact Information:

For General Questions, Sec. Ed., or CTE:

Leslie Scoresby, Assistant, 801-538-7834

leslie.scoresby@schools.utah.gov

Jane Conway, Assistant, 801-538-7532

jane.conway@schools.utah.gov

Robyn Roberts, ARL Specialist, 801-538-7602

robyn.roberts@schools.utah.gov

For Elem. Ed., Dual Immersion, Sp. Ed. & Languages:

Penny Ford, Assistant, 801-538-7695

penny.ford@schools.utah.gov

Armando Venegas, ARL Specialist, 801-538-7858

armando.venegas@schools.utah.gov

Program Description

Utah's Alternative Routes to Licensure (ARL) is a teacher preparation program for individuals who wish to earn an initial Level 1 teaching license or are currently licensed teachers who wish to earn another type of teaching license. ARL allows participants to teach in an accredited Utah school on a temporary license for up to three years while they are fulfilling licensure requirements. Participants must be employed by a Utah school district, charter school, or accredited private or parochial school while earning a license and must be teaching in a licensed position at the time a license is earned and issued. Participants in the ARL program complete course work determined by an official review, take required content knowledge test(s), take required content and general pedagogy courses (typically 7-10 classes), teach successfully for a minimum of one year full time or two years if less than full time in their eligible subject area at the same school consecutively up to a maximum of three academic school years in a licensed position, have successful principal's evaluations of classroom performance and teaching disposition skills, and upon program completion, be recommended for licensure by the principal and the ARL advisor. Participants are responsible for all costs involved in completing the ARL process. Participants successfully completing the Alternative Routes to Licensure program will be issued a Level 1 Utah Professional Educator License.

5 Types of Licenses Available in ARL

ARL has 5 types of license areas available to earn through ARL depending on your situation:

Individuals with a Bachelor's degree or higher from a regionally accredited university have the option of applying to ARL for consideration in one or more of the following:

1. Elementary Education License 1-8 (or El. Ed. K-6 if teaching Kindergarten in the ARL program): Must have a Bachelor's degree minimum in any area and must have a broad cross section of course content as outlined in the "Content Eligibility" worksheet (<http://schools.utah.gov/cert/Alternative-Routes-to-Licensure/Elementary/EligibilityChecklist.aspx>). Teachers who already have an Elementary License and are seeking to earn an Early Childhood license do not need to go through the ARL program. (See <http://schools.utah.gov/cert/Endorsements-ECE-License/K3License.aspx>).

2. Secondary Education License with a specific endorsement area: Secondary Education applicants must have a degree major in the specific area or have completed all the “endorsement” content and testing requirements (with the exception of the Methods course) prior to becoming eligible for ARL. Endorsement area eligibility checklists can be found at: <http://schools.utah.gov/cert/Endorsements-ECE-License.aspx> (See Steps 3D2 and Step 6 below for areas and job assignments that are not eligible for ARL.)
3. Special Education License K-12 with Mild/Moderate endorsement: Must have a Bachelor’s degree minimum in any area and must have a broad cross section of course content as outlined in the “Content Eligibility worksheet” (http://schools.utah.gov/cert/Alternative-Routes-to-Licensure/Elementary/Elementary_Transcript_Worksheet.aspx). Private and online school settings are not eligible for ARL in Special Education.

University degrees and degree majors are verified through original transcripts that document the degree, the degree major, and the year conferred.

Non-Bachelor’s degree applicants who have CTE Career/Applied Technology work experience/certifications can apply for the following:

4. Standard CTE License (Previously called CTE APP licenses): No Bachelor’s degree is required, but must have work experience/certifications in a CTE Career /Applied Technology area. (*Only available in FACS, Health Science, Info. Technology, Skills & Technical areas. Adult Education has a separate CTE License through ARL, but no other endorsements can be attached to it.*)
5. CTE Specialist License: An applicant may or may not have a Bachelor’s degree, but must have a valid DOPL Division of Occupational & Professional License or Specialty License in a related CTE area. (i.e. Building Trades, Dentistry, Fire, Law Enforcement, Nursing, Pharmacy Technician, Skilled & Technical Science, etc.) CTE Specialist ARL’s would be able to teach 2 periods or less in this area in a Utah Accredited School that requires a teaching license.)

THE ARL PROCESS STEPS

FIRST, APPLY FOR THE ARL PROGRAM & GET AN “ELIGIBILITY” LETTER:

Before submitting an application to alternative routes to licensure, complete a background check (Step 1) and get your fingerprinting done (Step 2). Your application cannot be processed (even if ARL receives your application) until the background check has cleared the Utah State Office of Education.

