

# Renewal Categories

All professional learning activities must comply with *Utah Code R277-500*. The following is a list of the Board-approved Categories including additional clarification.

## Professional License Cycle

A professional license cycle is determined by the date a license is issued or renewed and ending on June 30<sup>th</sup> of the license expiration year. A Level 1 license is valid for 3 years, a Level 2 license is valid for 5 years, and a Level 3 license is valid for 7 years.

If you hold a **current** Utah Educator License, only professional learning activities *completed within the current renewal cycle* are valid, starting the date the license was renewed.

If you hold an **expired** Utah Educator License, only professional learning activities *completed within the applicable license cycle* are valid. Points are counted starting the date the renewal form has been approved going back three, five, or seven years, based on the license level.

## Categories

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### **A. Licensed Contracted Educator Experience**

1. *Educators may earn licensure renewal points based on their employment in a position requiring a Utah educator license during their license cycle.*
2. *Only years of employment with satisfactory performance evaluations may be counted for license renewal points.*
3. *A **Level 1** license holder may earn **25 license renewal points per year** of employment to a maximum of 50 points per license cycle. (2 years of the 3 in the license cycle)*
4. *A **Level 2 or 3** license holder may earn **35 license renewal points per year** of employment to a maximum of 105 points per license cycle. (3 years of the 5 or 7 in the license cycle)*

#### Guidance/Clarification:

An active educator who is working for a public school or regionally-accredited private school **in Utah** may receive points for their employment, as long as they received satisfactory performance evaluations. An educator that is employed by an institution of higher-learning (college/university...etc.) or by a supplemental instructional service (Private Learning Centers, Preschools, Day Care facilities) is not eligible to receive these points.

An inactive educator may still receive points for years in a contracted teaching assignments, even if they do not meet the criteria of an active Utah educator. For example, a Level 2 license holder who is not currently employed but completed 2 years of contracted teaching in the last 5 years is considered an *inactive educator*. In this situation, the educator may count 70 points towards license renewal (35 points per year) based on those assignments. Educators working outside of Utah are also eligible to use points for their contracted assignments but are considered as an *inactive educator*, unless they meet the active educator definition.

Refer to the chart below to determine the point values based on contracted work hours per school year:

### Level 1 License Holders

Annual Contract Hours	Points
0-179	5
180-359	10
360-539	15
540-719	20
720+	25

### Level 2/3 License Holders

Annual Contract Hours	Points
0-144	10
145-288	15
289-432	20
433-576	25
577-719	30
720+	35

### **B. A college/university course**

1. Coursework completed at a **regionally** accredited college/university.
2. Subject matter must be related to education or subjects taught in a K-12 public school.
3. Courses successfully completed for credit only with a C grade or better, or a “pass”.
4. Courses must be non-remedial (course number > 100 or > 1000 based university numbering system).
5. Each semester credit hour is worth **18 renewal points** and must be recorded on an official college/university transcript.

Guidance/Clarification:

Points must be validated by an official transcript provided to a licensed K-12 administrator. Each course must be itemized on the renewal form and include date/semester completed, course number/course title, credits, and converted point value.

If a licensed educator is employed by a university and is teaching university level coursework they may receive the same renewal points as an individual taking the course, *but may only count each unique course once* per renewal cycle. For example, if an educator is teaching English 1010 multiple times at a regionally accredited college/university within the license cycle, they are only eligible to count this course **one time** within the license cycle for 54 points (3 semester credits x 18). However, if the educator is teaching 3 semester credits of English 1010 and 3 semester credits of English 2010, they may receive 108 points (6 semester credits x 18). As teaching a course does not appear on a university transcript, a letter should be obtained from the dean or department head providing confirmation of the classes taught.

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### **C. USBE professional learning credit**

1. *Must be State-approved under Utah Code R277-519-3.*
2. *Must provide documentation of successful completion through attendance and required project(s).*
3. *Each USBE **credit** hour equals **15 license renewal points**.*

Guidance/Clarification:

USBE professional learning credit is usually verified through the Massively Integrated Data Analytics System (MIDAS). In the event that points do not appear in MIDAS, printed certificates or other documentation showing completion can be used. *Professional learning completed in another state does not fall into this category, but falls into category D or E.*

Educators serving as the instructor of a course receive the same point value as an individual who participated in the course. This category is limited to one course *per license cycle* similar to the *Category B* example for instructors.

### **D. LEA-sponsored professional learning activities**

1. *Must be approved by the LEA at least four weeks prior to the scheduled activity.*
2. *May include LEA or school-based professional learning activity groups such as:*
  - *Participating in professional learning communities*
  - *Development of LEA or school curriculum*
  - *Planning and implementation of a school improvement plan*
  - *Mentoring a Level 1 teacher*
  - *Engaging in instructional coaching*
  - *Conducting action research*
  - *Assessing student work with colleagues to inform instruction.*
3. *Each clock hour of scheduled professional learning activity time equals one license renewal point, not to exceed **25 points per activity group per year**.*

Guidance/Clarification:

This category pertains to professional learning activities completed at an educator's employing LEA or accredited private school. The list under Section 2 above is not intended to be a comprehensive list, but rather is to provide examples of non-traditional activities that improve or maintain an educator's skills. These types of professional learning activities may be documented in MIDAS or as printed certificates or other documentation provided by the LEA that include the educator's name, dates, and hour values.

Similar activities such as Professional Learning Communities or Staff meetings/trainings completed within the LEA can be "batched" and reported **by school year**.

