All Educators/Administrators Who Are Renewing or Upgrading their Utah License

Under the new State Administrative Rule R277-501-6, consistent with Utah Code Section 53A-6-40, **prior to renewing** either a level 1 license, level 2 or 3 license, or upgrading from a level 1 to a level 2 license, an educator must have undergone a background check through the Utah State Office of Education (USOE) that was **completed** and **cleared** within one year of the date you renew your license. So, if you are renewing on June 10, 2014, you must have a cleared background between June 10, 2013 and June 10, 2014. To start the fingerprint/background process, please follow these steps:

- Access www.utah.gov/teachers
- Click on "Background Check" on the right.
- Follow the prompts as required.
- On the screen which asks for "LiveScan" or "Card Submission" select LiveScan if you live in Utah, and Card Submission if you live out-of-state.
- Pay background check fee of $40 with a debit or credit card.
- If you clicked on "LiveScan," generate the form at the end of the process. This will take you to a Word® document. Print both pages. The first page will be an authorization letter which must be taken to the LiveScan location listed on the second printed page. The second page will give you a list of authorized locations where you can complete the fingerprinting process.
- If you clicked on "Card Submission," the authorization letter and locations will not print. Instructions, a release form, and authorized fingerprint cards will be mailed to you.
- Transaction should have been successfully completed within a 30 minute timeframe.
- Once your fingerprint/background has successfully been completed, you will receive an e-mail in approximately 3-14 weeks stating you have a cleared background. Be sure to check your "junk e-mail," just in case your e-mail blocked the message.

Note:
Once you receive the notification of your cleared background check, please follow the direction below for your license level to complete the renewal of your license.

Renew Level 1 (less than 3 years teaching experience in Utah), follow the steps below:

- Complete background check process (see above).
- Complete Ethics Review (www.utah.gov/teachers).
- Open the "Verification for Level 1 License Renewal" form located at: http://www.schools.utah.gov/cert/DOCS/Renewal/renewalform_level1.aspx
- Complete the renewal form and print your copy.
- Complete your license renewal by doing one of the following:

- Have a current school administrator verify your 100 renewal points for work experience and professional development and sign your renewal form. Then mail the completed form, along with the appropriate renewal fee (fee is contingent on whether active or inactive*), to USOE at the address on the form.

OR

- Mail the completed form, along with all documentation verifying your 100 renewal points for work experience and professional development, and the appropriate renewal fee (fee is contingent on whether active or inactive*), to USOE at the address on the form.

- A copy of your new license will be mailed to you.

Renew Level 2/3 (with 3 or more years teaching experience in Utah), follow the steps below:

- Complete background check process (see above).
- Complete Ethics Review (www.utah.gov/teachers)
- Open the "Professional Development and Employment Verification for Levels 2/3 License Renewal" form located at: http://www.schools.utah.gov/cert/DOCS/renewal/renewalform.aspx
- Complete the renewal form and print.
- A current school administrator **must** verify your 200 renewal points for work experience and professional development and sign your renewal form.
- Return to www.utah.gov/teachers.
- Click on "License Renewal" if your license will expire at the end of the current school year, or "Expired License Renewal" if your license is currently expired.
- Follow the prompts.
- Pay appropriate renewal fee (fee is contingent on whether active or inactive*) with a debit or credit card.
- Print your Utah license at the end of the process.
- Check your email. You will be emailed a .pdf copy of your license at the email that you entered earlier during the renewal process. Save this file to a secure location as you will be able to use this file to print a new copy of your license at any time.
- Do not mail anything in to USOE. Place your renewal form and documentation of 200 renewal points in a safe location. This documentation must be maintained for 1 year.
- USOE audits 10% of license renewals. If you are selected for audit, you will be contacted by USOE and will be required to submit your renewal form and/or documentation of 200 renewal points.

Upgrade from a level 1 license to a level 2 license (required if you have more than 3 years of teaching experience in Utah):

- Contact your district HR department to ensure that you meet the requirements for upgrade to a level 2 license.
- Complete background check process.
- Complete Ethics Review (www.utah.gov/teachers).
- Contact your district HR department to receive your recommendation for upgrade which will usually be in the CACTUS system.
- If your district HR department advises you that a manual upgrade is required, they will work with you to submit the proper paperwork.
- If your district HR department advises you that you may now pay for your upgrade online, follow these steps:
    - Return to www.utah.gov/teachers.
    - Select "Upgrade to Level 2".
    - Follow the prompts.
    - Pay appropriate upgrade fee with a debit or credit card.
    - Print your Utah license at the end of the process.
    - Check your email. You will be emailed a .pdf copy of your license at the email that you entered earlier during the renewal process. Save this file to a secure location as you will be able to use this file to print a new copy of your license at any time.

If you need further information, please visit our web site at: http://www.schools.utah.gov/cert/ or call 801-538-7740.

*Active Educator - holding a valid license who is employed by a Utah public or accredited private school in a role covered by the license or an individual who has taught successfully for 3 years during the educator's renewal cycle in a Utah public or accredited private school. (Fee $40)
*Inactive Educator - holding a valid license who is not employed by a Utah public or accredited private school in a role covered by the license or an individual who has not taught successfully for three years during the educator's renewal cycle in a Utah public or accredited private school. (Fee $60)