

LEVEL 1 LICENSE RENEWAL FORM	Mail Form to: USBE - Educator Licensing 250 East 500 South P O BOX 144200 Salt Lake City, UT 84114-4200	USBE USE: <input type="checkbox"/> Ethics <input type="checkbox"/> Background Check <input type="checkbox"/> Years of UT Exp. <input type="checkbox"/> Status: A / I
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A Level 1 license may be renewed if the individual has **less than 3 years of experience in a Utah public or accredited private school** and has earned **100 points** within this cycle or the most recent 3 years if the cycle has expired. The rules and detailed steps for Utah Educator License Renewal can be found at <http://www.schools.utah.gov/curr/licensing>.

License Holder's Name:	CACTUS ID#:
Email:	
License Expiration Date:	Phone number:

I am an: Active UTAH Educator Inactive Educator
(Active/Inactive Definition: <http://www.schools.utah.gov/curr/licensing>)

Have you ever had a credential revoked or suspended that has not been "reinstated" by the Utah Professional Practices Advisory Commission or by another standards board? Yes No

(Enter Total Renewal Points)

I verify these statements and total renewal points are true and I understand this information may be used or provided to potential employers and to the Utah State Board of Education for appropriate licensure purposes. I understand that my Utah renewal may be rescinded and my license is subject to disciplinary action if any information on this renewal form is false.

License Holder's Signature:	Date:
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Currently Licensed Administrator:

(Enter Total Renewal Points)

I verify by my signature and initials on all subsequent pages that I have reviewed and verified that the total license renewal points listed are valid and appropriate. I verify that I am a licensed education administrator, have knowledge of the Utah Educator License Renewal Rules (R277-500), and that all renewal points listed are in compliance with those rules.

Administrator' Date

Printed Name of Administrator CACTUS ID or State/License number

Email Address of Administrator Phone District/School

*Once all pages of this form are **completed**, and have been **reviewed and signed by a licensed K-12 administrator**, make a copy for your records and mail the original form to the above address. Do not send supporting documentation.*

ITEMIZATION OF LICENSE RENEWAL POINTS EARNED FOR THIS RENEWAL PERIOD

All activities must be listed on the form and reviewed by a licensed administrator. See a list of Renewal Categories at <http://www.schools.utah.gov/curr/licensing>.

Youth Suicide Prevention:

Active Educators are required by state law (53A-1-603) to have **at least 2 hours (points) of youth suicide prevention** within their license cycle to renew. **Inactive Educators** may complete this training or may enter "N/A" and 0 points.

Youth Suicide Prevention Training Date:		Provided by:		Points:	
Youth Suicide Prevention Training Date:		Provided by:		Points:	
Total Youth Suicide Prevention Points (at least 2 points):					

Category A: Points for licensed experience in a K-12 Public or Accredited Private School (max 2 years):

SCHOOL YEAR	DISTRICT	SCHOOL	POINTS
Total Licensed Experience Points (max 25 points per year; 50 points total):			

Categories B-L: Itemize each activity completed that falls in this license cycle. *Repeated activities such as Professional Learning Credits should be grouped by school year.*

DATE COMPLETED	ACTIVITY DESCRIPTION	CATEGORY (B-L)	POINTS
Total Professional Learning Renewal Points (Categories B-L):			

TOTAL RENEWAL POINTS (Youth Suicide Prevention, Category A, Categories B-L, and supplemental pages):

REQUIRED FOR RENEWAL: License Holder's Initials _____ Administrator Initials _____ Date _____

Attach supplementary 2nd pages if you need additional space to document activities.