

1 **R277. Education, Administration.**

2 **R277-301. Educator Licensing.**

3 **R277-301-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53E-6-201, which gives the Board power to issue licenses.

10 (2) This rule specifies the types of licenses and license areas of concentration
11 available and the requirements and procedures for obtaining a license, required for
12 employment as a licensed educator in the public schools of Utah.

13 **R277-301-2. Definitions.**

14 (1) "Accredited school" means a public or private school that:

15 (a) meets standards essential for the operation of a quality school program; and

16 (b) has received formal approval through a regional accrediting association.

17 (2) "Comprehensive Administration of Credentials for Teachers in Utah Schools" or
18 "CACTUS" means the electronic file maintained on all licensed Utah educators including
19 information such as:

20 (a) personal directory information;

21 (b) educational background;

22 (c) endorsements;

23 (d) employment history; and

24 (e) a record of disciplinary action taken against the educator.

25 (3) "Core subject" means English, reading or language arts, mathematics, science,
26 foreign languages, civics and government, economics, arts, history, and geography.

27 ~~[(3)]~~ (4) "Educator preparation program" means the same as that term is defined in
28 R277-303-2.

29 ~~[(3)]~~(5) “Endorsement” means a designation on a license area of concentration
30 earned through demonstrating required competencies established by the Superintendent
31 that qualifies the individual to:

- 32 (a) provide instruction in a specific content area; or
- 33 (b) apply a specific set of skills in an education setting.

34 ~~[(4)]~~(6) “LEA” includes, for purposes of this rule, the Utah Schools for the Deaf and
35 the Blind.

36 ~~[(5)]~~(7)(a) “License areas of concentration” or “license area” means a designation
37 on a license of the specific educational setting or role for which the individual is qualified,
38 to include the following:

- 39 (i) Early Childhood;
- 40 (ii) Elementary;
- 41 (iv) Secondary;
- 42 (v) Educational Leadership
- 43 (vi) Career and Technical Education or “CTE”;
- 44 (vii) School Counselor;
- 45 (viii) School Psychologist;
- 46 (ix) Special Education;
- 47 (x) Preschool Special Education;
- 48 (xi) Deaf Education;
- 49 (xii) Speech-Language Pathologist;
- 50 (xiii) Speech-Language Technician;
- 51 (xiv) School Social Worker; and
- 52 (xv) Communication Disorders.

53 ~~[(6)]~~(8) “Licensing Jurisdiction” means the designated educator licensing authority
54 in any foreign country or state of the United States of America and the Department of
55 Defense Education Activity (DoDEA).

56 ~~[(7)]~~(9) “Renewal” means reissuing or extending the length of a license consistent
57 with R277-500.

58 ~~**[R277-301-3. Program Approval and Requirements.]**~~

59 ~~—— (1) The Superintendent shall accept educator license recommendations from~~
60 ~~educator preparation programs that have applied for Board approval and have met the~~
61 ~~requirements described in this Rule R277-301 and the Standards for Program Approval~~
62 ~~established in:-~~

63 ~~—— (a) Rule R277-504;-~~

64 ~~—— (b) Rule R277-505; or~~

65 ~~—— (c) Rule R277-506.~~

66 ~~—— (2) The Superintendent may establish deadlines and uniform forms and procedures~~
67 ~~for all aspects of program licensing approval.~~

68 ~~—— (3) To be approved for license recommendation an educator preparation program~~
69 ~~shall:~~

70 ~~—— (a) have a physical location in Utah where students attend classes or if the program~~
71 ~~provides only online instruction:~~

72 ~~—— (i) have the program's primary headquarters located in Utah; and~~

73 ~~—— (ii) be licensed to do business in Utah through the Utah Department of Commerce;~~

74 ~~—— (b) include requirements designed to ensure that the educator is able to meet the~~
75 ~~Utah Effective Educator Standards established in R277-530;~~

76 ~~—— (c) establish entry requirements, approved by the Superintendent, that are designed~~
77 ~~to ensure that only high quality individuals enter the licensure program, which include~~
78 ~~measures of:~~

