

**Professional Development and Employment
Verification for Level 2/3 License Renewal**

Each item on the Professional Development and Employment Verification form is numbered. The instructions correspond to the item. If you have questions regarding any item on this form, please call the USOE at 801-538-7740

1. Current License Expiration Date You will find this date on your current license. Level 2 licenses expire on June 30 five years after issuance. Level 3 licenses expire on June 30 seven years after issuance. You may access your license by going to www.uen.org and clicking on CACTUS. You may also get this information from your school district Human Resources office.

2. License Level You will find this on your current license. You may access your license by going to www.uen.org and clicking on CACTUS. You may also get this information from your school district Human Resources office.

3. Applicants Name Use the name that appears on your license. If the name on your license is incorrect, please contact your school district Human Resources office.

4. Mailing Address Use your current mailing address. During the online renewal process, you will have opportunity to verify and update this address. This is the address where you will receive any correspondence from USOE regarding your license.

5. Home or Cell Phone Provide your current telephone number. During the online renewal process, you will have opportunity to verify and update this telephone number. This is the telephone number where you will receive any telephone communication with the USOE regarding your license.

6. SSN or CACTUS ID# You will find your CACTUS ID# on your current license. You may access your license by going to www.uen.org and clicking on CACTUS. You may also get this information from your school district Human Resources office.

7. AI certify that I have completed the Professional Service Requirement...@ If you do not have any professional service during the last five years, you will need to earn 200 points through professional development.

8. School Provide the names of the schools where you have been employed.

9. District If the school is a public school, provide the name of the school district. If the school is a private school, provide any other relevant information that will identify the school (for example, someone employed in a Catholic school would give the name of the Diocese).

10. Year Give the years of employment in the school.

11. Points Inactive educators may earn points for each year of professional employment during the term of the license (up to a maximum of 105 points). Employment of half-time (720 hours annual contract hours) or more earns 35 points per year. Employment of less than half time earns points as described in the following table:

<u>Annual Contract Hours</u>	<u>Points</u>
0 - 144 hours	10
145 - 288 hours	15
289 - 432 hours	20
433 - 576 hours	25
577-719 hours	30

12. Total Work Experience Points Sum the points from item 11. Total work experience points may not exceed 105 points.

13. Professional Development Points Professional development points should be summarized on the form that accompanies the Professional Development and Employment Verification form. The activities that qualify to earn professional development points under Utah State Board of Education rules are described in R277-510-3 (available online at http://www.uen.org/usoe_pages/licensing_new/require/renewal/PD_categories.htm)

14/15. Total from Experience and Professional Development The sum of Work Experience points and Professional Development points must equal at least 200 points.

16. “Have you ever had a credential revoked. . .?” As used in this question, **Arevoked or suspended** refers to action taken by UPPAC and the Utah State Board of Education or another standards board. Additionally, any revocation or suspension of an educator license or certificate issued by any other state must be reported here. Answer yes or no.

17. AVerify these statements are true. . . .” Educators are ethically obligated to provide complete, accurate, and reliable information related to the renewal process. UPPAC disciplinary action may be taken against an educator who provides inaccurate, incomplete, unreliable, or otherwise false information related to this license renewal transaction.

18. Applicant Signature Please sign and date the form prior to filing.

19. Administrator/Supervisor Signature This is typically the signature of the educator=s principal or supervisor. If an educator is not currently employed but has worked previously with a district or school administrator, that signature might be obtained verifying the work experience and points listed.

20. AThis signature verifies...@ The signing administrator/supervisor should be aware that the signature indicates verification of the facts on the form.

21. Printed Name of Administrator/Supervisor The signing administrator/supervisor must provide a CACTUS ID or Social Security Number.

22. School District and state where administrator/supervisor is employed.

23. Email address where administrator/supervisor can be contacted.

24. Phone number where administrator/supervisor can be reached.

At the completion of this form, go to www.utah.gov/teachers to renew your Utah educator license online.

PROFESSIONAL DEVELOPMENT AND EMPLOYMENT VERIFICATION FOR LEVELS 2/3 LICENSE RENEWAL

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

As this renewal may be subject to an audit by the Utah State Office of Education, please keep a copy of this signed document for 12 months as evidence to support your renewal statement.

1 License Expiration Date:	2 License Level:	6 SSN or CACTUS ID #:
3 Applicant's Name:		
4 Mailing Address: City: _____ State: _____ Zip: _____		
5 Home or Cell Phone:	E-mail:	

7 I certify that I have completed the Work Experience (3 years of experience in the last five years)

8 School:	9 District:	10 Year:	11 35 pts
School:	District:	Year:	35 pts
School:	District:	Year:	35 pts
12 Total Work Experience Points:			
13 and Professional Development Requirement Points (total from page 2):			
14 TOTAL FROM WORK EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS (lines 12 and 13):			

15 (Work experience points and Professional Development points must be at least 200 points)

16 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

17 **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 and professional development purposes. I understand that my Utah license will be revoked if any information on this application is false.**

18 Applicant's Signature:	Date:
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19 **Administrator/Supervisor's Signature**

Date

20 This signature verifies the educator's years of work experience and professional development points.

21 Printed Name of Administrator/Supervisor with CACTUS ID or Social Security #.

22 Administrator/Supervisor's School District/State

23 Email Address of Administrator/Supervisor

24 Phone # of Administrator/Supervisor

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