VERIFICATION OF ENTRY YEARS ENHANCEMENT (EYE) UPGRADE FROM A LEVEL 1 EDUCATOR LICENSE TO A LEVEL 2 EDUCATOR LICENSE

Utah State Office of Education ● Attn: L1 Upgrades ● 250 East 500 South ● P.O. Box 144200 ● Salt Lake City, Utah 84114-4200
Please submit this form with a check or money order for $75 made payable to USOE ● Faxed/emailed copies are unacceptable

If unable to approve electronically, please fill in the interactive sections, then print to sign, initial, and submit to the above address.

Applicant Information:

Name: Last	First	Middle	CACTUS ID#
Mailing Address	City	State	Zip
Email Address			Phone Number

Verification of EYE Requirements: Superintendent or Human Resources Director, **please initial** each EYE requirement, including the additional requirements, completed during the last three years as a licensed educator* [NA (not applicable) may be appropriate]:

Worked with a trained mentor for three years.	
Achieved a score of 160 or higher on the Praxis II - Principles of Learning and Teaching Test in the area of educational preparation and assignment; [#0621 (5621), #0622 (5622), #0623 (5623), or #0624 (5624)]	
Successfully completed a portfolio review.	
Successfully completed Career & Technical Education (CTE) coursework and New Teacher Academy	
Completed performance evaluations two times per year under the district/charter/accredited private school evaluation system with a satisfactory final evaluation.	
Achieved NCLB Highly Qualified status in at least one license area or endorsement, if qualified in a NCLB subject area.	
Cleared Background/fingerprint check. All Level 1 educators must have a cleared background/fingerprint check within one calendar year prior to final approval from employing Local Education Agency (LEA).	
Ethics Review. All Level 1 educators must complete the Ethics Review within one calendar prior to receiving approval for upgrade to a Level 2 Utah Professional Educator License.	
Completed any additional LEA requirements.	
Suicide Prevention Course. All Level 1 educators must complete a 2-hour, LEA-sponsored course prior to receiving a recommendation for upgrade to a Level 2 Utah Professional Educator license.	

***** Information about EYE may be accessed at www.schools.utah.gov/cert click on New Teacher Entry Years Enhancement.

Additional Requirements:

If using Letters of Authorization (temporary authorizations/ARL) towards years of licensed teaching experience while educator was in a university or other type of teacher education program, please verify the following: University Attended/Type of program: _____ Years Attended: _____	
If using in-state (not posted in CACTUS), out-of-state, or foreign years of experience towards the EYE service requirement, experience must be verified. Please attach verification of years of licensed professional experience in a public, charter or accredited private school (include copy of accreditation certificate). Public/Accredited Private school: _____ Years of Service: _____	

Signatures

The above named educator holds a Level 1 Educator License and has completed all EYE requirements for upgrade to the Level 2 License. I recommend him/her for the Level 2 License.

_____ _____
Signature of Superintendent/H.R. Director — District/Charter/Accredited Private School

_____ _____
Print Name of Superintendent/H.R. Director — CACTUS ID# — Date