1. Complete the **Online Background Check**. (www.utah.gov/teachers) You will need to do this background check process even if you once had a background check to be a school aide, coach, etc. because this background check generates a CACTUS credential number to be used if hired as a teacher. Your background check must be current within 1 year of your initial ARL application date. Previous ARL applicants’ background checks are valid for up to 3 years (Exceptions: Currently licensed teachers with an active license, Law Enforcement, and Firefighter applicants are not required to do steps 1 & 2 again.)

To begin the background check process, first go to Educator Licensing Online and find the background check link. Complete the authorization process and pay fees online. Then print and take the authorization form to a Livescan center listed on the authorization form. Background checks processed through the Livescan system are generally cleared between 2 to 20 working days. You cannot apply to Alternative Routes to Licensure until you have purchased a background check, and you cannot receive a letter of eligibility until the background check has cleared. If you pay for an authorization form and fail to take it to a Livescan Center for fingerprinting, your application can not be processed. USOE will notify you by email when your background check has cleared. If you have no criminal history, simply apply to ARL after you have completed the digital Livescan background check.

2. Get **fingerprinting** done and take the fingerprint form to a Livescan location. Livescan locations are found at: <http://www.schools.utah.gov/cert/License-Requirements/Fingerprint-and-Background-Check/LIVESCANSITESactive.aspx>. (Exceptions: Currently licensed teachers with an active license, Law Enforcement, and Fireman applicants are not required to do steps 1 & 2 again.)

3. **Complete & submit a full Application Packet by mail or in person.** Submit ALL items together in one envelope by mail or in person to: Utah State Office of Education - ARL Program, 250 E. 500 S., P.O. Box 144200, Salt Lake City, UT 84114-4200. (Put *both street address & PO Box on your mailings please.*) **ARL applications are valid for 18 months. Make sure to include:**

- A. **ARL Application Form** – All areas must be completed unless noted and original signatures are required. http://www.schools.utah.gov/cert/DOCS/ARL/ARL-Application-Feb_21_-2012.aspx
- B. **Official Transcripts (if any).** - Submit ORIGINAL University/College **TRANSCRIPTS** with degrees posted for each university attended (if any). Original transcripts must be official, but they do not have to be in a sealed envelope, so please check before they are mailed to see that all the courses you have taken are included on the transcripts. Transcripts printed from the applicant themselves are not considered official. (ARL prefers all transcripts be in hardcopy form so they are included in the application packet all together, but if you choose to have electronic transcripts sent instead, please note they are coming when you send in your ARL packet and we can watch for them. **Electronic official transcripts must be sent directly from the university to ARL at transcripts@schools.utah.gov.** Grades of C or higher (Not C-) are required for all courses. If you have foreign transcripts please also complete the following:
 1. **Foreign Transcript Evaluation:** If English is not the primary language spoken in your degree’s country of origin, you must have a Foreign Credential Evaluation done before applying to ARL. See “Out-of-State Foreign Credential” information (at <http://www.schools.utah.gov/cert/License-Requirements/Foreign-Credentialed.aspx> under “Step 2”).
 2. **English Oral Proficiency Testing:** If English is not the primary language spoken in your degree’s country of origin, you will also need verification of your English proficiency through an Oral Proficiency Language Test before applying to ARL. You may schedule an Oral Proficiency Interview with Language Testing International (LTI) (http://www.languagetesting.com/acad_to_apply.htm). An applicant must attain a level of Advanced Low to pass the English Language Proficiency benchmark.
- C. **\$75* Application & Evaluation Fee (Effective 7/1/13):** Make a check (or money order) payable to Utah State Office of Education. You can pay cash in person at the USOE office, but please do not mail cash. USOE doesn’t accept credit or debit cards. Your \$75 ARL evaluation fee covers the reviews requested so **NO** additional endorsement fees are required for an ARL review. Fees are non-refundable and are subject to change.
- D. **Content Endorsement or Eligibility Checklist(s)** for each area applying must be included. Endorsement links can be found at: <http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx> **The \$75 ARL Application & Evaluation fee covers the reviews requested so NO additional endorsement fees are required for an ARL review.**
 1. For Elementary School or Special Education “Content Eligibility Checklist”: http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure/Elementary/Elementary_Transcript_Worksheet.aspx
Dual Immersion Elementary Education teachers must meet eligibility requirements for both the Elementary Education and the Secondary World Language areas. The specific World Language eligibility requirements can be found at: <http://schools.utah.gov/cert/Endorsements-ECE-License/World-Language.aspx> but note that the Oral Proficiency pass rate for Dual Immersion must be “Advanced Mid” or above. The other Dual Immersion endorsement requirements can be part of an ARL plan once hired. (<http://schools.utah.gov/cert/Endorsements-ECE-License/Dual-Immersion.aspx>)

