

# Frequently Asked Questions (FAQs)

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### 1. **How long does it take to get my application reviewed to receive a license from an out-of-state application?**

We try to process all applications in a timely manner; however, there are many factors that can delay the process. All applications must be received in one complete application packet. Any applications that are incomplete will delay the process. Depending on the factors involved in the application process, reviews can take 2-8 weeks.

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**2. How do I know my Out-of-State application is complete?**

Please see the [Out-of-State \(OOS\)](#) section of the USBE website for all instructions and required forms. You can use this [Out-of-State Application Checklist](#) to guide the gathering of your application materials. The background check should be requested at [Educator Licensing Online](#) and started when the applicant has decided to apply for a Utah Educator license. The applicant should request all required paperwork be mailed to them, and then once it is all received, include it in their complete application packet. The only exception is transcripts electronically sent from the College/University to transcripts@schools.utah.gov. These should be sent before your packet is submitted. A license cannot be awarded until all required evidence is submitted and the application is complete.

**3. I have a license in another state. How do I convert it to a Utah License?**

Visit the [Out-of-State \(OOS\)](#) section of this website and follow the directions there.

**4. I have a license in another state. How do I renew it?**

Contact the state agency that issued the license.

**5. I once held a Utah Educator license though it is old; may I apply through OOS to reinstate it?**

No, you need to renew your Utah Educator license, regardless of how old it is. Visit the Inactive Educator Renewal section on the website at [Renew/Upgrade a Utah Educator License](#).

**6. How do I add out-of-state teaching experience to my CACTUS record?**

Go to [Additional Licensing Processes](#), click on "Recording Out-of-State (OOS) Experience in CACTUS" tab for instructions and required documents. The forms must be filled out and verified by the proper school/district personnel with a seal, stamp, or business card.

**7. How do I add additional license areas of concentration or endorsements obtained out-of-state to my Utah Educator license?**

All license areas and endorsements obtained outside of Utah must result in that state awarding licensure in that area or endorsement. Submit a complete Out-of-State (OOS) application including the state license that shows that your area or endorsement as evidence that it was awarded.

**8. My out-of-state license is expired; may I still submit an OOS application?**

Yes, you may. Along with a copy of the expired out-of-state license be sure to include a completed [Verification of Expired Professional Certification for OOS Certification and Licensure](#). This does not need to be completed if your license from out-of-state is not expired.

**9. I already completed a background check when I was hired. Do I need to complete another one for my license?**

No, not if your background check was submitted to USBE. Check your CACTUS record to see if your background clearance is recorded there. If you do not have a CACTUS record, then you have not done a USBE Background Fingerprint check, and must initiate it at [Educator License Online](#).

**10. Do I need an endorsement application?**

If you are applying for licensure in Secondary Education, Special Education, or CTE you must submit the appropriate endorsement application form with your Out-of-State (OOS) application. Remember that you can only apply for endorsements that you are properly licensed for in another state. If applicable and licensed as such in another state, submit the appropriate endorsement form with your elementary education application.

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**11. How do I fill out an endorsement application?**

Use the endorsement application form along with your transcripts to self-assess your training in the listed coursework competencies. Fill in each competency as appropriate with the courses you took that best align with the required coursework listed.

**12. How can I track the progress of my application?**

You can follow the progress of your submitted application by looking on CACTUS at the Application Status tab. The USBE staff digitally records notes there about the application review.

**13. Where do I send electronic or digital official copies of my transcript?**

Electronic transcripts must be sent directly from the college/university via a transcript clearinghouse to transcripts@schools.utah.gov. This process is the only way they can be accepted by USBE.

**14. Do my original paper transcripts need to be in a sealed envelope?**

No, original transcripts can be opened, highlighted as appropriate for endorsement application forms, and submitted with the rest of your OOS application.

**15. What if I am having my transcripts sent electronically, but am told to highlight my transcripts for my endorsement application form?**

Your original transcripts can be sent electronically as appropriately directed, and you can use unofficial transcripts to highlight your endorsement competency coursework to include in your OOS application.

**16. What if I took a different test than the stated Praxis for my license area/endorsement?**

Submit the exam results from the test you took and USBE will review it for equivalency to the required Praxis exam.

**17. What kind of evidence do I need to submit for an Administrative/Supervisory license?**

Along with your transcript evidence of an educational leadership program, you should submit previous administration experience on a [Verification of Educator Experience](#) form and/or internship evidence such as a log of hours spent in schools (secondary AND elementary), types of duties performed, a letter of support from your internship, etc. Utah requires a minimum of 400 hours of administration field work through practicums, internship, etc. in both elementary and secondary settings. We need evidence that shows your hours in the field, the school setting you worked at, duties performed and responsibilities, etc. This can either be in the form of an admin log/journal or verified by an appropriate official through a detailed formal letter.

