

STEP-BY-STEP GUIDE TO EDUCATOR LICENSE RENEWALS

Note: Licenses may be renewed from an expired status using the process listed below.

Step 1 - Determine your Educator License Level

- Login to [USIMS](#). If this is the first time logging in, you will need to complete all checklist items to establish your educator record.
- Select "License Info"
- View "License Level"

USIMS

Home

▼ License Info

Name: Sam

Cactus ID:

License Level: Professional

License Expiration Date: 6/30/2022

Step 2 - Make sure you have a cleared background check

- Check status in [USIMS](#).
- USBE fingerprinting for a background check is only required if indicated in your [USIMS Checklist](#). If your USIMS record shows the status "CLEARED" for "Criminal Background Review" you are not required to submit fingerprints.

☒ COMPLETED
10/2/2024

Criminal Background Review Fingerprint

☒ CLEARED
7/31/2015

Criminal Background Review

Step 3 - Select the appropriate Educator License Renewal or Extension Form

License Level	Renewal or Extension Form
Professional	Professional Educator License Renewal Form NOTE: If you have worked in a licensed position in a professional education entity, including a Utah public school district or charter school, for <i>each of the previous five (5) school years</i> , the form may not be required. Use the Do I need to complete the license renewal form? tool to determine if a form is required. No Form Required? If you are not required to complete the form, <i>you will still be required to record 100 hours</i> in total renewal hours completed in USIMS.
Associate	An Associate Educator License (AEL) extension for up to two (2) years is available for elementary and secondary teachers, school leaders, and some special educators or related service providers. Associate Educator License Extension Form
LEA-Specific	Local Education Agency (LEA) Specific Educator License Renewal Form

Step 4 - Complete required trainings

License Level	Required Trainings
Professional	• Educator Ethics Review - Complete in USIMS • USBE Student Data Privacy Course is no longer required.
Associate	• There are no training requirements for an AEL extension.
LEA-Specific	• Educator Ethics Review - Complete in USIMS • USBE Student Data Privacy Course is no longer required.

Step 5 - Complete the form and get it signed by the authorized representative as defined on the form

If you have worked in a licensed position in a Utah public school district or charter school for *each of the previous five (5) school years*, the form is not required.

Step 6 - Complete the Online Renewal/Extension

License Level Renewal	Online Procedure
Professional Renewal	• Complete Renewal in USIMS Checklist. For a detailed guide of how to complete the online renewal, please see USIMS Professional Educator License Renewal Process.
Associate Extension	• Submit form in Associate Extension in SM Apply
LEA-Specific	• Work with your Human Resources Department to complete this process. • Requests not available in CACTUS until after July 1

Step 7 - Verify your License is Renewed

Sign out of [USIMS](#) and log back in. Click on "License Info/Print License" to see your license information. **Verify** that your license has been renewed; the new expiration date will be 6/30/2031.

[Home](#)

• [License Info/Print License](#)

Step 8 - Maintain any records for 12 months for monitoring purposes



Utah State
Board of
Education

Educator
Licensing