

Sept. 09, 2013 Handout for Charter School Director's Meeting

Alternative Route to Licensure "10 Points to Remember"

The Alternative Route to Licensure website can be found at www.schools.utah.gov/cert, and then drill down through "Departments", "Educator Licensing", to the "Alternative Route to Licensure" section.

For Questions, Please Contact:

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1. Candidates should apply to ARL BEFORE they are hired in order to determine eligibility. Eligible candidates receive a letter indicating which areas they are eligible to teach in as part of the ARL program if hired. Please ask them for this letter when considering them for hire. The Open Window period for ARL applications is March thru July each year, however **we want to help districts hire eligible teachers so please call or email us if you have a candidate you are interested in hiring for us to prescreen them for eligibility, even if it is not during this window period.**

2. All ARL applicants must hold a conferred Bachelor's Degree from a regionally accredited university as a minimum eligibility requirement.

3. Secondary Education candidates MUST have a MAJOR DEGREE AREA directly related to the subject endorsement they are assigned to teach OR have completed ALL the endorsement requirements (with the exception of the Methods course) PRIOR to becoming eligible for ARL.

For Example: To qualify to be hired to teach English, applicants must have a degree major in English or have completed all the endorsement items including required content Praxis testing (except the Methods course) PRIOR TO becoming eligible for the subject area. Refer to the endorsement checklists at <http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx>. (Math 3 is an exception to this for Science & Engineering majors. They must have at least Calc. I & II, Probability & Adv.Stats, and Linear Algebra at a minimum before even being eligible for ARL.)

4. The following Subject Endorsement Areas ARE NOT available in the ARL program: Distance Learning, Driver's Education, ESL, Gifted and Talented, Reading, Social Dance, Social Studies subcategories (e.g. Anthropology, Philosophy). To apply for these endorsements, you must already have a Level 1 or Level 2 License with an Elementary or Secondary Area of Concentration.

5. Teachers must have an Elementary or Secondary License (not Special Education license) to teach regular education ESL, Gifted, Reading courses. Anthropology, Distance Learning, Driver's Education, ESL, Gifted and Talented, Philosophy, Reading, Social Dance, YIC are not eligible for ARL.

6. Teachers can earn a Special Education teaching license 3 ways: Through either 1) a University Licensure Program, 2) Utah's Alternative Teacher Preparation Programs (such as WSU's PRIME Program or USU's ATP Program), or 3) through USOE's ARL Program. Information on the 3 ways to get licensed in Sp. Ed. can be found at the Utah State Office of Education website www.schools.utah.gov/cert and then drill down through "Departments", "Educator Licensing", to the "Alternative Route to Licensure" tab. There you will find the link for "Special Education ARL" application, but they use the same regular ARL steps for completion. **Teachers going through a traditional university program, WSU's PRIME, or USU's ATP Program instead of USOE's ARL Sp. Ed. Program would not apply to ARL, but would work with the district in requesting an annual "authorization" while they complete their university program.** (Note: Individuals are only allowed 3 "Authorizations" in their career lifetime.)

7. Elementary & Special Education ARL candidates (Elementary 1-8, K-6 if teaching Kindergarten or K-12 Special Education) must meet content eligibility BEFORE they are eligible to be in the ARL program. Elementary & Special Education Candidates do not require a specific degree major subject area, but

we use a Content Eligibility Worksheet to see that an applicant is well versed in a number of subject areas (27-38 total applicable credits in Science, English, Math, Social Studies, Fine Arts, and PE/Health. No subject category can be empty.) Refer to the Content Eligibility worksheet at www.schools.utah.gov/cert/apt if you need more information here.)

8. The teacher's teaching position must qualify for ARL. Please call if you have any questions.

Teachers must be hired in their eligible ARL areas in an accredited school in a LICENSED position at least ½ time or more. **(The ½ time/.50 FTE Part time or more must be at least 15+ or more hours per week directly instructing students in their eligible ARL areas and does not count preparation time or other activities they might also be hired for.)** Please note that positions which do not require a teaching license are **NOT** eligible for ARL. Clerical staff, paraprofessionals, instructors, aides, tutors, language assistants, pull out program teachers, or Elementary Education specific subject only teachers (i.e. reading, etc.), are **NOT** eligible to earn a license through the regular ARL Alternative Route to Licensure Program. ARL candidates are eligible to generate Legislative Salary Adjustment and Professional Staff Cost funding for the LEA. USOE may audit participants at any time during their ARL program to ensure continued program eligibility.

Elementary teachers must be hired as the teacher of record and be teaching all elementary subjects in order to get the full classroom teaching experience. Elementary Education teachers must teach all four core content areas including Mathematics, Science, Language Arts, and Social Studies. Fine Arts, Health, Physical Education, etc. are often integrated.

Special Education teachers must be hired to teach in person in an approved public or charter school mild/moderate special education setting and must be directly instructing students for at least .50 FTE minimum. Special Education teachers must be either the teacher of record directly instructing students, or Co-teaching with direct instruction of students or a Consultative Collaborative Special Education Pullout Teacher directly instructing students.

Teachers working exclusively in an online setting are eligible to earn a license through ARL which would be valid only in an online setting. Teachers in a “brick & mortar” setting would need to earn a traditional ARL license.

9. Notify ARL when you have hired a teacher and posted their assignment on Cactus.

Please make sure the teaching assignment(s) posted on Cactus accurately reflects what the teacher is really teaching.

ARL cannot develop a Professional Growth Plan until the assignment is correctly posted on CACTUS. ARL designs the coursework and testing requirements to fit what a teacher is teaching as posted on CACTUS.

10. Notify ARL if an ARL teacher's position changes, if they are not in good standing, or if they are no longer employed. Each Spring, ARL requests an annual Progress Report from the ARL teacher and a Principal's Evaluation from the participant's Principal. It is essential that these be sent in to ARL with original signatures and documentation. Participants in Alternative Routes to Licensure **must always be teaching in a qualified ARL assignment**, make annual progress toward licensure, work with a mentor, and have successful Principal's evaluations or risk being dropped from the program. Participants **must successfully teach in their eligible ARL area(s) 1 year full time or 2 years part time consecutively in the same school (see #8 above), work with a mentor, and successfully pass at least two observations of classroom performance by their current principal each year.** Participants who complete all ARL requirements in the approved timeframe, **must also be currently teaching their ARL subject area in a licensed position, and be recommended by their principal and the USOE ARL office for licensure.**

Please Contact ARL for any questions, concerns, or updates regarding your ARL participants.

We value your partnership so please don't hesitate to call our ARL office if we can be of assistance.