2. For Secondary Ed. or CTE Career Technology (in a Middle School, Junior High School, High School) endorsement checklists:

<http://schools.utah.gov/cert/Endorsements-ECE-License.aspx>

Secondary Education candidates MUST have a MAJOR DEGREE AREA directly related to the subject endorsement area OR if they do not have a directly related degree major, they must complete all the endorsement items including required content Praxis testing (except the Methods course) PRIOR TO becoming eligible for the subject area. (Math 3 is an exception for Science & Engineering majors only. They must have at least university credits for Calculus I & II, Probability & Advanced Statistics, and Linear Algebra at a minimum before being eligible for ARL, and the remaining items can be taken once hired.)

The following Subject Endorsement Areas ARE NOT available in the ARL program for initial licensure: Anthropology, Distance Learning, Driver's Education, ESL, Gifted and Talented, Philosophy, Reading, School Counseling, Social Dance, Work Based Learning, YIC.

Speech Language Technicians have their own program at:

<http://schools.utah.gov/sars/Quick-Links/Speech-Language.aspx>

3. For most CTE Career Technology DOPL endorsement checklists:

http://www.schools.utah.gov/cte/sts_licensing.html

4. **Eligibility Letter** from ARL: Following an evaluation of your application, transcript, and clearance of your background check, you will receive a letter from ARL informing you whether or not you qualify and are eligible to be hired and to participate in the Alternative Routes to Licensure Program. If eligible, you will get an Eligibility letter which you can give to District Human Resources where you want to apply to teach. You are welcome to make copies to give to districts/schools you are applying for. The letter will designate the license area (i.e. Secondary or Elementary) and which area of endorsement (subject) you can earn if hired. If you are not eligible, you will get a letter indicating what is needed to become eligible. **ARL applications are valid for 18 months.**

5. **Apply for jobs** at various districts/Charter Schools/Private Schools as long as they are accredited. Apply at: www.teachers-teachers.com and/or each district you are interested in working in.

THEN, GET A JOB:

6. **Get a Job** that qualifies for ARL. You must be hired by an accredited Utah school in a LICENSED position for at least ½ time or more in your eligible areas. **The following assignments do NOT qualify for ARL: Instructors, aides, tutors, language assistants, pull out program teachers, or Elementary Education specific subject only teachers (i.e. reading, etc.) are NOT eligible to earn a license through the regular ARL Alternative Route to Licensure Program. Assignments in non-accredited Schools, Special Education in Private Schools or Online settings, and Residential Treatment Centers do not qualify for ARL.** USOE may audit participants at any time during their ARL program to ensure continued program eligibility. The school must have a full time licensed supervising administrator or Charter administrator on site and must be able to assign an appropriate mentor. (see Step 13).

B. Teachers must be hired in their eligible ARL areas in an accredited school in a position that requires a license at least ½ time or more. **(The ½ time/.50 FTE or more must be directly instructing students in their eligible ARL areas and does not count preparation time or other activities they might also be hired for.)** ARL candidates are eligible to generate Legislative Salary Adjustment and Professional Staff Cost funding for the LEA.

C. ARL teachers must be the teacher of record and be responsible for such things as primary instruction of

the courses, the instructional planning of courses including developing, adapting and implementing curriculum to meet student needs, analyzing and assessing student progress and adjusting instruction, materials, and deliver strategies to meet the various student's needs, and have the final responsibility for determining student grades and credit for the courses they teach.

D. Elementary teachers must be hired as the teacher of record and be teaching all 4 elementary core content areas including Mathematics, Science, Language Arts, and Social Studies at a minimum in order to get the full classroom teaching experience. Fine Arts, Health, Physical Education, etc. are often integrated.

E. Special Education teachers must be hired to teach in an approved mild/moderate special education setting and must be either the teacher of record directly instructing students, or Co-teaching with direct instruction of students or a Consultative Collaborative Special Education Pullout Teacher directly instructing students for at least .50 FTE minimum. Private and Online School settings are not eligible for ARL in Special Education.

F. Online teachers working exclusively in an online setting are eligible to earn a license through ARL which would be valid only in an online setting. Teachers in a "brick & mortar" setting would need to earn a traditional ARL license. Special Education in an online school setting is not eligible for ARL.

