

APPEL Program Schedule Guidance

A basic timeline outlining *Alternate Pathway to Professional Educator License* program requirements described in USBE Board Rules R277-301, 303, and 304.

Definitions:

Program Director- the person responsible for managing the APPEL program

Candidate - a person with an Associate Educator License hired by the LEA who will be completing the APPEL program for a Utah Professional Educator License.

Pre-Program Approval Schedule	Action
Pre-application development	APPEL Application Bootcamp **OPTIONAL** Instruction on application process. Model Program Framework explanation. University Partnership options.
Application submitted	LEA submits the APPEL application to USBE.
3-6 weeks from submission of APPEL application	USBE determines approval or denial of APPEL application; initial denial consists of application feedback and the LEA can submit a revised APPEL application for approval.

Post-Program Approval Schedule	Action
Upon APPEL program approval	USBE is available to work with the Program Director to ensure designated LEA-program personnel are trained and prepared and the program is ready to accept Candidates.
After LEA trains APPEL personnel	The LEA will ensure mentoring and support systems are in place for the Candidate's clinical experiences including preparing Candidates for the pedagogical performance assessment.
Within 30 days from Candidate beginning work in the classroom	Program Director sets up a formal discussion and observation process with the Candidate in outlining the Professional License Plan and setting up mentor support within the clinical experience.

Within 60 days from Candidate beginning work in the classroom	The Professional License Plan is created, reviewed, and signed off by Candidate and Program Director and other appropriate personnel.
Continuous through APPEL program	Each Candidate is supported, mentored, observed and evaluated by appropriate APPEL leadership members including administration, mentor teacher, Program Director, etc. The Candidate demonstrates progress in meeting competency requirements.
Approximately six months prior to the Candidate completing program.	Candidate will complete preparation for the Pedagogical Performance Assessment and begin fulfilling the assessment as outlined by the assessment provider.
January 31st annually	If the Superintendent requires a program to submit a report, USBE will provide guidelines for the APPEL program annual report.
July 1st annually	If required, the LEA will submit the APPEL program annual report as outlined by USBE.
Upon completion of all licensure requirements by Candidate	All appropriate APPEL personnel sign off on recommendation of the Candidate for professional licensure; the Program Director submits recommendation to USBE, and any subsequently requested documentation related to the recommendation to USBE.