79 ~~—— (i) previous academic success;~~

80 ~~—— (ii) disposition for employment in an educational setting; and~~

81 ~~—— (iii) basic skills in reading, writing, and mathematics; and~~

82 ~~—— (d) include a pedagogical performance assessment meeting standards established~~
83 ~~by the Superintendent for all new students enrolled in the program after January 1, 2020~~
84 ~~in all license areas in which such an assessment is available.~~

85 ~~—— (4) The Superintendent shall lead the approval review for any Board-approved~~
86 ~~educator preparation program seeking to maintain or receive program approval.~~

- 87 ~~—— (5) The Superintendent shall be responsible for:~~
88 ~~—— (a) observing and monitoring the approval review process;~~
89 ~~—— (b) reviewing subject specific programs to determine if the program meets state~~
90 ~~standards for licensure in specific areas;~~
91 ~~—— (c) reviewing program procedures to ensure that Board requirements for licensure~~
92 ~~are followed; and~~
93 ~~—— (d) reviewing licensure candidate files to determine if the program followed Board~~
94 ~~requirements for licensure.~~
95 ~~—— (6) After completion of the approval review site visit, a Board-approved educator~~
96 ~~preparation program, working with the Superintendent, shall prepare and submit a program~~
97 ~~approval request for consideration by the Board that includes:~~
98 ~~—— (a) a program summary;~~
99 ~~—— (b) approval review findings;~~
100 ~~—— (c) program areas of distinction;~~
101 ~~—— (d) program enrollment; and~~
102 ~~—— (e) program goals and direction.~~
103 ~~—— (7) If the program approval request is approved by the Board, the program shall be~~
104 ~~considered Board-approved until the next scheduled approval review visit.~~
105 ~~—— (8)(a) Notwithstanding Subsection (7), the Superintendent may place a program on~~
106 ~~probation for:~~
107 ~~—— (i) failure to meet program requirements detailed in applicable Board rules; or~~
108 ~~—— (ii) submission of inadequate or incomplete information in a report required under~~
109 ~~this R277-301.~~
110 ~~—— (b) The Board may revoke its approval of a probationary program that fails to meet~~
111 ~~probationary requirements with at least one year's notice.~~
112 ~~—— (9) If a new educator preparation program seeks Board approval or a previously~~
113 ~~Board-approved educator preparation program seeks approval for additional license area~~
114 ~~preparation and endorsements, the program shall submit an application to the~~
115 ~~Superintendent including:~~

- 116 ~~_____ (a) information detailing the exact license areas of concentration and endorsements~~
117 ~~that the program intends to award;~~
- 118 ~~_____ (b) detailed program requirement information;~~
- 119 ~~_____ (c) detailed information showing how the program will ensure that the educator~~
120 ~~satisfies all standards in the Utah Effective Educator Standards established in Rule R277-~~
121 ~~530 and Professional Educator Standards established in Rule R277-515;~~
- 122 ~~_____ (d) information about program timelines and anticipated enrollment;~~
- 123 ~~_____ (10) The Board shall approve or deny applications for new educator preparation~~
124 ~~programs. _____~~
- 125 ~~_____ (11)(a) The Superintendent shall review and approve or deny applications from~~
126 ~~previously Board-approved educator preparation programs desiring Board approval for~~
127 ~~additional license areas and endorsements;~~
- 128 ~~_____ (b) The Superintendent may grant preliminary approval pending Utah State Board~~
129 ~~of Regents approval of a new program if the program is within a public institution;~~
- 130 ~~_____ (12) An educator preparation program seeking Board approval may apply to the~~
131 ~~Board for probationary approval for a maximum of three years contingent on the~~
132 ~~completion of the approval process;~~
- 133 ~~_____ (13) A Board-approved educator preparation program shall submit an annual report~~
134 ~~to the Superintendent by July 1 of each year, which shall include the following:~~
- 135 ~~_____ (a) student enrollment counts designated by anticipated license area of~~
136 ~~concentration and endorsement and disaggregated by gender and ethnicity;~~
- 137 ~~_____ (b) information explaining any significant changes to program requirements or~~
138 ~~content;~~
- 139 ~~_____ (c) the program's response to areas of concern or areas of focus identified by the~~
140 ~~Superintendent; and~~
- 141 ~~_____ (d) information regarding any program-determined areas of concern or areas of~~
142 ~~focus and the program's planned response;~~

