# LEVEL 1-Academic Pathway to Teaching (APT)

# LICENSE EXTENSION

USBE Licensing ● 250 East 500 South ● P.O. Box 144200 ● Salt Lake City, Utah 84114-4200
Please fill in the interactive sections on this form, then print to sign and submit to the above address.

This application is used to request a one-year extension at the discretion of the employer for Level 1-APT licensed educators who are approaching the **end of their third year** of experience in Utah, but have not completed the local education agency (LEA) Mentor Plan and Entry Years Enhancement (E.Y.E.) requirements for upgrade to the standard Level 2 license because of unusual or extenuating emergency circumstances.* **Please mail this completed application, to the above address starting about April of the expiration year, but prior to the expiration of the educator's license.**

**Educator Information**

| Applicant's Name: | CACTUS ID#: |
|---|---|
| E-mail: | Phone Number: |

| Explain the unusual or extenuating emergency circumstances that necessitates this extension request: |
|---|
| The following strategies will be used to assist the educator to complete E.Y.E.: |

**Signatures**

The _____ requests an extension of the Level 1-APT license on behalf of
LEA (local education agency)

_____ due to the unusual or extenuating emergency circumstances
Educator's full name

as explained in the above paragraph. It is understood that this extension is requested for one year at time and not to exceed two one-year extensions. The educator is responsible to complete the LEA's Mentor Plan/E.Y.E. requirements for upgrade to a standard Level 2 license.

This extension request is for (circle one): Year 1 Year 2

_____ _____
Signature of Superintendent or H.R. Director Email address

_____ _____ _____
Print Name of Superintendent or H.R. Director CACTUS #, if applicable Date

| USBE APPROVAL |
|---|
| ☐ Approved ☐ Denied Signature: |

*R277-504-F Under no circumstances shall a teacher be permitted to teach for more than three years on the Level 1 license without qualifying for the Level 2 license.
*R277-511-7 (2)(a) the LEA may make a written request to the USBE Educator Licensing Section for a one-year extension of the Level 1-APT license in order to provide time for the educator to satisfy the Mentor Plan/Entry Years Enhancements (E.Y.E.).