Utah State Office of Education

Special Education

Speech-Language Technician Alternative Routes to Licensing

The Alternative Routes to Licensing (ARL) for Speech-Language Technicians (SLT) process is designed for individuals who have a bachelor's degree in communication disorders. This program is administered in collaboration with Local Education Agencies (LEAs) and Utah State Office of Education (USOE). Basic requirements include a bachelor's degree and an assignment in an instructional setting providing services to students with disabilities. Applicants apply directly to the LEA or school in which they would like to be hired and are admitted to the alternative route when they are hired. All applicants will be required to go through a state background check through the USOE www.utah.gov/teachers . LEAs & charter schools conduct their own hiring screening process and may have additional requirements.

LICENSING PROCESS for SLT/ARL

Step 1 – Background Check. (To be completed PRIOR to submitting an application.)

1. Complete a criminal background check through the Utah State Office of Education.
2. To begin the background check process, first go to www.utah.gov/teachers and find the background check link. Complete the authorization process and pay fees online. Then print and take the authorization form to a Livescan center listed on the authorization form. Request that the background check be coded and sent to the Utah State Office of Education. Background checks processed through the Livescan system are generally cleared between two to ten working days. You cannot apply to Alternative Routes to Licensure until your background check has been completed, and you cannot receive a letter of eligibility until the background check has cleared. **If you pay for an authorization form and fail to take it to a Livescan Center for fingerprinting, your application cannot be processed.**

Step 2 – Application. (To be completed AFTER the background check has been processed through Livescan.)

1. Employment. Contact school districts and charter schools for employment. Discuss options with district or charter school. Charter and District contact information is available at

http://www.schools.utah.gov/sars/directory/pdfs/charterschools.pdf and http://www.schools.utah.gov/sars/directory/pdfs/speddirectors.pdf

2. **LEA** requests authorization from USOE via CACTUS and pays $35 fee. The check for the authorization needs to be mailed to the USOE and the address below, ATTN Stephanie Ferris. Please include the SLT applicants name and CACTUS ID number.
3. Compile the following three items:
   a. Complete the **Confirmation of Employment** form (PDF document) that is available on our website.
   b. Complete the **SLT-ARL Application** form (PDF document) that is available on our website.
   c. Obtain **original college transcript(s)** documenting your bachelor's degree in communication disorders, including the date conferred. A photocopy is not accepted.
4. Include all three items in one envelope and mail to Special Education/SLT ATTN Rebecca Lewis, see address below. Incomplete applications will be returned. Applicants will receive a letter informing you whether or not qualification requirements have been met and if you are eligible to participate in the ARL/SLT program.

Step 3 – SLT/ARL Program - Professional Growth Plan. (To be completed after a candidate has been deemed as eligible for the SLT/ARLprogram.)

1. Fill out the SLT Professional Growth Plan form which can be found (PDF document) on USOE website. Fax or mail to Becky Lewis in Special Education.
2. Complete the Professional Growth Plan within one year.
3. Request your LEA to send a **Recommendation for Licensure** letter. Contact Becky Lewis rebecca.lewis@schools.utah.gov or 801-538-7874 to have her send your LEA a **Recommendation for Licensure** letter.

Step 4 – Educator License Application. (To be initiated after the Professional Growth Plan has been successfully completed and letter of recommendation is received.)
1. Submit a completed **Educator License Application**, (PDF document) that is available on USOE website along with a $60 check for licensing fees, to Rebecca Lewis, Special Education/SLT (see address below) for a Level 1, Utah Professional Educator License.

Utah State Office of Education
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