

E.Y.E. MANUAL UPGRADE APPLICATION¹

From a Standard Level 1 to a Standard Level 2 Utah Educator License

Please fill in the interactive sections on this form, sign electronically or print to sign, then save or scan as a PDF and email to licensing@schools.utah.gov (include "L1 Upgrade", CACTUS #, and educator's name in email).

Applicant Information:

Full Name:	CACTUS ID#:
Email Address:	Phone Number:

Verification of EYE Requirements: Superintendent/Director or Human Resources Director, **please initial** each E.Y.E. requirement in the right-hand box, including the additional requirements, completed during the last three years as a licensed educator* [NA (not applicable) may be appropriate]:

Worked with a trained mentor and as a licensed educator for three academic years.	
Achieved a score of 160 or higher on the Praxis II - Principles of Learning and Teaching Test in the area of educational preparation and assignment; #5621, #5622, #5623, or #5624.	
Successfully completed a professional portfolio.	
Completed performance evaluations two times per year under the LEA/accredited private school evaluation system with an Effective final evaluation.	
Achieved State Qualified status in at least one license area or endorsement by passing a content knowledge test , if licensed or endorsed in a core subject area after.	
USBE Cleared Background check. All Level 1 educators must have a USBE cleared background check prior to final approval from the employing LEA.	
Ethics Review. All Level 1 educators must complete the Ethics Review within one calendar year of upgrade and prior to final approval from the employing LEA.	
Completed any additional LEA requirements , if necessary.	
Youth Suicide Prevention Training. All Level 1 educators must complete a 2-hour, LEA-sponsored training within the license cycle prior to final approval from the employing LEA.	
Student Data Privacy Course. All Level 1 educators must complete this online course prior to final approval from the employing LEA.	

¹ This form is also used to upgrade a Level 1 Local Education Agency (LEA) Specific: Competency-based License

* Information about E.Y.E. may be accessed at [Renew/Upgrade a Utah Educator License](#), click on the "Upgrade to Level 2" tab for the E.Y.E. Brochure.

Additional Requirements:

If using prior temporary or ARL authorizations towards the three-year service requirement for upgrade while educator was in a university or other type of teacher education program, please verify the following: Type of program/University: _____ Years Attended: _____	
If using out-of-state/country teaching experience towards the E.Y.E. service requirement, experience must be verified. Please attach a copy of the state/country educator license AND verification of licensed professional experience in a K-12 public, charter, or accredited private school (include copy of accreditation certificate), if not already posted in CACTUS. Public/Accredited Private School: _____ Years of Service: _____	

Signatures:

The above-named educator holds a Level 1 Educator License and has completed all E.Y.E. requirements for upgrade to the Level 2 License. I recommend him/her for the Standard Level 2 Utah Educator License.

Signature of Superintendent/H.R. Director	Name of LEA/Accredited Private School
Print Name of Superintendent/H.R. Director	Date
CACTUS ID#, if applicable	

USBE APPROVAL _____		Date
Initial		