How To Check if Your Background, Ethics Review and Degree Has Posted in CACTUS

1. Visit <u>www.my.uen.org</u>, and log into your my.UEN account

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	If you have previously registered with my uen do NOT creat account. Your previous login will work.	ate a new	
Don't have a my.uen account?	D Forgot Login?		
Create Account			
Privacy Policy			

2. On the my.UEN main page, click the link to CACTUS (Utah Licensing) under USBE Tools.

Jane Doe jane.doe@gmail.com CACTUS ID: 122345		a Edit	Name and Login 🕡 Help 🚪 Sign Out
UEN has retired the my.uen Tead	cher Website Builder I of my.uen was retired. Many my.uen features will remain available. Access to premit	um services will continue to be through this page.	×
Services / Tools UEN Tools Ealit Name and Login Services Ubscriptions Services Ubscriptions Plant Creation Rubric Creation	USBE Tools CACTUS (Utah Licensing) MIDAS Suicide Prevention Training UEN Courses Canvas Course Login WEN Course Registration	UEN Premium Services eMedia Utah's Online Library Digital Science Online Clencias en Espanol	
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Once your information has been retrieved, click the button to Enter CACTUS.

Your information has been retrieved.

Enter Cactus

3. Click the "**Application Status**" tab and look for an 'Action' entry on the list that says, "Cleared Background (Email Sent)".

CACTUS Comprensive Administration of Credentials for Teachers in Utah Schools				
Personal Application Credential Information	Degrees Assignments Profession Developm	nal Authorizations SAEP Tests		
Jane Doe CACTUS ID: 122345 Application Status				
Date	Туре	Action		
05/29/2021	Renewal Documents	Online Renewal (UI)		
05/29/2021	Transcript	Posted Degree		
05/26/2021	Background	Rapback Renewed		
10/08/2020	Ethics	Passed Online Ethics Test (UI)		
03/20/2020	Address Change	Online Contact Information Update		
03/20/2020	Address Change	Online Contact Information Update		
02/23/2017	Transcript	Received Document in the Mail		
02/23/2017	License	Printed		
02/23/2017	USU recommendation	Received Document in the Mail		
05/17/2016	Renewal Documents	Online Renewal (LII)		
05/17/2016	Email Background Results	Cleared Background (Email Sent)		
03/13/2016	Eulics	Passed Online Ethics Test (01)		
05/13/2016	Live Scan Background	Online Fingerprint Request (UI)		
05/31/2015	Address Change			

PLEASE NOTE: If your background check was initiated and cleared on or *after* July 1, 2015, your background information is in our continuous 'rap-back' system and you DO NOT need to initiate another background check. If your background check was initiated or cleared *before* July 1, 2015, you will need to initiate another background check and get fingerprinted again before USBE can grant or renew a license. In this example, the background check was initiated (see 05/13/2016 Live Scan Background) and cleared after July 1, 2015, so this educator does NOT need to initiate another background check before USBE can renew or grant them a license.

4. Click the "Degrees" tab to view posted degrees in your CACTUS account.

Information	Applicat	on Credential Information	egrees Assignments H	Professional Authorizations	SAEP	Tests
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ACTUS ID: 12	2345					
egrees						
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	etails to v	Degree Summary a		lastitution	State	Varifias
		Other - See Transcript	Doctor of Philosophy	Brigham Young University	UT	Yes
/iew Details	2020				1	
/iew Details	2020 2015	Other - See Transcript	Master of Education	Utah State University	UT	Yes
liew Details	2020 2015 2005	Other - See Transcript Music (K-12)	Master of Education Bachelor of Music	Utah State University Utah State University	UT UT	Yes Yes

Individuals need to have a **bachelor's degree or higher** from a regionally accredited institution posted in their CACTUS account before USBE can award a professional educator license. To have a degree posted in your CACTUS account, fill out and follow the directions on this <u>form</u>.

5. To view the date you completed your most recent Ethics Review Exam, click on the "**Tests**" tab. In the top left corner, under your name and CACTUS ID, you will see the date of your "Most recent Ethics Test".

CACTUS Comprehensive Administration of Credentials for Teachers in Utah School				
Personal Application Credential Information Status Information	Degrees Assignments Profession Developme	al Authorizations SAEP Tests		
Jane Doe CACTUS ID: 122345 Most recent Ethics Test date: 10/08/2020				
Test Type	Date Taken	Passed		
0524 Principles of Learning & Teaching (7-12)	04/28/2007	Yes		
5411 Educational Leadership: Admin. & Super CBT	02/14/2015	Yes		
LOG-OUT				
Please note: Contact your district's human resources department if any of the information is incorrect. If you are not currently employed with a Utah school, contact the Utah State Board of Education. CACTUS records do not include license renewal points.				

All educators need to complete the online Educator Ethics Review within a year of renewing or receiving a new license (i.e. LEA-Specific, Associate, or Professional). In this example, if this educator intends to renew their license or apply for a license before October 8, 2021, they will not need to complete the Educator Ethics Exam again because they have completed it within the last year. If they will be renewing or applying for a license after Oct. 8, 2021, they will need to complete the Educator Ethics Exam again. To complete the Educator Ethics Review test, visit our webpage at Educator Licensing Online, click on 'Educator Ethics Review' and complete the training.