

**Return to Licensure Application
for Professional Educator License
Part 1 of 2**

Email application to:
licensing@schools.utah.gov
(include "RTL part 1", name,
and CACTUS # in email.)

USBE USE:
Ethics Review
Within 30 days
Background Check
Expired 1/+ Year
Posted Assignment

In accordance with Utah State Board of Education *R277-302-8*, an educator who has been out of the teaching field with an expired Utah Professional Educator license of one year or more, may renew their license upon satisfactory completion of a successful **background check, ethics review**, passing of required Board-approved **exam(s)** (where applicable), obtain **employment** by a Utah local education agency (LEA) as indicated by an assignment in CACTUS, **successful evaluations** by a supervisor, and completion of a **professional learning plan**. Please complete all boxes and **submit within 30 days of your first day of work** to the above email address.

Applicant's Name:	CACTUS ID#:
E-mail:	
Total Years of Previous Teaching Experience in Utah:	First Day of Work:
LEA:	Assignment:

Professional Learning Plan

Outline the desired knowledge, skills, and dispositions the returning educator will be developing. **Include the process (how) and content (what)** of the professional learning plan. This plan must be based on the current knowledge and skill level of the educator as well as LEA-based student achievement goals. Please retain a copy of this plan (application) for the educator's records. A separate paper for writing the plan may be used and attached to this application.

Applicant's Signature CACTUS # School

School Administrator's Signature School

Print School Administrator's Name CACTUS #, if applicable LEA

Phone Number Email Date