

# Eminence Authorization Guidelines

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The purpose of an eminence authorization is to allow individuals with exceptional training or expertise to teach or work in the public schools on a limited basis. Eminence Letters of Authorization do not count towards an educator's limit of 3 Letters of Authorization in their career.

## Teachers teaching no more than 37% of the regular Instructional Load

Eminence Letters of Authorizations for these individuals are processed in the same manner as regular letters of authorization. They are to be entered into the CACTUS system by the LEA along with the justification for the request. The letter of authorization summary list must be received by the Utah State Board of Education (USBE) prior to the request being presented to the Utah State Board of Education.

### *Guidelines:*

- Individual may only teach up to 2 class periods per day (0.37 FTE or less);
- Individual may only teach up to 2 subjects per day;
- Individual must have a cleared background check through USBE within 3 calendar years of the request or a cleared background check through USBE that was requested after 7/1/2015;
- Must be requested in CACTUS and summary list received before Nov. 15;
  - Due to the deadline regarding licensure and the Legislative Salary Adjustment, LEAs may wish to ensure that all such requests are entered and received by USBE on or before Oct. 15.
- If an individual is hired after Nov. 15<sup>th</sup>, must be requested in CACTUS and summary list received within 30 days of hire date.

## Teachers teaching more than 37% of the regular Instructional Load

Expanded Eminence Letters of Authorization are processed and received by the Utah State Board of Education differently than other Letters of Authorization. **These authorizations are intended to be a last resort for individuals who are unable to be licensed through other routes** (ARL, APT, LEA-Specific Competency-Based License...etc.). LEAs are encouraged to review Utah Administrative Rule R277-520 for guidance as to when this type of authorization should be used. It is anticipated that these requests will receive more scrutiny from the Utah State Board of Education than other requests for Letters of Authorization.

### *Procedural Steps:*

1. A formal letter requesting the Eminence Letter of Authorization must be submitted to USBE Educator Licensing staff.
  - a. If the LEA can find no other qualified individual to fill the position the letter must include information detailing the position, recruitment actions taken, the qualifications of all applicants, the LEA's rationale for hiring the individual, and why the individual is not eligible for other licensure routes.
  - b. If the LEA has determined that the most qualified individual to fill the position is an individual that holds exceptional skills, training, expertise, and experience but does not hold an Utah Educator License the letter must include information detailing the position, the individual's skills, training, expertise, and experience, the LEA's rationale for hiring the individual and why the individual is not eligible for other licensure routes.

- c. The letter must be co-signed by the LEA's chief administrative officer and Local Board President
  - d. If applicable, the letter must be accompanied by any documentation related to the claims made in the letter.
2. Licensing staff shall review and then notify the LEA of its decision regarding the request as soon as possible after receipt.
    - a. If the request is not approved for submission to the Board
      - i. the LEA will be notified in writing as to why the request was not approved;
      - ii. deadline permitting, the LEA will be given an opportunity to resubmit a revised request.
    - b. If the request is approved for submission to the Board
      - i. the LEA will be notified in writing of the approval;
      - ii. the LEA will then enter the authorization request, in abbreviated form, in CACTUS and notify USBE when complete.
  3. If approved for submission to the Board, licensing staff shall prepare a memo to be submitted to the Utah State Board of Education that will accompany the original request letter prepared by the LEA.
    - a. The memo will indicate licensing staff's recommendation of approval or denial of the request and, if applicable, indicate that documentation of claims made in the LEA letter has been reviewed.
  4. If approved by the Board, the authorization will be entered into CACTUS by USBE in the same manner as all other Letters of Authorization and is valid for the current school year only.
  5. If the individual will remain in employment for the next school year, the process will need to be completed again.

#### *Guidelines:*

- Individual must have a cleared background check through USBE within 3 calendar years of the request or a cleared background check through USBE that was requested after 7/1/2015<sup>1</sup>;
- Timelines for submission are the same as those for all Letters of Authorization (see above) except that reasonable leeway may be given if a deadline is missed due to the LEA exploring the availability of other licensure routes;
- As this process may take a considerable amount of time, LEAs are encouraged to start working on these types of requests as soon as possible after July 1.

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<sup>1</sup> This clearance must also be less than 5 years old or the individual must have had continuous licensing from the date of clearance to the date of the request.