

# LEVEL 2/3 LICENSE RENEWAL FORM<sup>1</sup>

Level 2/3 RENEW ONLINE at:

[www.utah.gov/teachers](http://www.utah.gov/teachers)

***Do not mail this form to USBE unless you are notified of an audit.***

All Level 2/3 and Level 2-LEA Specific license renewals require **prior review and approval of 200 points** completed after the issue date of this cycle or 5 years of the date of renewal if the license has expired. *Level 2/3 online License renewals are subject to audit by the Utah State Board of Education. **You are required to keep the original signed document for 12 months** as evidence to support your online renewal transaction.*

The rules and steps for Utah Educator License Renewal can be found at [Renew/Upgrade a Utah Educator License](#).

License Holder's Name:	CACTUS ID#:
Email:	
License Expiration Date:	Phone number:

I am an:  Active UTAH Educator  Inactive Educator

(Active/Inactive Educator: [Definitions](#))

- I have completed the USBE [Student Data Privacy Re-licensure Course](#).  Yes, date completed \_\_\_\_\_
- Have you ever had a credential revoked or suspended that has not been "reinstated" by the Utah Professional Practices Advisory Commission or by another standards board.  Yes  No

(Enter Total Renewal Points)

I verify these statements and total renewal points 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 purposes. I understand that my Utah renewal may be rescinded and my license is subject to disciplinary action if any information on this renewal form is false.

License Holder's Signature:	Date:
-----------------------------	-------

.....  
**Currently Licensed Administrator:**

(Enter Total Renewal Points)

I verify by my signature and initials on all subsequent pages that I have reviewed and verified that the total license renewal points listed are valid and appropriate. I verify that I am a licensed education administrator, have knowledge of the Utah Educator License Renewal Rules (R277-500), and that all renewal points listed are in compliance with those rules.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Administrator

\_\_\_\_\_  
CACTUS ID or State/License number

\_\_\_\_\_  
Email Address of Administrator

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
District/School

1 This form is also used to renew a Level 2-LEA Specific license; please mail form to USBE for processing.