**18. How can I substitute OOS teaching experience for the Praxis requirement?**

If you have four or more years of successful teaching experience out-of-state in the subject area you can submit our [Verification of Educator Experience](#) form to use in lieu of the content knowledge Praxis exam. Be sure it is filled out completely by the appropriate school/district personnel member and verified with stamp, seal or business card. Also, the far-right column indicating 'Meets/Exceeds Standard' must be clearly marked with a "yes".

**19. Why am I approved only for a Level 1 license when I have previous years teaching experience out-of-state?**

An OOS license application is approved for Level 1 licensure only. If you have previous teaching experience out-of-state you can work with your administration on applying for a Level 2 upgrade after one year of teaching on the Utah Standard Level 1 license rather than waiting the traditional three years of teaching on a Utah license.

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**20. What if my OOS test is reviewed but deemed not equivalent to the Utah-required Praxis?**

If the test you took is not found to be reasonably equivalent to the Praxis you will either need to take the required Praxis exam or, if applicable, use four or more years of teaching experience in lieu of the content knowledge test. (See question 18 above.)

**21. Do I need to send in a resume and/or letters of recommendation along with my application?**

No, resumes or letters of recommendation are not considered for an OOS application review.

**22. Do I need to send all my transcripts or which transcripts do I need to send?**

You will need to send in **any and all** transcripts that show a completed degree and have coursework on them that lead to your degree/out-of-state licensure.

**23. Can I send in my OOS application in pieces?**

No, you should collect the required evidence and submit it all together in one packet. The only exception is if you are having electronic transcripts sent in. Please send those in before you submit your application materials. Incomplete applications will be delayed in review or may be returned to you. Please use the [Out-of-State Application Checklist](#) to ensure your application is complete before submitting it.

**24. What will happen to my application if I don't send in a complete application packet?**

Your application may be returned to you or the review process will be delayed while USBE awaits arrival of all evidence materials. Please avoid all delays by ensuring your application is complete before submitting it.

**25. Can I apply for an area that I'm not already licensed to teach through another state?**

No, USBE can only approve Utah licensure in the same license area/endorsement that you were awarded out-of-state. If you want to add an endorsement or license area to your Utah license once it is approved, you will need to work through the Alternative Route Licensing program or the State Approved Endorsement Plan program.

**26. Can I get licensed in Dual Language Immersion only?**

No, Dual Language Immersion (DLI) is an endorsement, not a license area. You must be approved for a license area and then can add a DLI endorsement to the license. For example, you can be licensed in Secondary Education with a World Language Endorsement and then add the DLI endorsement to it. Or you can be licensed in Elementary Education K-6 and add the DLI endorsement to it.

**27. Can I get licensed in English as a Second Language only?**

No, English as a Second Language (ESL) is an endorsement, not a license area. You must be approved in a license area and then can add an ESL endorsement to the license.

**28. Which documents in the application packet need to be originals and which can be photocopies?**

All transcripts must be original (either hard copy or electronically sent directly to the USBE transcripts email from the university transcript clearinghouse). We recommend sending in originals of all other documents whenever possible, but that you make a personal copy of documents for your own record. Original transcripts and licenses from other states will be returned to you once we have completed our review.

**29. What if my out-of-state license is only available online?**

If you cannot provide a copy of your out-of-state license, please use your state's online certification system to take enough screenshots that show evidence of your licensure in that state. Be sure to show appropriate evidence of your name, the state, the license area/endorsement, and expiration date.

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**30. Does Utah have reciprocity with other states?**

Utah does not have automatic reciprocity with other states. We will honor/transfer that state's license if the requirements for it are reasonably equivalent to Utah's licensure requirements. It does not mean the license is automatically transferred over (as many incorrectly think it does). In order to see if the out-of-state license requirements are equivalent to ours, we ask that educators submit an Out-of-State application that requests certain evidence of training and testing to be submitted. When all that matches up with Utah's requirements, we can approve Utah licensure. If we find it does not match up, we typically ask for additional evidence. In rare instances we are unable to approve any licensure.

**31. How will I know that the review of my application is complete and that my license has been posted?**

Once we have completed the review, if additional information is needed, we will contact you via e-mail. If nothing further is needed, we will e-mail you with the decision. If your license is approved and posted, we will e-mail you a pdf copy of your license. Please be sure your contact information is always accurate in CACTUS, as that is what we will use to contact you.

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