

# LEVEL 1 LICENSE EXTENSION

USBE Licensing • 250 East 500 South • P.O. Box 144200 • Salt Lake City, Utah 84114-4200

Please fill in the interactive sections on this form, then print to sign and submit to the above address.

This application is to be used as a one-time extension at the discretion of the employer for Level 1 licensed educators who are approaching the **end of their third year** of licensed experience in Utah, but have not completed the E.Y.E. requirements for upgrade to the Level 2 license because of unusual or extenuating emergency circumstances.\* **Please mail this completed application, to the above address starting about March of the expiration year, but prior to the expiration of the educator's license. Faxed/emailed copies are not accepted.**

## Educator Information

Applicant's Name:	CACTUS ID#:
E-mail:	Phone Number:

Explain the unusual or extenuating emergency circumstances that necessitates this extension request:

The following strategies will be used to assist the teacher to complete EYE:

## Signatures

The \_\_\_\_\_ requests an extension of the Level 1 license on behalf of \_\_\_\_\_  
LEA (local education agency)

\_\_\_\_\_ due to the unusual or extenuating emergency circumstances  
Educator's full name

as explained in the above paragraph. It is understood that this extension is one-time, one-year only and supports the educator in completing the Entry Years Enhancement (EYE) requirements for upgrade to a Level 2 license.

\_\_\_\_\_  
Signature of Superintendent or H.R. Director    Email address

\_\_\_\_\_  
Print Name of Superintendent or H.R. Director    CACTUS #, if applicable    Date

## USBE APPROVAL

Approved    Denied   Signature: \_\_\_\_\_

\*R277-504-F Under no circumstances shall a teacher be permitted to teach for more than three years on the Level 1 license without qualifying for the Level 2 license.  
\*R277-522-4A (1) the school district may make a written request to the USBE Educator Licensing Section for a one year extension of the Level 1 license in order to provide time for the educator to satisfy Entry Years Enhancements (EYE).