- 143 ~~————(14) The Superintendent shall provide reporting criteria to Board-approved educator~~
144 ~~preparation programs regarding the annual report and designated areas of concern or~~
145 ~~focus by January 31 annually.~~
- 146 ~~————(15) An individual that completes a Board-approved educator preparation program~~
147 ~~may be recommended for licensure within five years of program completion if the individual~~
148 ~~meets current licensing requirements.~~
- 149 ~~————(16)(a) If five years have passed since an individual completed a Board-approved~~
150 ~~preparation program, the individual may be recommended for licensure following review~~
151 ~~by the individual program.~~
- 152 ~~————(b) The preparation program officials shall determine whether any content or~~
153 ~~pedagogy requirement previously met meets current program standards and if additional~~
154 ~~requirements are necessary to recommend licensure.~~
- 155 ~~————(c) The individual shall complete all requirements established by program officials~~
156 ~~before receiving a license recommendation from the program.]~~

157 **R277-301-[4](3). License Structure.**

- 158 (1) Utah educator licenses include the following licenses:
- 159 (a) Associate educator license;
- 160 (b) Professional educator license; and
- 161 (c) LEA-specific educator license.
- 162 (2) All new Utah educator licenses shall include general, content knowledge, and
163 pedagogical requirements.
- 164 (3) The Superintendent may only issue a single active Utah educator license to an
165 individual.
- 166 (4) An educator license shall include at least one area of concentration.
- 167 (5) License areas of concentration and endorsements shall have a designation of:
- 168 (a) associate;
- 169 (b) professional; or
- 170 (c) LEA-specific.

171 (6) An associate educator license may only include associate or LEA-specific
172 license areas of concentration and endorsements.

173 (7) An LEA-specific educator license may only include LEA-specific license areas
174 of concentration and endorsements.

175 (8) The Superintendent may establish deadlines and uniform forms and procedures
176 for all aspects of licensing.

177 (9) The Superintendent shall review, adopt, and establish passing standards for all
178 assessments required for educator licensing.

179 (10)(a) All licenses expire on June 30 of the year of expiration and may be renewed
180 any time after January 1 of the same year.

181 (b) Responsibility for license renewal rests solely with the licensee.

182 **R277-301-~~5~~(4). Associate Educator License Requirements.**

183 (1) The Superintendent shall issue an associate educator license to an individual
184 that applies for the license and that meets all requirements in this Section R277-301-5.

185 (2) An associate educator license, license area, or endorsement is valid for two
186 years.

187 (3) The Superintendent may only renew an associate educator license if:

188 (a) the individual has less than two years of experience in a Utah public or
189 accredited private school; or

190 (b) the individual is employed by a Utah public or accredited private school and the
191 employer has requested a one year extension of the license.

192 (4) The general requirements for an associate educator license shall include:

193 (a) completion of a criminal background check including review of any criminal
194 offenses and clearance in accordance with Rule R277-214;

195 (b) completion of the educator ethics review described in R277-500 within one
196 calendar year prior to the application; and

197 (c) one of the following:

198 (i) a bachelor's degree or higher from a regionally accredited institution;

