

1 **R277. Education, Administration.**

2 **R277-302. Educator Licensing Renewal.**

3 **R277-302-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and supervision
6 over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53E-6-201, which gives the Board power to issue licenses.

10 (2) The purpose of this rule is to ensure that licensed educators maintain and enhance
11 their education-related skills and knowledge throughout the duration of the license.

12 **R277-302-2. Definitions.**

13 (1) "Alternate professional learning activities" means activities that enhance or improve
14 the education-related skills and knowledge of an educator serving in school, but not in a role
15 as a primary educator, including:

16 (a) work as a paraprofessional;

17 (b) substitute teaching in a public school;

18 (c) volunteering in a public school;

19 (d) travel with an educational purpose or component;

20 (e) presenting at professional conferences, including the time to design or prepare the
21 presentation;

22 (f) educational research;

23 (g) work as a department chair in a public school.

24 (2) "Conflict of interest" means a business, family, monetary, or relationship concern
25 that may cause a reasonable educator to be unduly influenced or that creates the appearance
26 of undue influence.

27 (3) "Educator" has the same meaning as defined in Section 53E-6-102.

28 (4) "Educator collaboration opportunities" mean opportunities in which educators

29 engage in data analysis in collaboration with colleagues to inform instructional adjustments
30 and student need, including through professional learning communities.

31 (5) “LEA” includes, for purposes of this rule, the Utah Schools for the Deaf and the
32 Blind.

33 (6) “Licensed administrator” means:

34 (a) an individual holding a current Utah educator license with a school leadership
35 license area of concentration;

36 (b) an individual, familiar with the requirements of this rule, holding an equivalent
37 license in another jurisdiction; or

38 (c) an individual currently employed in an administrative position in a Utah charter
39 school or accredited private school.

40 (7)(a) “Professional education entity” means a public or private organization engaged
41 in services related, in whole or in part, to promoting education.

42 (b) “Professional education entity” includes:

43 (i) an LEA;

44 (ii) the Board, including its staff;

45 (iii) another elected or appointed government body responsible for education policy;

46 (iv) a regional service center;

47 (v) a union or association of professional educators;

48 (vi) an association whose members are comprised of Utah LEAs or schools;

49 (vii) an accredited p-12 private institution; and

50 (viii) a regionally accredited college or university.

51 (8) “Professional learning experiences” means learning experiences in:

52 (a) curriculum development;

53 (b) school improvement;

54 (c) mentoring and training new teachers; and

55 (d) instructional coaching.

56 (9) “Professional service” means service in a local, state, or national government or
57 professional education association leadership role.

58 **R277-302-3. Educator License Renewal Requirements.**

59 (1) An individual that holds a current Utah educator license may apply to the
60 Superintendent for renewal of the license after meeting all requirements detailed in this rule
61 between January 1 and June 30 of the year in which the educator's license expires.

62 (2) An individual that holds an expired associate or professional Utah educator license
63 may apply to the Superintendent for renewal of the license after meeting all requirements
64 detailed in this rule.

65 (3) A Utah educator license holder shall accrue 100 license renewal points prior to
66 license renewal, beginning with the date of each new renewal.

67 (4) Prior to applying for renewal, an individual that holds a professional Utah educator
68 license shall:

69 (a) complete license renewal points as detailed in Section R277-302-7 during the five
70 years prior to the date of renewal;

71 (b) complete the USBE educator ethics review during the year prior to the date of
72 renewal; and

73 (c) maintain ongoing background monitoring in accordance with Section [53G-11-403](#).

74 (5) Prior to applying for renewal, an individual that holds an associate Utah educator
75 license shall:

76 (a) have less than ~~[two]~~ [three](#) years of experience in an educator position related to the
77 area of licensure in a public or accredited private school in Utah;

78 (b) meet the current content knowledge requirements for an associate educator license
79 related to the educator's area of licensure detailed in Section [R277-301-4](#);

80 (c) redo the professional learning modules required for an associate educator license
81 detailed in Section [R277-301-4](#) during the six months prior to the date of renewal;

82 (d) complete the USBE educator ethics review during the year prior to the date of
83 renewal; and

84 (e) maintain ongoing background monitoring in accordance with Section [53E-6-401](#).

85 ~~[(6) An individual that holds an expired professional Utah educator license and that has~~
86 ~~not been employed by a Utah LEA for at least one school year may apply for renewal under~~

87 ~~the Returning Educator Relicensure program described in Section R277-302-8.]~~

88

89 **R277-302-4. Superintendent Responsibilities.**

90 (1) The Superintendent shall establish application procedures for Utah educator license
91 renewal that:

92 (a) include simplified procedures for an educator that:

93 (i) is currently employed in an educator position by a professional education entity;

94 (ii) has been employed in an educator position by a professional education entity in
95 each of the years covered by the individual's Utah educator license; and

96 (iii) has participated in professional learning activities as required by Subsection R277-
97 302-6(1);

98 (b) require verification of the educator's completed license renewal points by the
99 signature of a current licensed administrator without a conflict of interest with the educator; and

100 (c) is completed through an automated, online platform, to the extent reasonably
101 possible given existing technology and resources.

