

Educator Licensing Newsletter



Podcast Version

You can now LISTEN or WATCH the newsletter instead of reading it! [Click here to listen/watch](#) the 10/7/2025 Educator Licensing Newsletter Podcast (created by NotebookLM).

Sign up for Newsletter Listserv

If you would like to receive future Licensing Newsletters, please subscribe to the [Licensing News Listserv](#) through UEN.

Change to APPEL Website URL

The Educator Preparation team created a new website and moved the [APPEL Programs page](#) from Licensing to the new [Educator Preparation website](#). Please adjust your records accordingly.

USIMS Errors & Workarounds

Any individual who encounters any error or issue with USIMS should contact USIMShelp@schools.utah.gov

Licensing Coaching

Book a licensing coaching session: [Book time with Malia Hite](#)

If you have any specific feedback for the Educator Licensing team to consider, please contact [Malia Hite](#).

(801) 538-7740

[Educator Licensing Website](#)



Utah State
Board of
Education

Educator
Licensing



learning experience with final, extensive real-world testing for a smooth transition. Please [register for the USIMS Webinar](#). **CACTUS will remain online and available to LEA users until mid-November.**

CACTUS Sunset Delayed

The CACTUS RDS will remain online and **available until November 15, 2025**. USIMS will be available starting mid-November for educator assignments and licensure information.

NEW DATE for USIMS Training

To ensure the best possible training, we are rescheduling the USIMS Training for **Wednesday, November 12, 2025 at 1pm**. We appreciate flexibility as we work to ensure an effective

USIMS Webinar:

Introduction to First Release for LEAS

Date: November 12, 2025

Time: 1:00 PM

SHiNE

Salary Supplement for Highly Needed Educators (SHiNE) program. Please see the new [SHiNE webpage](#) for additional information.

- **Report high-needs areas:** Submit the [spreadsheet](#) to licensing@schools.utah.gov. **Due ASAP.**
- **Record teachers in CACTUS:** Post each educator who will receive the SHiNE supplement with the amount. **Due October 13, 2025. Fifty-six (56) LEAs have not yet submitted this data.**
- **Want to check your work?** If you would like a report of all entered SHiNE educators with the supplement amount, please email tlldata@schools.utah.gov to get a copy of the report.

Licensing Rule Updates

In recent months, the Board has amended R277-301 Educator Licensing. We are working to implement [these changes](#) that reduce barriers and increase flexibility. Last week, the Board approved [R277-305 Draft 1 October 2025](#) with minimal amendments. The earliest this would go into effect is November 15th. Any feedback should be directed to [Malia Hite](#).

LEA-Specific Reminders & Educator Salary Adjustment (ESA)

Nearly a third of LEAs did not submit any requests for LEA-S licenses. **Over 300 educators do not have a valid license.** We want to strongly remind you that all educators must be properly licensed in Utah. We have **100 pending requests for LEA-S licenses** that are waiting for educators to complete ethics and/or background check, so we can award the license. Please check if all of your educators have completed background check/ethics. Educators without a valid license will not qualify for the Educator Salary Adjustment (ESA) of \$10,350.

Office Hours with Licensing

The licensing team is offering "Office hours" starting on Friday, September 26th from 12pm-2pm. As a reminder, this is not a meeting with the licensing team. You can just hop into the meeting with your questions at any time between 12pm-2pm on Friday. For more questions, please contact [Jane Conway](#).

PRAXIS Free After Three!

Praxis Free After Three initiative was launched on October 1, 2025.

[Frequently Asked Questions](#) and [Free After 3 General Flyer](#) will be published to the [FREE AFTER THREE website](#) later this month. For more information, please contact Dr. Monica A. Beane at mbeane@ets.org.