

1 **R277. Education, Administration.**

2 ~~**[R277-502. Educator Licensing and Data Retention.**~~

3 ~~**R277-502-1. Authority and Purpose.**~~

4 ~~——(1) This rule is authorized by:~~

5 ~~——(a) Utah Constitution Article X, Section 3, which vests general control and~~  
6 ~~supervision over public education in the Board;~~

7 ~~——(b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the~~  
8 ~~Board's duties and responsibilities under the Utah Constitution and state law; and~~

9 ~~——(c) Section 53E-6-201, which gives the Board power to issue licenses.~~

10 ~~——(2) This rule specifies the types of license levels and license areas of concentration~~  
11 ~~available and procedures for obtaining a license, required for employment as a licensed~~  
12 ~~educator in the public schools of Utah.~~

13 ~~——(3) This rule also provides a process and criteria for educators whose licenses have~~  
14 ~~lapsed to return to the teaching profession.~~

15

16 ~~**R277-502-2. Definitions.**~~

17 ~~——(1) "Accredited school" means a public or private school that:~~

18 ~~——(a) meets standards essential for the operation of a quality school program; and~~

19 ~~——(b) has received formal approval through a regional accrediting association.~~

20 ~~——(2) "Comprehensive Administration of Credentials for Teachers in Utah Schools" or~~  
21 ~~"CACTUS" means the electronic file maintained on all licensed Utah educators including~~

22 ~~information such as:~~

23 ~~—— (a) personal directory information;~~

24 ~~—— (b) educational background;~~

25 ~~—— (c) endorsements;~~

26 ~~—— (d) employment history; and~~

27 ~~—— (e) a record of disciplinary action taken against the educator.~~

28 ~~—— (3) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the~~  
29 ~~Blind:~~

30 ~~—— (4) "Letter of Authorization" means a designation given to an individual employed by~~  
31 ~~an LEA for one year authorizing the individual to teach in a public school, such as:~~

32 ~~—— (a) an out-of-state candidate; or~~

33 ~~—— (b) an individual pursuing an alternative license, who has not completed the~~  
34 ~~requirements for a Level 1, 2, or 3 license; or~~

35 ~~—— (c) an individual who has not completed necessary endorsement requirements.~~

36 ~~—— (5)(a) "License areas of concentration" means designations to licenses obtained by~~  
37 ~~completing a Board-approved educator preparation program or an alternative preparation~~  
38 ~~program in a specific area of educational studies to include the following:~~

39 ~~—— (i) Early Childhood (k-3);~~

40 ~~—— (ii) Elementary (k-6);~~

41 ~~—— (iii) Elementary (1-8);~~

42 ~~—— (iv) Middle (5-9), only for licenses issued before 1988;~~

- 43 ~~—— (v) Secondary (6-12);~~
- 44 ~~—— (vi) Administrative/Supervisory (k-12);~~
- 45 ~~—— (vii) Career and Technical Education;~~
- 46 ~~—— (viii) School Counselor;~~
- 47 ~~—— (ix) School Psychologist;~~
- 48 ~~—— (x) School Social Worker;~~
- 49 ~~—— (xi) Special Education (k-12);~~
- 50 ~~—— (xii) Deaf Education~~
- 51 ~~—— (xiii) Preschool Special Education (Birth-Age 5);~~
- 52 ~~—— (xiv) Communication Disorders;~~
- 53 ~~—— (xv) Speech-Language Pathologist; and~~
- 54 ~~—— (xvi) Speech-Language Technician.~~
- 55 ~~—— (b) License areas of concentration may also bear endorsements relating to subjects~~
- 56 ~~or specific assignments.~~
- 57 ~~—— (6)(a) "License endorsement" or "endorsement" means a specialty field or area~~
- 58 ~~earned through completing required course work established by the Superintendent or~~
- 59 ~~through demonstrated competency approved by the Superintendent.~~
- 60 ~~—— (b) An endorsement shall be listed on a professional educator license indicating the~~
- 61 ~~specific qualifications of the holder.~~
- 62 ~~—— (7) "Licensing Jurisdiction" means the designated educator licensing authority in any~~
- 63 ~~foreign country or state of the United States of America and the Department of Defense~~

64 Education Activity (DoDEA):

65 ~~—— (8) "Professional learning plan" means a plan developed by an educator in~~  
66 ~~collaboration with the educator's supervisor, consistent with R277-500, which details~~  
67 ~~appropriate professional learning activities for the purpose of renewing the educator's~~  
68 ~~license.~~

69 ~~—— (9) "Renewal" means reissuing or extending the length of a license consistent with~~  
70 ~~R277-500.~~

