

## Step by Step License Renewal Instructions

This document outlines general information for renewal of a Utah Educator License in good standing.

1. Earning and documenting [Professional Learning Points](#)
  - a. [Level 1](#)\* (including APT\* and Level 1 Local Education Agency (LEA)-Specific) Licensed Educators must show a minimum of *100 professional learning points* in their current renewal cycle (or within the most recent three (3) years if the license is expired).  
*\*Level 1 Educators showing three or more contracted Utah teaching assignments **cannot renew a Level 1 license** and must upgrade to the level 2 license by completing the [E.Y.E. upgrade requirements](#).*
  - b. [Level 2](#) (including Level 2 LEA-Specific\*) Licensed Educators must show a minimum of *200 professional learning points* in their current renewal cycle (or within the most recent five (5) years if the license is expired).  
*\*Level 2 LEA-Specific Licensed Educators must renew manually using the [Level 2/3 Renewal Form](#).*
  - c. [Level 3](#) Licensed Educators must show a minimum of *200 professional learning points* in their current renewal cycle (or within the most recent seven (7) years if the license is expired).
  - d. Youth Suicide Prevention Training
    - For an [Active Educator](#): completed within the [license cycle](#). Many of these training opportunities are provided annually through an educator's employing LEA. This training is required by *Utah Code 53A-1-603*.
    - For an [Inactive Educator](#): **not** required to show two hours of Youth Suicide Prevention Training completed within the **license cycle**; however, this training can be used towards renewal points, and is encouraged by the USBE
  - e. Complete a USBE [Student Data Privacy Course](#) within the license cycle per [Utah Code R277-487-13](#). This online course is separate from the training you do through your LEA and may take approximately one hour to complete.
2. Background Check
  - a. Initiate a USBE Background Fingerprint Check at [Educator Licensing Online](#). Educators having completed a USBE background check **after July 1, 2015** will not need to renew their background check again through the online process, as these results are being continuously monitored. Once cleared, electronic notification will be sent to the email listed in CACTUS notifying the educator that the background check has been cleared. *Background checks completed through an LEA or other state or federal agencies does not satisfy the USBE background check requirement.* If a license is expired over 12 months, the educator may be required to reactivate a USBE background check. Additional Background Fingerprint check information can be found at [Additional Licensing Processes](#).
3. Ethics Review
  - a. Complete the Utah Educator Ethics Review at [Educator Licensing Online](#). All educators renewing a license must complete the ethics review within 12 months of a renewal.

#### 4. Complete a Renewal Form

- a. Select and print the appropriate renewal application based on an educator license level. Itemize activities on the form and include: date completed, activity description (name of activity/course), assignment of the appropriate [Renewal Categories](#), and the total points for each activity. ALL activities must be itemized **on the form** and should not reference “See Attached” or other supporting documents. Please note that active educators are not eligible to use Category K: substituting or Category L: volunteer/aid/paraprofessional.
  - i. [Level 1 Renewal Form](#) (submitted manually to USBE)
  - ii. [Level 2/3 Renewal Form](#) (educator required to retain signed renewal form and supporting documents for 12 months from the date of renewal)

#### 5. Meet with a [licensed administrator](#) for approval of the renewal form

- a. The administrator is required to review and validate all points listed to confirm compliance with the USBE renewal requirements as stated in [Utah Code R277-500](#). Please be sure that all sections are complete including educator and license status, subtotals and totals, signatures and initials where indicated, certifying that all points have been reviewed and approved by the administrator.

#### 6. License Renewal

- a. All **Level 1** and LEA-Specific License Educators need to submit their approved renewal form by mail to USBE at the address **as formatted** on the application, to ensure prompt delivery by the Postal Service.
  - i. If a license level is listed as either a “Temporary” or “1-Returning” or “Level 2 LEA-Specific”, the educator must manually submit the completed and approved renewal form to USBE for processing. Supporting documentation is not required, and should be retained by the educator.
- b. **Level 2/3** licensed Educators must renew their licenses electronically at [Educator Licensing Online](#) through the “Level 2/3 Renewal” tab, or the “Expired License Renewal” tab, if their license is expired. After the process is completed online, a PDF version of the renewed license will automatically be emailed to the address listed in CACTUS within 24 hours. Retain the original signed renewal application and all supporting documentation for 12 months from the date of renewal. All Level 2/3 licensed educators renew on the “honor system” and are not required to submit documentation in any format, unless randomly audited. In the event an educator is selected for an audit, the educator will receive written instructions on how to comply. Please note that failure to comply and retain a copy of the renewal documentation could impact the license status or renewal eligibility.