

APT Post-Hire Instructions

If you are hired by a Utah local education agency (LEA) in a teaching position, the LEA is required to provide you with a teacher leader as your mentor, prepare a mentoring plan, and prepare you to meet the [Utah Effective Teaching Standards](#). What this process requires will vary by LEA.

The LEA will also work with you to help you complete the [Entry Years Enhancements \(E.Y.E.\)](#) requirements that are required for all Level 1 teachers during the first three years of experience in Utah schools.

The Level 1 – APT license holder must complete three years of full-time teaching or four years of at least 0.4 Full Time Employment (FTE) of teaching under the supervision of the teacher leader mentor, any additional requirements of the recommending LEA, and receive the recommendation of the LEA administrator.

The procedures for submitting the upgrade are done manually using the [APT Upgrade Application](#), including a brief summary of the mentoring plan. The letter from the LEA Administrator (typically a principal) must be on school letterhead and should include statements regarding the individual's skills and knowledge as a teacher. The letter must specifically state that the individual is being recommended for a Level 2 Utah Educator License. All paperwork is submitted as one packet to the Utah State Board of Education (USBE) for processing.