71 ~~—— (10) "State Approved Endorsement Program" or "SAEP" means a plan developed~~  
72 ~~between the Superintendent and a licensed educator to direct the completion of~~  
73 ~~endorsement requirements by the educator consistent with Section R277-520-11.~~

74

75 **~~R277-502-3. Program Approval and Requirements.~~**

76 ~~—— (1) The Superintendent shall accept educator license recommendations from~~  
77 ~~educator preparation programs that have applied for Board approval and have met the~~  
78 ~~requirements described in this Rule R277-502 and the Standards for Program Approval~~  
79 ~~established in:~~

80 ~~—— (a) Rule R277-504;~~

81 ~~—— (b) Rule R277-505; or~~

82 ~~—— (c) Rule R277-506.~~

83 ~~—— (2) The Superintendent may establish deadlines and uniform forms and procedures~~  
84 ~~for all aspects of program approval.~~

85 ~~——(3) To be approved for license recommendation an educator preparation program~~  
86 ~~shall:~~

87 ~~——(a) have a physical location in Utah where students attend classes or if the program~~  
88 ~~provides only online instruction:~~

89 ~~——(i) have the program's primary headquarters located in Utah; and~~  
90 ~~——(ii) be licensed to do business in Utah through the Utah Department of Commerce;~~

91 ~~——(b) include requirements designed to ensure that the educator meets the Utah~~  
92 ~~Effective Educator Standards established in R277-530;~~

93 ~~——(c) include requirements, if the program offers content endorsement preparation,~~  
94 ~~that are, at minimum, equivalent to the competency requirements for the endorsement as~~  
95 ~~established by the Superintendent;~~

96 ~~——(d) establish entry requirements, approved by the Superintendent, that are designed~~  
97 ~~to ensure that only high-quality individuals enter the licensure program, which include~~  
98 ~~measures of:~~

99 ~~——(i) previous academic success;~~  
100 ~~——(ii) disposition for employment in an educational setting; and~~  
101 ~~——(iii) basic skills in reading, writing, and mathematics; and~~

102 ~~——(e) include a student teaching or intern experience that meets the requirements~~  
103 ~~detailed in Rules R277-504, R277-505, and R277-506.~~

104 ~~——(4) The Superintendent shall work with Board-approved educator preparation~~  
105 ~~programs, LEAs, and other stakeholders to establish standards for pedagogical~~

106 ~~performance assessments that will be required under Rule R277-301 no later than January~~  
107 ~~1, 2019.~~

108 ~~——(5) The Superintendent shall lead the approval review for any Board-approved~~  
109 ~~educator preparation program seeking to maintain or receive program approval.~~

110 ~~——(6) The Superintendent shall be responsible for:~~

111 ~~——(a) observing and monitoring the approval review process;~~

112 ~~——(b) reviewing subject specific programs to determine if the program meets state~~  
113 ~~standards for licensure in specific areas;~~

114 ~~——(c) reviewing program procedures to ensure that Board requirements for licensure~~  
115 ~~are followed; and~~

116 ~~——(d) reviewing licensure candidate files to determine if the program followed Board~~  
117 ~~requirements for licensure.~~

118 ~~——(7) After completion of the approval review site visit, a Board-approved educator~~  
119 ~~preparation program, working with the Superintendent, shall prepare and submit a program~~  
120 ~~approval request for consideration by the Board that includes:~~

121 ~~——(a) a program summary;~~

122 ~~——(b) approval review findings;~~

123 ~~——(c) program areas of distinction;~~

124 ~~——(d) program enrollment; and~~

125 ~~——(e) program goals and direction.~~

126 ~~——(8) If the program approval request is approved by the Board, the program shall be~~

127 ~~considered Board-approved until the next scheduled approval review visit.~~

128 ~~——(9)(a) Notwithstanding Subsection 8, the Superintendent may place a program on~~  
129 ~~probation for:~~

130 ~~——(i) failure to meet program requirements detailed in applicable Board rules; and~~

131 ~~——(ii) submission of inadequate or incomplete information in a report required under~~  
132 ~~this R277-502.~~

133 ~~——(b) The Board may revoke its approval of a probationary program that fails to meet~~  
134 ~~probationary requirements with at least one year's notice.~~

135 ~~——(10) If a new educator preparation program seeks Board approval or a previously~~  
136 ~~Board-approved educator preparation program seeks approval for additional license area~~  
137 ~~preparation and endorsements, the program shall submit an application to the~~  
138 ~~Superintendent including:~~

139 ~~——(a) information detailing the exact license areas of concentration and endorsements~~  
140 ~~that the program intends to award;~~

141 ~~——(b) detailed requirement information, including required course lists, course~~  
142 ~~descriptions, and course syllabi for all courses that will be required as part of a program;~~

143 ~~——(c) detailed information showing how the program will ensure that the educator~~  
144 ~~satisfies all standards in the Utah Effective Educator Standards established in Rule R277-~~  
145 ~~530 and Professional Educator Standards established in Rule R277-217;~~

146 ~~——(d) information about program timelines and anticipated enrollment.~~

147 ~~——(11) The Board shall approve or deny applications for new educator preparation~~

148 programs.

