

ACADEMIC PATHWAY TO TEACHING (APT) UPGRADE APPLICATION

FROM AN AEL (Formerly Level 1-APT License) TO A UTAH PROFESSIONAL EDUCATOR LICENSE

Please fill in the interactive sections on this form, sign electronically or print to sign, then save or scan as a PDF and email to licensing@schools.utah.gov (include in email "AEL/APT Upgrade", CACTUS #, and educator's name).

Applicant Information:

Full Name:	CACTUS ID#:
Email Address:	Phone Number:

Verification of E.Y.E. Requirements: Superintendent or Human Resources Director, **please initial** each E.Y.E. requirement in the right-hand box below, including the additional requirement, completed during the last three years as a licensed educator:

Worked with a trained mentor and as a licensed educator for three academic years at 1.0 or four at .40 FTE.	
Achieved a score of 160 or higher on the Praxis II - Principles of Learning and Teaching Test in the area of educational preparation and assignment; #5621, #5622, #5623, or #5624.	
Successfully completed a professional portfolio.	
Completed performance evaluations two times per year under the LEA (local education agency) evaluation system with an effective final evaluation.	
USBE Cleared Background check. All AEL/APT educators must have a USBE cleared background check prior to final approval from the employing LEA.	
Ethics Review. All AEL/APT educators must complete the Ethics Review within one calendar year of upgrade prior to final approval from the employing LEA.	
Completed any additional LEA requirements , if necessary.	
Youth Suicide Prevention. All AEL/APT educators must complete two hours of LEA-sponsored training within the license cycle prior to final approval from the employing LEA.	
Completed LEA-approved Teacher Training/Mentor Plan , please include a one-page summary.	
LEA administrator recommendation letter on LEA/School letterhead, include with this application.	
Student Data Privacy Course. All AEL/APT educators must complete this online course prior to final approval from the employing LEA.	

Additional Requirement:

If using prior Letters of Authorization, ARL, and/or LEA-Specific experience within your LEA towards the three-year service requirement for upgrade, please verify the following: Type of program/license: _____ Years Attended: _____	
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Signature:

The above named educator holds a current AEL (formerly Level 1-APT License) and has completed all LEA-approved Teacher Training/Mentor Plan and E.Y.E. requirements for upgrade to the Utah Professional Educator License. I recommend him/her for the Utah Professional Educator License.		
_____ Signature of Superintendent/H.R. Director	_____ Name of LEA	
_____ Print Name of Superintendent/H.R. Director	_____ CACTUS ID#, if applicable	_____ Date

USBE APPROVAL _____ Initial	_____ Date
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