### **E. Acceptable alternative professional learning activities**

1. *Acceptable activities are those that enhance or improve education, yet may not fall into an existing category.*
2. *These activities must be approved by the educator's supervisor OR a licensed administrator if the educator is inactive.*
3. *Each clock hour of participation equals one license renewal point, not to exceed **25 points per activity**.*
4. *Continuous Education Unit (CEU) are equal to 10 points per credit (unit).*

Guidance/Clarification:

This category is intended to include any appropriate professional learning activity that the educator feels enhances their skills in the classroom, but does not fall into an existing category. The licensed administrator that is signing off on the renewal or professional learning plan has the final determination as to whether or not a particular activity will be approved. An activity should be directly related to the educator's skills and teaching areas and should be professional in nature; not informal.

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*Example:* an integrated science teacher has the opportunity to work at a dinosaur dig site with local university professors during the summer and details the experience using video journals to enhance their lessons in the coming year. This activity will increase the teacher’s ability to instruct students on any paleontology-related lesson and is formal in nature. This type of activity should be approved.

*Non-example:* an integrated science teacher goes camping every summer and brings back interesting floral samples and fossils to enhance their instruction. While this activity may certainly improve instruction in the class, this collection is not formal and is not increasing the skills of the teacher; it is enhancing classroom materials. This type of activity should not be approved.

There is no clear black and white line in regards to this category. Activities such as Scouting, Church organizations, preschools/day cares, tutoring, and homeschooling do not meet the Board requirements for renewal points. Again, the final determination as to whether an activity is appropriate in this category is made by the licensed administrator’s review and discretion on the validity and appropriateness of the activity.

**F. Conferences, workshops, institutes, symposia, or staff-development programs outside of the LEA**

1. *Acceptable conferences, workshops, and programs shall be approved by the educator’s supervisor OR a licensed administrator if the educator is inactive.*
2. *Each clock hour of participation equals one license renewal point, not to exceed **25 points per activity**.*

Guidance/Clarification:

This category pertains to professional learning activities completed **outside of an educator’s employing LEA, accredited private school, or through USBE**. A certificate of completion that includes the educator’s name, activity title, date, and hours awarded is the most appropriate way of documenting this type of activity. A copy of an agenda or program alone is not an acceptable form of documentation. Other documentation, such as an agenda accompanied by a registration payment receipt with the educator’s name, may be acceptable at the discretion of the licensed administrator.

**G. Content and pedagogy testing**

1. *Acceptable tests include those approved by the Board.*
2. *Each Board-approved test score report submitted, **with a passing score**, equals **25 license renewal points**.*
3. *Each test must be related to the educator’s current or potential license area(s) or endorsement(s).*
4. *No more than two test score reports may be submitted in a license cycle.*

Guidance/Clarification:

This category is typically a Praxis II content knowledge or Principles of Learning and Teaching (PLT) test used for earning a new license area or endorsement or for USBE (State) Qualified designation. Assessment tests passed for licensure purposes in other States are not valid.

**H. Utah-University sponsored cooperating teachers**

1. *An educator working as a cooperating teacher with one or more student teachers may earn license renewal points.*
2. *Each clock hour spent supervising, collaborating with, and mentoring assigned student teachers equals one license renewal point not to exceed **25 points per renewal cycle**.*

Guidance/Clarification:

This category is only to be used in association with UTAH colleges/universities that have an accredited teacher preparation program. Please note that validation of time spent in this role is subject to administrator review and approval.

**I. Service in a leadership role in a national, state-wide, or LEA-recognized professional education organization**

1. *Acceptable service must be approved by the educator’s supervisor OR a licensed administrator if the educator is inactive.*
2. *Each clock hour of participation equals one license renewal point, not to exceed **10 points per school year**.*

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Guidance/Clarification:

If necessary, this activity can be documented by a letter from the current head of the organization (i.e. local School Board, PTA/PTO, etc.) detailing the role and dates served.

**J. Educational research and innovation that results in a final, demonstrable product**

1. *Acceptable service must be approved by the educator's supervisor OR a licensed administrator if the educator is inactive.*
2. *The research activity shall be consistent with school and LEA policy.*
3. *Each clock hour of participation equals one license renewal point, not to exceed **35 points per activity**.*

Guidance/Clarification:

“Final, demonstrable product,” means a dissertation, a master’s thesis, a scholarly article (published or otherwise), presentation to professional group, or presentation to a school faculty.

**K. Substituting in a public LEA or accredited private school (inactive educators only)**

1. *This category is an acceptable professional learning activity **only for inactive educators** paid and authorized as substitutes.*
2. *Two hours of documented substitute time equals one license renewal point, not to exceed **25 points per school year or 50 points per license cycle**.*
3. *Verification of hours must be documented on LEA or school letterhead and include number of hours completed within **each school year** and be signed by the supervising administrator.*

Guidance/Clarification:

Substituting in a public or regionally accredited private school outside of the state of Utah is also acceptable under the same guidelines. Educators currently listed as “retired” may still be considered active. Please refer to the definition for an active educator for verification.

**L. Paraprofessional (teacher aid) and/or volunteer service in a public LEA or accredited private school (inactive educators only)**

1. *This category is an acceptable professional learning activity **only for inactive educators**.*
2. *Three hours of documented paraprofessional (teacher aid) and/or volunteer service equals one license renewal point, not to exceed **25 points per school year or 50 points per license cycle**.*
3. *Verification of hours must be documented on LEA or school letterhead and include number of hours completed within **each school year** and be signed by the supervising administrator.*

Guidance/Clarification:

Paraprofessional (teacher aid) work or volunteer service in a public or accredited private school outside of the state of Utah is also acceptable under the same guidelines. Educators currently listed as “retired” may still be considered active. Please refer to the definition for an active educator for verification.

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