

Frequently Asked Questions (FAQs) for Upgrade

Upgrade to Level 2 or Level 3 Educator License

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1. What is Entry Years Enhancement (E.Y.E.)?

The *Entry Years Enhancement (E.Y.E.)* is a structured support program for Level 1 educators as you fulfill the requirements for a Level 2 professional license. E.Y.E. provides you with accredited private school, district, and state support for a three-year period. **All** Level 1 educators are required to participate and all requirements must be completed within the first three years of service. With the changes coming in educator licensing in Utah, some speculation has that E.Y.E. is no longer required. Please be aware that E.Y.E. is still required by USBE and must be completed by ALL Level 1 licensed educators.

2. Which Principles of Learning and Teaching (PLT) test do I need to pass?

You must pass one of the four PLT tests with a score of 160 or greater. Select the Praxis II PLT test that most closely relates to your pedagogical area of study during your licensure program and the license area of concentration you received (i.e. Secondary (6-12), Elementary (K-6), Special Education (K-12), etc.). Please note that more than one PLT test may fulfill this requirement, but you only need to pass one. Registration information, current test fees, and practice supports can be found at the Educational Testing Services (ETS) website at [Praxis](#). ETS will forward scores via electronic download into CACTUS to USBE upon your request. Please allow 6-8 weeks to receive test results.

3. What are the E.Y.E. Requirements I need to complete?

Requirements are based on your license area of concentration (Secondary, Elementary, Special Education, etc.) awarded after you completed an education preparation program. Please refer to the [E.Y.E. Brochure](#) for details. If you are licensed in more than one area of concentration, you must complete requirements for each area. Some requirements are the same and only need to be done once. Please consult with your school administrator and Human Resources to determine which will be your main focus to complete a portfolio.

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4. What if my license expired before I completed an upgrade?

If your license has expired, you should consult immediately with your LEA to develop a plan to upgrade the license as soon as possible. You will need to submit both the [E.Y.E. Manual Upgrade Application](#) and a [Level 1 License Renewal Form](#). Normally, a Level 1 licensed educator does not need to track points associated with completing professional learning activities as part of the upgrade process because they are completing E.Y.E. in place of points earned. With an expired level 1 license, both forms are needed for USBE to determine that you have completed both renewal requirements AND upgrade requirements.

5. What about an educator who is Level 1 in Utah but currently teaches in another state?

This educator may continue to renew the Level 1 license as long as they have less than three years of licensed teaching experience in Utah. If they are re-employed in Utah, the employing LEA may evaluate experience and make an appropriate recommendation for upgrade to the Level 2 license.

6. What about an educator who has teaching experience in Utah prior to 2008 but hasn't taught for several years, and is now applying for employment?

This person may renew the Level 1 license by earning points described in [Renewal Categories](#) or the [Return to Licensure Program](#). This educator must teach for at least one or two additional school years and complete all Entry Years Enhancement (E.Y.E.) requirements to qualify for upgrade before the license expires.

7. What if I need additional time to finish the E.Y.E. Program to upgrade?

If a Level 1 licensed educator fails to complete all of the E.Y.E. requirements within the three-year period because of unusual or extenuating circumstances, the LEA may request a one-time, one-year extension of the level 1 license to provide additional time for the educator to complete the upgrade requirements; see [Forms](#) for the application. Requests for a Level 1 extension may be submitted beginning in April of the expiration year, but prior to the expiration of your license on June 30.

8. What about an educator who has had a one-year extension but has not completed the E.Y.E. requirements?

After the one-year extension has expired there are no additional routes to maintain the license. The employing LEA may choose to provide a letter of authorization or an LEA-Specific License at the employer's discretion. There are many LEA and university resources available to help educators meet E.Y.E. requirements. Educators are responsible for seeking out resources and maintaining their own educator license.

9. What about an educator who has attempted the Praxis II: Principles of Learning and Teaching (PLT) test more than once and has not achieved a passing score?

This person may request a one-year extension, if they have not done so already. At the end of that year, the license expires. They must pass the PLT test as part of the upgrade requirements. There are many tools to help an educator prepare for testing including Education Testing Services (ETS) study guides, university, and district test-taking courses.

10. What about an educator who has taught for one or two years in another state and has now completed one or two years of service in Utah?