- 199 (ii) current enrollment in a university-based Board-approved educator preparation
200 program that will result in a bachelor's degree or higher from a regionally accredited
201 institution; or
- 202 (iii) skill certification in a specific CTE area as established by the Superintendent.
- 203 (5) The content knowledge requirements for an associate educator license shall
204 include:
- 205 (a) for an elementary license area, passage of an elementary content knowledge
206 test, approved by the Superintendent, that distinctly measures content in:
- 207 (i) mathematics;
208 (ii) reading/language arts;
209 (iii) social studies; and
210 (iv) science;
- 211 (b) for a secondary or CTE license area with a content endorsement, one of the
212 following:
- 213 (i) passage of a content knowledge test approved by the Superintendent, where
214 available;
- 215 (ii) a bachelor's degree or higher with a major in the content area from a regionally
216 accredited university; or
- 217 (iii) enrollment in a program that will result in a degree described in Subsection
218 (5)(b)(ii); and
- 219 (c) for all other license areas, enrollment in a university-based Board-approved
220 educator preparation program.
- 221 (6) Additional requirements for an associate educator license shall include:
- 222 (a) successful completion of professional learning modules ~~created~~ or
223 ~~approved~~ established by the Superintendent in:
- 224 (i) educator ethics;
225 (ii) classroom management and instruction;
226 (iii) basic special education law and instruction;
227 (iv) the Utah Effective Teaching Standards described in R277-530; or

228 (b) enrollment in a university-based Board-approved educator preparation program.

229 (7) An individual holding a professional educator license may receive an associate
230 license area or endorsement in additional areas if all the requirements of this section are
231 met.

232 (8) A license applicant who has received or completed license preparation activities
233 inconsistent with this rule may present compelling information and documentation for
234 review and approval by the Superintendent to satisfy the associate educator license
235 requirements.

236 (9) The Superintendent shall designate a panel of at least three Board staff
237 members to review an appeal made under subsection (8).

238 (10) An LEA that employs an individual that holds an associate educator license
239 shall develop a personalized professional learning plan designed to support the educator
240 in meeting the requirements for a professional educator license no later than 60 days after
241 beginning work in the classroom, which shall:

242 (a) be provided to the Superintendent upon request;

243 (b) include a formal discussion and observation process no later than 30 days after
244 beginning work in the classroom; and

245 (c) consider:

246 (i) previous education related experience; and

247 (ii) previous educational preparation activities.

248 (11) An educator with an associate educator license may upgrade to a professional
249 educator license at any time prior to expiration of the associate educator license if the
250 educator meets all requirements of Section R277-301-6.

251 **R277-301-~~6~~(5). Professional Educator License Requirements.**

252 (1) The Superintendent shall issue a professional educator license to an individual
253 that applies for the license and meets all requirements in this Section R277-301-6.

254 (2) A professional educator license, license area, or endorsement is valid for five
255 years.

- 256 (3) The general requirements for a professional educator license shall include:
- 257 (a) all general requirements for an associate educator license under Subsection
- 258 R277-301-5(4); and
- 259 (b) completion of:
- 260 (i) a bachelor's degree or higher from a regionally accredited institution; or
- 261 (ii) skill certification in a specific CTE area as established by the Superintendent;
- 262 and
- 263 ~~[(b)](c) one of the following:~~
- 264 (i) a recommendation from a Board-approved educator preparation program; or
- 265 ~~[(ii) a recommendation from a Utah LEA;~~
- 266 ~~[(iii) a recommendation from an accredited private school in Utah; or]~~
- 267 ~~[(iv)](ii) a standard educator license in the area issued by a licensing jurisdiction~~
- 268 outside of Utah that is currently valid or is renewable consistent with Section 53E-6-307.
- 269 (4) The content knowledge requirements for a professional educator license shall
- 270 include:
- 271 (a) all content knowledge requirements for an associate educator license under
- 272 Subsection R277-301-5(5); and
- 273 (b) demonstration of all content knowledge competencies as established by the
- 274 Superintendent.
- 275 (5) The pedagogical requirements for professional educator license shall include:
- 276 (a) demonstration of all pedagogical competencies as established by the
- 277 Superintendent; and
- 278 (b) passage of a pedagogical performance assessment meeting standards
- 279 established by the Superintendent, where available.
- 280 (6) An individual holding a Utah level 1, level 2, or level 3 educator license on
- 281 January 1, 2020 is considered to have met the pedagogical requirements described in
- 282 Subsection (5).
- 283 (7) An individual holding a Utah level - APT educator license that is employed by a
- 284 Utah LEA and an individual enrolled in ARL or a university-based Board-approved educator

285 preparation program on January 1, 2020 may meet the content knowledge and
286 pedagogical requirements described in this Section R277-301-6 by completing all
287 requirements of the applicable program.

