LEVEL 1 LICENSE RENEWAL FORM	**Mail Form and FEE to:** USOE - Educator Licensing 250 East 500 South P O BOX 144200 Salt Lake City, UT 84114-4200	**USOE USE:** ☐ Ethics ☐ Background Check ☐ Years of UT Exp. ☐ Fee A / I

A Level 1 license may be renewed if the individual has **less than 3 years of experience in a Utah public or accredited private school** and has earned **100 points** within this cycle or the most recent 3 years if the cycle has expired. The rules and detailed steps for Utah Educator License Renewal can be found at http://www.schools.utah.gov/cert/License-Renewals.aspx.

License Expiration Date:	CACTUS ID#:
License Holder's Name:	
Home or Cell Phone:	Email:

I am an: ☐ Active UTAH Educator ☐ Inactive Educator (Active/Inactive Definition click here)

Active Educators are required by state law (53A-1-603) to have **at least 2 hours of professional development on youth suicide prevention** within their license cycle in order to renew their license. **Inactive Educators** should enter "N/A" and 0 hours.

Youth Suicide Prevention Training Date:		Provided by:		Hrs:	
Youth Suicide Prevention Training Date:		Provided by:		Hrs:	

TOTAL RENEWAL POINTS *(Total of Youth Suicide Prevention Training, Category A & all points for Categories B-L)*	

Have you ever had a credential revoked or suspended that has not been "reinstated" by the Utah Professional Practices Advisory Commission or by another standards board? ☐ **Yes** ☐ **No**

I verify these statements are true and I understand this information may be used or provided to potential employers and to the Utah State Office of Education for appropriate licensure purposes. I understand that my Utah renewal may be rescinded and my license is subject to disciplinary action if any information on this renewal form is false.

License Holder's Signature:	**Date:**

I verify by my signature and initials that I have reviewed and verified that the license renewal points listed on page 2 (and any subsequent pages of this document) are valid and appropriate. I verify that I am a licensed education administrator, have knowledge of the Utah Educator License Renewal Rules (R277-500), and that all renewal points listed are in compliance with those rules.

_____ _____
Administrator's Signature **Date**

_____ _____
Printed Name of Administrator **CACTUS ID** or State and License number

_____ _____ _____
Email Address of Administrator **Phone** **District/School**

*Once all pages of this form are **completed**, and have been **reviewed** and **signed by a licensed K-12 administrator**, make a copy for your records and mail the original form along with a **check for the appropriate fee** to the above address. Do not send supporting documentation. For a list of current fees, visit our website here.*

_____ _____

License Holder's Name *CACTUS ID#*

LIST OF LICENSE RENEWAL POINTS EARNED FOR THIS RENEWAL PERIOD:

Category A: Points earned for licensed experience in a K-12 Public or Accredited Private School (max 2 years):

SCHOOL YEAR	DISTRICT	DISTRICT	POINTS
Total Licensed Experience Points (max 25 points per year; 50 points total):			

To view the list of point values for years of experience that were less than half-time, go to http://www.schools.utah.gov/cert/License-Renewals/Categories-Acceptable-Activities.aspx#A.

Categories B-L: Itemize each activity completed that falls in this license cycle. Click here for the list of Acceptable License Renewal Activities. *All activities must be listed on the form and reviewed by a licensed administrator. Do not list Youth Suicide Prevention Trainings or Contracted Teaching experience in this section. Repeated activities such as Professional Learning Credits should be grouped by school year.*

DATE COMPLETED	ACTIVITY DESCRIPTION	CATEGORY (B-L)	POINTS
Total Professional Learning Renewal Points (Categories B-L Only)			

REQUIRED FOR RENEWAL: License Holder's Initials _____ Administrator Initials _____ Date _____

Attach supplementary 2nd pages if you need additional space to document activities.