

School Leadership License Requirements

Out-of-state applicants must complete the following:

1. **Initiate a Utah State Board of Education’s [Background Fingerprint Check](#)**
2. **Obtain a Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) ID:**
 - a. Wait 24 hours after initiating your background fingerprint check for your CACTUS number to be generated.
 - b. Go to my.uen.org to register for a Utah Education Network (UEN) account.
 - c. Log in to your UEN account
 - d. Select the 'CACTUS (Utah Licensing)' option to retrieve your CACTUS ID
3. **Complete and sign the [Application for Utah Educator License for OOS Educators](#)**
 - a. Expedited review is available for United States military veterans or the spouse of an actively serving United States service member with appropriate documentation.
4. **Complete an [Educator Ethics Review](#)**
5. **A Master’s Degree or higher**
 - a. **Submit original transcripts of all colleges/universities attended**, colleges/universities must be [regionally accredited](#).
 - i. Electronic transcripts only if sent **directly** from the college/university via a transcript clearinghouse to transcripts@schools.utah.gov.
 - ii. Paper transcripts mailed to USBE
6. Hold an active or renewable administrative license from another jurisdiction
 - a. **Submit all educator license(s) from other jurisdictions.**
 - i. If your license(s) is **expired**, submit [Verification of Expired Professional Certification for OOS Certification and Licensure](#) form.
7. **Submit** evidence of passing score of **Praxis 5412 or 6990**
 - a. Tests from other states will be reviewed for equivalency
8. **Submit a [Verification of Educator Experience form](#)**, if applicable.

Administrative Experience:	OR	Equivalent University Program:
At least one year in administration with standard license from other jurisdiction		Evidence of equivalent coursework and clinical experiences listed in R277-305 (Requirements Listed Below)

Submit a complete OOS application packet to:

OutOfState@schools.utah.gov

Utah State Board of Education Licensing
 250 East 500 South
 P.O. Box 144200
 Salt Lake City, Utah 84114-4200

Equivalent Program and Coursework

Educational Law Class
Budget/School Finance Class
Leadership Class
Assessment/Data
Technology
Supervising/Evaluating/Coaching Teachers Class
Internship-Elementary*
Internship-Secondary*

* Internship Experience - Needs to be completed at the elementary and secondary level. Elementary is defined as an instructional model where students typically have a single class with a single teacher primarily responsible for instruction in all core standards. There is no requirement for hours spent at each level of your internship. A candidate needs to successfully demonstrate application of knowledge and skills gained through their clinical experiences. Competencies for these skills are outlined in R277-305-4(4.a-k).

Evidence for completing your clinical competencies could include an internship log, journal, or letters from clinical supervisors that you have successfully demonstrated competency. A signed letter from your clinical supervisors stating that you've completed the competencies and were effective in your demonstration and application of knowledge and skills should be included in your application.