7. **Inform our ARL office** if you are hired in a licensed teaching position. Then, once your teaching assignment is officially posted on CACTUS by your district/school (after the July 1st school year rollover to the new academic year), ARL will send you a Confirmation of Employment form to complete. (CACTUS stands for "Comprehensive Administration of Credentials for Teachers in Utah Schools" which is the State Teacher Tracking System.)

8. Submit an ARL "**Confirmation of Employment**" Form with original signatures from your Principal and Human Resources Director. (Exceptions: Law Enforcement, Firefighters, and some DOPL Specialty teachers are not required to do have a formal ARL plan and would go on to Step 18 now, unless they wish to earn a Standard CTE License.)

9. Pay the **Program Development & Tracking Fee \$300* (effective 7/1/13) payable to USOE or Utah State Office of Education** (see address above.) As soon as Alternative Routes to Licensure receives your completed Confirmation of Employment form with the required program development and tracking fee, a Professional Growth Plan will be developed for you. When your Professional Growth Plan has been developed, the ARL secretary will contact you to set an appointment. A Professional Growth Plan appointment can be conducted in person at the Utah State Office of Education, or if distance is a problem, over the telephone. Fees are non-refundable.

NEXT, GET AN "ARL" PLAN outlining required Coursework, Testing, etc. to earn a license and endorsement(s) while you teach. A Professional Growth Plan is developed only after a candidate is hired and pays the requisite program development and tracking fee. You are responsible for all costs involved in completing your ARL Plan:

10. Get a "**Professional Growth Plan**" (PGP) Plan. ARL will set up an appointment with you to go over your ARL plan once it is developed. You will meet with an ARL advisor to make sure you understand your plan and program expectations. ARL Alternative Route to Licensure plans are individually made for each ARL Teacher after reviewing their transcripts, teaching assignments, etc. **Plans typically include such items as related Praxis Test(s), 6 General Pedagogy Classes, 1-4 Methods Classes, and any additional Content Classes if needed as part of the licensing process once hired.** Special Education K-12 and Elementary Education 1-8 plans usually require 10 total courses including pedagogy and methods courses and Content Praxis test(s). (Unique CTE Specialist License areas such as Law Enforcement and Fire do not require an ARL plan and are issued temporary licenses to teach up to 2 periods for at least one full academic school year. They would move to Step 18 in this ARL process unless they chose to earn a Standard CTE License.)

A few subject areas have the option of either Coursework/Testing or a Competency Route (such as ABCTE for Special Education). Possible routes to licensure can be found at: <http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure/Possible-Routes.aspx>. Please do not enroll in ABCTE unless you have received an ARL plan with specific options for this because Utah doesn't accept the ABCTE program otherwise. **Any change in your employment or teaching assignment may nullify your Professional Growth Plan so contact ARL immediately.**

11. Pass the **Praxis II Content Area test** to become HQ highly qualified as soon as possible (preferably by the first semester of teaching). If an ARL plan has a required Praxis test, it must be taken at least once during the initial ARL year as part of showing "Progress". If a Praxis test is not passed initially, it must be retaken at least once each year until passed, but cannot exceed the ARL plan completion deadline time limit. You must be passing at or above Utah's current Praxis II qualifying cut score at the time of program completion. A list of current qualifying Utah cut scores can be found at <http://www.schools.utah.gov/cert/No-Child-Left-Behind/PRAXISTestChart.aspx>. See <http://www.ets.org/praxis> for Praxis testing information.

12. **Teach successfully** in an eligible ARL area(s) full time for at least 1 year or 2 years if less than full time in your eligible subject area consecutively in the same school up to a maximum of three academic school years in a licensed position. (see #6 above.) (ARL plans can be renewed for up to 3 academic school years if you have never had a temporary authorization before. Board rule allows for only 3 "authorizations" in an individual's career.)

13. Work with a **trained mentor** assigned by your Principal in your school. An appropriate mentor must be a Utah licensed teacher (preferably a Level 2 licensed and experienced mentor trained teacher) and cannot be the ARL's subordinate. Special Education teacher mentors must hold a Special Education license and also meet the above qualifications.

14. **Take Courses** that are outlined on your PGP Plan. (All courses must earn a "C" grade or above. Not C-.) USOE's ARL program partners with Salt Lake Community College's Continuing Education (<http://www.slcccontinuing.com/ARL>) and Utah State University's Master's Degree program (<http://saltlake.usu.edu/arl-lic/>) for the general pedagogy courses and the University of Utah for Summer Elementary Education Methods courses (<http://uite.utah.edu/>), but participants must have an ARL plan in place before enrolling. Courses can also be taken at other regionally accredited universities as long as pre-approved by the ARL Specialist in advance in writing.