288 (8) An individual holding a Utah professional educator license and license area in
289 early childhood education, elementary, secondary, CTE, special education, or deaf
290 education is considered to have met the pedagogical performance assessment
291 requirement of Subsection (5)(b) if applying to add any of the license areas in the
292 subsection.

293 (9) A license applicant who has received or completed license preparation activities
294 inconsistent with this rule may present compelling information and documentation for
295 review and approval by the Superintendent to satisfy the professional educator license
296 requirements.

297 (10) The Superintendent shall designate a panel of at least three individuals,
298 including at least two Board licensed educators not employed by the Board [staff members]
299 to review an appeal made under Subsection (9).

300 **R277-301-~~(7)~~(6). Educator Licenses Issued by Licensing Jurisdictions Outside of**
301 **Utah.**

302 (1)The Superintendent shall review applications for a Utah educator license for
303 individuals holding educator licenses issued by licensing jurisdictions outside of Utah to
304 determine if the applicant has met the requirements for a Utah license under this rule.

305 (2) The Superintendent shall accept scores from an applicant that meet the Utah
306 standard for passing on assessments from licensing jurisdictions outside of Utah that utilize
307 the same assessment as Utah as meeting the requirements of this rule.

308 (3) The Superintendent shall accept scores from an applicant on reasonably
309 equivalent content knowledge or pedagogical performance assessments utilized by
310 licensing jurisdictions outside of Utah that meet the passing standard of that jurisdiction as
311 meeting the requirements of this rule.

312 (4) The Superintendent shall accept demonstrations of content knowledge and
313 pedagogical competencies from an applicant utilized by licensing jurisdictions outside of
314 Utah that are reasonably equivalent to Utah competencies.

315 (5) Individuals with 4 or more years of successful experience in a public or
316 accredited private school under a standard license issued by another jurisdiction shall be
317 considered to have met both the content knowledge and pedagogical assessment
318 requirements in the areas and subjects taught.

319 **R277-301-~~(8)~~(7). LEA-specific Educator License Requirements**

320 (1) The Superintendent may issue an LEA-specific educator license to [an
321 individual]a candidate if:

322 (a) the LEA demonstrates that other licensing routes for the candidate are
323 unreasonable or untenable;

324 ~~(a)~~(b) the LEA requesting the LEA-specific educator license has an adopted policy,
325 posted on the LEA's website, which includes:

326 (i) educator preparation and support:

327 (A) as established by the LEA; and

328 (B) aligned with the Utah Effective Teaching Standards described in R277-530;

329 (ii) criteria for employing educators with an LEA-specific license; and

330 (iii) compliance with all requirements of this Rule R277-301;

331 ~~(b)~~(c) an LEA governing board applies on behalf of the candidate [individual];

332 (d) the candidate has successfully completed the professional learning modules
333 established by the Superintendent in:

334 (i) educator ethics;

335 (ii) classroom management and instruction;

336 (iii) basic special education law and instruction; and

337 (iv) the Utah Effective Teaching Standards described in R277-530;

338 (e) the candidate satisfies one of the following:

339 (i) a bachelor's degree or higher from a regionally accredited institution;

340 (ii) current enrollment in a university-based Board-approved educator preparation
341 program that will result in a bachelor's degree or higher from a regionally accredited
342 institution;

343 (iii) skill certification in a specific CTE area as established by the Superintendent;
344 or

345 (iv) have four years of documented, related occupational experience within the 10
346 years prior to the LEA's request;

347 (f) if the candidate will be assigned by the LEA to teach a core subject, the
348 candidate has passed a content knowledge test approved by the Superintendent; and
349 ~~(c)~~(g) the ~~individual~~ candidate meets all the requirements in this Section R277-
350 301-8.

