



Local Education Agency (LEA) Specific Competency-based License Application

An LEA may apply to the Board for a Level 1 Competency-based license for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable.

Applicant Information

Name _____ CACTUS ID _____

Email address _____

LEA _____ School _____

Based on a review by _____, this individual is recommended for a LEA-Specific Competency-Based License with a **license area** of _____ and the following **applicable endorsement(s)** _____, _____, _____.

_____ LEA Board Chair's Signature

1. Previous Utah Educator License (If Any): ____ Yes ____ No Year granted: _____
2. Have you ever had a credential revoked or suspended? ____ Yes ____ No Where? _____
3. Have you ever been convicted of violating any law, except minor traffic violations? (Convictions for Driving under the Influence of drugs or alcohol shall be reported.) If yes, explain on a separate sheet. If a background check reveals that you have made false statements, your license may be revoked.

I verify these statements 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 and professional learning purposes.

Educator's Signature: _____ Date _____

Application Checklist

- _____ Complete and signed Application.
- _____ Attach original college /university or Skill Certifications.
 1. *Original paper transcripts do not need to be in a sealed envelope, but must be on the original college/university transcript paper.*
 2. *USBE will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse to transcripts@schools.utah.gov. Electronic transcripts should be emailed before you submit your endorsement application.*
 3. ***Please list any electronic transcripts being sent to USBE for this application:***
_____.
 4. *Photocopies and printed or forwarded electronic transcripts will not be accepted.*
- _____ Passed appropriate Board-approved content knowledge test for core subject areas
- _____ Oral Proficiency Interview (OPI) results for world languages.
- _____ Letter from LEA administrator on letterhead requesting license and detailing reasons other licensing routes are untenable or unreasonable.
- _____ USBE Background check cleared after July 1, 2015.
- _____ USBE Educator Ethics Review done within 1 calendar year of submitting this application.
- _____ Mail a complete application to:
USBE Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For specific questions relating to this license application contact the Licensing Coordinator:

Travis Rawlings, (801) 538-7601, travis.rawlings@schools.utah.gov.