102 (2) The Superintendent shall monitor a random sample of approximately ten percent
103 of annual renewals that utilize automated or online procedures.

104 (3) The Superintendent shall provide guidance to educators to the extent that funding
105 allows that:

106 (a) promotes participation in activities that are not cost intensive;

107 (b) encourages licensed administrators to consider a broad variety of activities under
108 Subsection R277-302-7(4)(d); and

109 (c) supports educators in learning how and where to earn points without directly
110 referring educators to paid services.

111 (4)(a) The Superintendent may monitor review any renewal transaction for accuracy
112 and compliance with this rule.

113 (b) The Superintendent may void a license transaction that was completed on the basis
114 of inaccurate information at any time with notice to the license holder.

115 (5) If the Superintendent identifies evidence of intentional misconduct under Rule [R277-](#)

116 217 during monitoring in accordance with this Section R277-302-4, the Superintendent shall
117 report the allegations to UPPAC.

118 (6) The Superintendent shall provide a model policy to facilitate the resolution of a
119 conflict between a licensed educator and a licensed administrator that arises based on the
120 requirement detailed in Subsection R277-302-4(1)(b), which may include a provision for
121 review of the issues by the Superintendent.

122 **R277-302-5. Educator Responsibilities.**

123 (1) An educator is responsible for acquiring and retaining documentation and
124 signatures related to the completion of professional learning activities used to meet the
125 requirements of this rule.

126 (2) An educator shall finalize all renewal documentation during the six months prior to
127 the date of renewal.

128 (3) An educator shall retain all documentation related to a renewal application under
129 this rule for no less than two years from the date of renewal.

130 (4) If an educator's renewal application is identified for monitoring in accordance with
131 Subsections R277-302-4(2) and (3), the educator shall submit any requested documentation
132 to the Superintendent in a timely manner.

133 **R277-302-6. LEA Responsibilities.**

134 (1) An LEA that employs an individual holding a professional Utah educator license
135 shall provide opportunities for the individual to complete a minimum of the equivalent of twenty
136 license renewal points as defined in Section R277-302-7 of professional learning activities to
137 all such license holders annually, which shall include trainings required by state law or Board
138 rule.

139 (2) An LEA shall maintain or provide to the educator documentation of professional
140 learning activities under Subsection (1).

141 (3) If an individual that holds a professional Utah educator license does not participate
142 in the activities provided under Subsection (1), the educator's LEA shall notify the educator

143 and the Superintendent that the educator is not eligible to utilize the simplified procedures
144 described in Subsection R277-302-4(1)(a).

145 **R277-302-7. Professional Renewal Activities.**

146 (1) An educator with a current assignment in a Utah LEA shall earn points in at least
147 two of the areas identified in this Section R277-302-7, subject to the maximum renewal points
148 in Subsections (4).

149 (2) An educator without a current assignment in a Utah LEA shall earn points in any
150 area identified in this Section R277-302-7 with no maximum renewal points in any given area.

151 (3) Notwithstanding Subsections (1) and (2):

152 (a) an educator may receive 100 points towards renewal for earning national board
153 certification, with no further renewal points required;

154 (b) an educator may receive 20 points per national board certification component
155 completed during any given renewal cycle; or

156 (c) an educator who held a Level 3 license prior to July 1, 2020, may receive 25
157 renewal points in recognition of the Level 3 requirements in the educator's first renewal after
158 July 1, 2020.

159 (4) An educator may earn points in the following areas:

160 (a) Professional learning experiences, up to a maximum of 90 points, as follows:

161 (i) one renewal point for each clock hour of scheduled professional learning activities
162 sponsored or approved by a professional education entity in the following areas:

163 (A) university coursework;

164 (B) USBE professional learning;

165 (C) curriculum development;

166 (D) school improvement;

167 (E) mentoring and training of new teachers;

168 (F) training and support designed specifically for new teachers or teachers identified
169 as ineffective on the teacher's annual evaluation;

170 (G) instructional coaching; or

171 (H) conferences, workshops, institutes, trainings, symposia, or staff-development
172 programs; or

173 (ii) ten renewal points per year for a teacher evaluation deemed highly effective;

174 (b) Educator collaboration opportunities, with one renewal point for each clock hour up
175 to a maximum of 30 points;

176 (c) Professional service, with one renewal point for each clock hour up to a maximum
177 of 50 points; and

178 (d) Alternate learning opportunities, with one renewal point for each clock hour up to
179 a maximum of 30 points.

