UTAH EDUCATOR LICENSE RENEWAL
Professional Learning Plan Form – Inactive Educator

Educator Licensing
250 East 500 South
P O BOX 144200
Salt Lake City, UT 84114-4200

For detailed information regarding the rules for Utah educator license renewal, please visit our website at www.schools.utah.gov/cert. This form is intended to assist inactive educators (click here for a definition) in meeting the Professional Learning Plan requirement of the Utah educator license renewal rules. Inactive educators are not required to use this particular form to meet this requirement. If you have questions on any item on this form, please call the USOE general licensing help line at (801) 538-7740.

License Expiration Date:	CACTUS ID#:
License Holder's Name:	
Home or Cell Phone:	E-mail:

Self-Assessment and Plan Focus

The first step to creating a Professional Learning plan is for the educator to review the Utah Effective Teaching Standards. Administrators should also review the Utah Educational Leadership Standards. These standards can be found on the Utah State Office of Education website here.

After reviewing the standards, educators should then self-assess their own practice to determine the areas in which they should focus their professional learning in their next license cycle. We recommend that educators focus on no more than 2 standards in any one license cycle. If you are currently working in another state you should also take into account your most recent evaluations and discuss your choices with your administrative supervisor.

My Professional Learning Plan will be focused on:

Standard:

Rationale:

Planned Professional Learning Activities

This area is provided for the educator to list planned professional learning activities that he/she intends to complete in the next license cycle. These activities should be related to the standards selected as the focus of the plan (see page one). This list should not be considered final and can be revised as necessary.

Year: The year of the license cycle in which the professional learning activity will take place (1, 2, 3…)
Standard (Stand.): The number of the Utah Effective Teaching or Educational Leadership standard to which this professional learning plan applies.
Category (Cat.): The letter of the Category of Acceptable Renewal Activities in which this activity falls (click here for more information).
Points: The number of license renewal points that will be earned through this activity. This can be an estimate if necessary.

YEAR	ACTIVITY DESCRIPTION	STAND.	CAT.	POINTS

License Holder's Signature _____ Date _____

Administrator's Signature _____ Date _____

Printed Name of Administrator with CACTUS ID or state license number _____