Acceptance of the years of out-of-state experience is at the discretion of the employer. This experience must be submitted to USBE for posting in CACTUS. For information about the necessary documentation go to [Additional Licensing Processes](#), click on the "Recording Out of State (OOS) Experience in CACTUS" tab. This person must complete all other E.Y.E. requirements to qualify for upgrade.

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11. What about an educator who is not No Child Left Behind (NCLB) Highly Qualified?

This designation was replaced by Every Student Succeeds Act (ESSA) in 2017. The new law has educator licenses be designated as “State” qualified through programs approved by the individual state agencies that award educator licenses. For Utah, an educator must still pass a Board-approved content knowledge assessment to earn a Utah Educator License and be ‘state qualified’ unless they were licensed prior to January 1, 2003.

12. What about an educator who was in the ARL program for the first three years of teaching?

The E.Y.E. program begins when educators achieve a standard Level 1 Utah Educator License and are hired in a professional teaching position. Those in the ARL program and those who are paid interns should receive mentoring support but are not part of the E.Y.E. program.

13. What about an educator who was a paid intern during their first year of teaching?

Internships are not part of the E.Y.E. program, and do not count as a licensed year of experience. Years of service that qualify under the E.Y.E. program require a standard Level 1 Utah Educator License and employment as a contracted licensed professional.

14. Do I upgrade or renew my Level 1 Utah Educator License?

You are completing the E.Y.E. program in place of earning points during your first three years of service in Utah. The difference between upgrade and renewal is that upgrade is to go from Level 1 to Level 2 licensure by completing the E.Y.E. upgrade requirements. Whereas renewal is to “renew” the same level of licensure by earning a set amount of points over the three-year license cycle. These are two different processes with the same end goal – keeping a Utah Educator License current. You are not required to document points for completing professional learning activities as part of the E.Y.E. upgrade requirements. Although, you may need to document your participation for your administrator as additional LEA requirements. As a Level 1 licensed educator with three years of “licensed teaching experience” in Utah, you must upgrade to the Level 2 license because your level 1 license is nonrenewable.

15. How do I [upgrade to a Level 3 Utah Educator License](#)?

To upgrade to a level 3 license, an educator must qualify for a Level 2 license and complete a doctorate in an education related field from a regionally accredited institution, **or** hold [National Board for Professional Teaching Standards \(NPBTS\)](#) Certification, **or** a current Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA). Submit a written request, by letter or email, for upgrade to a level 3 license, an original transcript showing completion of the doctoral degree, **or** a copy of the NBPTS certificate showing area and award date, **or** original evidence of CCC with a copy of your ASHA card and maintenance letter (attached as one letter), include your CACTUS number.

Those with a doctorate degree, may submit electronic to USBE. Please follow the [Transcript Submission Policy](#). Also, make a note on the written request for upgrade that transcripts have been sent electronically and which university.

16. What documentation is needed to maintain a Level 3 Utah Educator License?

For educators with a NPBTS Certification or ASHA CCCs must retain an updated certificate. Please send re-verification of active certificates to [USBE Licensing](#) to maintain a Level 3 Utah Educator License.

17. What is the purpose of the Student Data Privacy Re-Licensure Course?

USBE wants to provide adequate and appropriate review and disclosure of student and educator licensing data, ensure the privacy of student and educator licensing data, and provide for appropriate protection and maintenance of student and educator licensing data. See [Utah Code R277-487](#) for details.

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18. Am I required to pass a PLT Praxis test for upgrade to the Level 2 License?

It depends. Some areas of concentration such as SLP, SLT, School Counselor, etc., do not require an educator to pass a PLT Praxis test for upgrade. Please review the [E.Y.E. Brochure](#) for details. Any educator who also has a license in Secondary, Elementary, etc., they are then required to pass the PLT Praxis test for upgrade.

There are also a couple of situations where the PLT test may be waived as part of the upgrade requirements by an employing LEA. For example, an educator who earned a Utah Educator License **AND** has years of licensed experience in Utah prior to 2003. Another example is an educator who was awarded a Utah Educator License through the out-of-state (OOS) process and has three or more years of verified licensed teaching experience outside of Utah that is posted in CACTUS.

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