Subject Specialists may offer workshops, conferences, etc. of interest, but may or may not apply to your ARL plan requirements so please make sure to get these pre-approved by the ARL Specialist prior. The following links are updated periodically.

For Academic Teaching and Learning Subject Specialists' Links and then drill down to classes/workshops offered:

<http://schools.utah.gov/CURR/main/Curriculum-Programs.aspx>

For CTE Subject Specialists' Links and then drill down to conferences/workshops/professional development:

<http://schools.utah.gov/cte/areas.html>

15. Each Spring, you submit "**Progress Forms**" with official transcripts/documentation, and a copy of your teaching schedule with what you teach per period, times, topics, AND days of the week. A copy of any testing results must be submitted to ARL during your initial year in ARL as well. Original transcripts must be official, but they do not have to be in a sealed envelope, so please check before they are mailed to see that all the courses you have taken are included on the transcripts. Transcripts printed from the applicant themselves are not considered official. If you choose to have electronic transcripts sent, they be sent directly from the university to ARL at transcripts@schools.utah.gov. Grades of C or higher (Not C-) are required for all courses.

16. Each Spring, your Principal will submit their **observations and evaluations of you**. You must be teaching successfully under the “Utah Effective Teaching Standards: Essential Teaching Dispositions” (<http://schools.utah.gov/cert/Educator-Effectiveness-Project/Teaching-and-Leadership-Standards.aspx>) including having successful classroom observations, teaching disposition skills, etc.. Teachers must “meet standards” or above in order to remain in the ARL program. Principals/Directors evaluating must be a licensed administrator or current Charter/Private School Administrator and cannot be the ARL’s subordinate.

17. Temporary ARL Authorization/Licenses will be re-issued each Spring once satisfactory Progress items and Principal’s evaluations are received by ARL. If an ARL plan has a required Praxis test, it must be taken at least once during the initial ARL year as part of showing “Progress” and if it is not passed, it must be retaken at least once each year until passed. Progress and Principal’s evaluations must be done each year that you are in the program in order to have your temporary license re-issued for the following year. Otherwise, you risk being dropped from the ARL program. Full time teaching participants may be able to get licensed in as quickly as one year if they have completed their entire Professional Development Plan. Diligent participants usually complete the program between eighteen months to two years.

FINALLY, COMPLETE THE PLAN & BE RECOMMENDED FOR LICENSURE:

18. Complete PGP plan. (Let us know if anything changes in your employment during the time you are completing the plan . Any change in your employment or teaching assignment may nullify your Professional Growth Plan.) Participants in ARL must always be teaching in a qualified ARL assignment, make annual progress toward licensure, work with a mentor, and have successful Principal’s evaluations in order to remain in the ARL program. (DOPL Specialty teachers who teach less than 2 periods and do not have an ARL plan will continue from these steps forward after teaching successfully 1 year minimum in ARL).

19. Once the Plan is completed, we will request a **Principal’s Letter of Recommendation** for Licensure from your current principal. You must be recommended for a teaching license by the school administrator and by the USOE ARL Specialist. You must be currently teaching in a licensed position when the Professional Growth Plan is completed and the recommendation is submitted by the school administrator for licensure.

20. Complete a **Level 1 Licensure Application form**. ARL will send you this form once you are ready to complete the licensing process steps.

21. Update your **background check** only if it is outdated - more than 3 years old.

22. Complete the "**Ethics Review**" online at <https://secure.utah.gov/elr/eee/index.html>.

23. Pay the **Level 1 Licensing Fee \$40*** (Effective 7/1/13) payable to USOE. Fees are non-refundable.

24. Once the Principal’s Recommendation letter is received and Ethics Review, Level 1 License Form & fees are in, you will be recommended for licensure.

25. Yeah! The licensing process is complete when you receive your license in the mail.

Fees* (Effective 7/1/13 as per Utah Legislature)

Background Check Fee	\$40*	Program Development & Tracking Fee	\$300*
Application & Evaluation Fee	\$75*	Licensure Fee	\$40*

Participants are responsible for all costs involved in completing the ARL process. Coursework and testing fees are charged by the various schools and organizations as well and are not reflected in the fee list.

*Note: Information and fees listed here are subject to change. Fees are non-refundable.

04/30/14