180 **~~[R277-302-8. Returning Educator Relicensure Program:~~**

181 ~~——(1) An individual utilizing the Returning Educator Relicensure program shall:~~

182 ~~——(a) hold a position in a Utah LEA requiring an educator license;~~

183 ~~——(b) obtain a new background check and enroll in on-going monitoring as required by~~
184 ~~Section 53E-6-401;~~

185 ~~——(c) resolve any background check issues that may arise in accordance with Rule R277-~~
186 ~~214;~~

187 ~~——(d) complete a one-school-year professional learning plan developed jointly by the~~
188 ~~educator's direct administrative supervisor and the returning educator consistent with Section~~
189 ~~R277-302-7 taking into account the following:~~

190 ~~——(i) previous successfully education experience;~~

191 ~~——(ii) formal educational preparation;~~

192 ~~——(iii) period of time between last education experience and the present;~~

193 ~~——(iv) school goals for student achievement and with the employing school and the~~
194 ~~educator's role in accomplishing those goals;~~

195 ~~——(v) the returning educator's professional abilities, as determined by a formal discussion~~
196 ~~and observation process completed within the first 30 days of employment; and~~

197 ~~——(vi) completion of additional necessary professional development for the educator;~~

198 ~~——(e) submit a copy of the professional learning plan described in Subsection (d) to the~~

199 Superintendent; and
200 ~~——(f) submit documentation upon completion of the educator’s professional learning plan~~
201 ~~to the Superintendent.~~
202 ~~——(2) The Superintendent shall establish procedures for the Returning Educator~~
203 ~~Relicensure program, including:~~
204 ~~——(a) renewal of the educator’s professional educator license for one school year;~~
205 ~~——(b) submission of the professional learning plan as required by Subsection (1)(e) within~~
206 ~~60 days of the educator’s starting employment date; and~~
207 ~~——(c) submission of documentation required by Subsection (1)(f) prior to the completion~~
208 ~~of the school year.~~
209 ~~——(3) A professional learning plan under this Section:~~
210 ~~——(a) may include activities provided by the LEA under Section R277-302-6; and~~
211 ~~——(b) shall include additional activities focusing on the unique needs of the educator.]~~

212 **R277-302-~~[9]~~8. Licensing Renewal Point Options for Grandfathered Licenses.**

213 (1) Notwithstanding Subsection R277-302-3(4)(a), an educator whose professional
214 Utah educator license has an expiration date prior June 30, 2025 may earn license renewal
215 points in accordance with this Section R277-302-~~[9]~~8 on the educator’s first subsequent
216 renewal, in addition to the options described in Section R277-302-7 if the educator does not
217 meet the renewal requirements detailed in this rule.

218 (2) If an educator chooses to earn license renewal points under this Section R277-302-
219 ~~[9]~~8:

220 (a) an educator who held a level two or three license prior to June 30, 2020, shall
221 accrue 200 points in the five years prior to applying for renewal; and

222 (b) an educator who held a level one license prior to June 30, 2020 shall accrue 100
223 points in the three years prior to applying for renewal.

224 (3) An educator may earn license renewal points for employment in a position requiring
225 a Utah educator license, as follows:

226 (a) A educator may earn 35 license renewal points per year of employment, up to a

227 maximum of 105 points per license cycle; and

228 (b) An educator may only count years of employment with satisfactory performance
229 evaluations for license renewal points.

230 (4) An educator may earn license renewal points for content and pedagogy testing, as
231 follows:

232 (a) A qualifying test must be approved by the Superintendent;

233 (b) For each qualifying test submitted with a passing score, the educator qualifies for
234 25 license renewal points; and

235 (c) An educator may submit no more than two qualifying test scores per license cycle.

236 (5) An educator may receive license renewal points for service in a leadership role in
237 a national, state-wide, or LEA-recognized professional education organization, as follows:

238 (a) The educator's direct administrative supervisor shall approve qualifying service
239 under Subsection (5); and

240 (b) Each clock hour of participation qualifies for one license renewal point, not to
241 exceed ten points per year.

242 (6) An educator may receive license renewal points for substituting in a public school
243 or accredited private school in Utah, as follows:

244 (a) The educator must have an inactive license during the school year the points are
245 earned;

246 (b) Two hours of documented substitute time equals one license renewal point, not to
247 exceed 25 points per year or 50 points per license cycle; and

248 (c) A licensed administrator at the LEA where the substitute teaching occurred shall
249 verify hours on LEA or school letterhead;

250 (7) An educator may receive license renewal points for paraprofessional or volunteer
251 service in a public school or accredited private school in Utah, as follows:

252 (a) The educator must have an inactive license during the school year the points are
253 earned;

254 (b) Three hours of documented paraprofessional or volunteer service equals one
255 license renewal point, not to exceed 25 points per year or 50 points per license cycle; and

256 (c) A licensed administrator at the LEA where the paraprofessional or volunteer service
257 occurred shall verify hours on LEA or school letterhead.

258

259 **KEY: license renewal, educator**

260 **Date of Enactment or Last Substantive Amendment: July 9, 2020**

261 **Notice of Continuation:**

262 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#)**