351 (2)(a) Except as provided in Subsection (2)(b), an LEA governing board may request
352 an LEA-specific educator license for a license area described in Subsection R277-301-
353 2(5).

354 (b) An LEA may not request an LEA-specific educator license for a license area in:
355 (i) Special Education; or
356 (ii) Preschool Special Education.

357 (3) An LEA-specific license, license area, or endorsement is valid only within the
358 requesting LEA.

359 (4) An LEA-specific license, license area, or endorsement is valid for ~~one~~, two~~, or~~
360 ~~three~~ years ~~in accordance with the LEA governing board's application~~.

361 (5) The first renewal of an LEA-specific educator license, license area, or
362 endorsement shall be approved or denied by the Board.

363 (6) The Board may require that subsequent renewals be approved by the Board on
364 a case by case basis.

365 (7) An LEA-specific license expires immediately if the educator's employment with
366 the LEA that requested the license ends.

367 (8) The general requirements for an LEA-specific educator license shall include:

368 (a) completion of a criminal background check including review of any criminal
369 offenses and clearance in accordance with Rule R277-214;

370 (b) completion of the educator ethics review described in Rule R277-500 within one
371 calendar year prior to the application; and

372 (c) approval of the request by the LEA governing board in a public meeting no more
373 than 60 days prior to the application.

374 (9) The content knowledge and pedagogical requirements for an LEA-specific
375 educator license shall be established by the LEA governing board.

376 **R277-301-~~9~~(8). Requirements for LEAs**

377 (1) An LEA shall provide a mentoring program that provides a trained mentor
378 educator and annual mentoring plan for:

379 (a) any educators holding an associate educator license or an LEA-specific educator
380 license; and

381 (b) any educator holding a professional educator license with less than three years
382 of experience.

383 (2) A trained mentor educator under Subsection (1) shall hold a professional
384 educator license and shall, where possible:

385 (a) perform substantially the same duties as the educator with release time to work
386 as a mentor; or

387 (b) be assigned as an instructional coach or equivalent position.

388 (3) A trained mentor educator under Subsection (1) shall assist the educator to meet
389 the Utah Effective Educator Standards established in Rule R277-530, but may not serve
390 as an evaluator of the educator.

391 (4) A mentoring program under Subsection (1) shall include:

392 (a) a formal professional learning plan and LEA support in meeting the requirements
393 of a professional license area; and

394 (b) if the educator holds an LEA-specific educator license, on-going training on
395 educator ethics and special education.

- 396 (5) An LEA school that requests LEA-specific licenses, license areas, or
397 endorsements shall prominently post the following information on each school's website:
398 (a) disclosure of the fact that the school employs individuals holding LEA-specific
399 educator licenses, license areas, or endorsements;
400 (b) an annually updated list of each educator employed by the school and the board-
401 issued license the educator holds, including the definitions of Board-issued licenses;
402 ~~[(b) the percentage of the types of licenses, license areas, and endorsements held~~
403 ~~by educators employed in the school based on the employees' FTE in CACTUS;]~~ and
404 (c) a link to the Utah Educator Look-up tool provided by the Superintendent in
405 accordance with Subsection R277-515-7(6).

406 **R277-301-~~[10]~~(9). Superintendent Annual Report to the Board.**

- 407 The Superintendent shall annually report to the Board on licensing, including:
408 (1) educator licensing;
409 (2) educator preparation; and
410 (3) equitable distribution of teachers.

411 **R277-301-~~[11]~~(10). Effective Date.**

- 412 (1) This rule will be effective beginning January 1, 2020.
413 (2) This rule will supersede Rule R277-502 on January 1, 2020.

414 **KEY: professional competency, educator licensing**

415 **Date of Enactment or Last Substantive Amendment: 2018**

416 **Authorizing, and Implemented, or Interpreted Law: Art X Sec 3; 53A-6-104; 53A-1-401**