149 ~~——(12)(a) The Superintendent shall review and approve or deny applications from~~  
150 ~~previously Board-approved educator preparation programs desiring Board approval for~~  
151 ~~additional license areas and endorsements.~~

152 ~~——(b) The Superintendent may grant preliminary approval pending Utah State Board of~~  
153 ~~Regents approval of a new program if the program is within a public institution.~~

154 ~~——(13) An educator preparation program seeking Board approval may apply to the~~  
155 ~~Board for probationary approval for a maximum of three years contingent on the completion~~  
156 ~~of the approval process.~~

157 ~~——(14) A Board-approved educator preparation program shall submit an annual report~~  
158 ~~to the Superintendent by July 1 of each year, which shall include the following:~~

159 ~~——(a) student enrollment counts designated by anticipated license area of~~  
160 ~~concentration and endorsement and disaggregated by gender and ethnicity;~~

161 ~~——(b) information explaining any significant changes to program requirements or~~  
162 ~~content;~~

163 ~~——(c) the program's response to areas of concern or areas of focus identified by the~~  
164 ~~Superintendent; and~~

165 ~~——(d) information regarding any program-determined areas of concern or areas of~~  
166 ~~focus and the program's planned response.~~

167 ~~——(15) The Superintendent shall provide reporting criteria to Board-approved educator~~  
168 ~~preparation programs regarding the annual report and designated areas of concern or focus~~

169 ~~by January 31 annually.~~

170 ~~——(16) An individual that completes a Board-approved educator preparation program~~  
171 ~~may be recommended for licensure within five years of program completion if the individual~~  
172 ~~meets current licensing requirements.~~

173 ~~——(17)(a) If five years have passed since an individual completed a Board-approved~~  
174 ~~preparation program, the individual may be recommended for licensure following review by~~  
175 ~~the individual program.~~

176 ~~——(b) The preparation program officials shall determine whether any content or~~  
177 ~~pedagogy requirement previously met meets current program standards and if additional~~  
178 ~~requirements are necessary to recommend licensure.~~

179 ~~——(c) The individual shall complete all requirements established by program officials~~  
180 ~~before receiving a license recommendation from the program.~~

181

182 **~~R277-502-4. License Levels, Procedures, and Periods of Validity.~~**

183 ~~——(1)(a) The Superintendent shall recommend an individual to the Board for a Level 1~~  
184 ~~license if the individual:~~

185 ~~——(i) is recommended by a Board-approved educator preparation program or~~  
186 ~~approved alternative preparation program; or~~

187 ~~——(ii) possesses a valid professional educator license from another state.~~

188 ~~——(b) An LEA and Board-approved educator preparation program shall cooperate in~~  
189 ~~preparing candidates for a Level 1 license and may use joint resources to assist candidates~~

190 in preparation for licensing.

191 ~~—— (c) A Board-approved educator preparation program may only issue a~~  
192 ~~recommendation if the individual has satisfactorily completed the programs of study~~  
193 ~~required for the preparation of educators and has met licensing standards in the license~~  
194 ~~areas of concentration for which the individual is recommended.~~

195 ~~—— (2) A Level 1 license is valid for three years unless suspended or revoked for cause~~  
196 ~~by the Board.~~

197 ~~—— (3) A license applicant who has received or completed license preparation activities~~  
198 ~~or coursework inconsistent with this rule may present compelling information and~~  
199 ~~documentation for review and approval by the Superintendent to satisfy the licensing~~  
200 ~~requirements.~~

201 ~~—— (4) If an educator has taught for three years in a K-12 public education system in~~  
202 ~~Utah, the Superintendent may only recommend renewal of a Level 1 license if:~~

203 ~~—— (a) the employing LEA has requested a one year extension consistent with Section~~  
204 ~~R277-522-4; or~~

205 ~~—— (b) the individual has continuous experience as a speech language pathologist in a~~  
206 ~~clinical setting.~~

207 ~~—— (5) The Superintendent shall recommend a Level 1 licensee to the Board for a Level~~  
208 ~~2 license upon:~~

209 ~~—— (a) satisfaction of all Board requirements for the Level 2 license; and~~

210 ~~—— (b) the recommendation of the employing LEA.~~

211 ~~——(6) An LEA shall make a recommendation under Subsection (5)(b), prior to the~~  
212 ~~expiration of the educator's Level 1 license and following:~~

213 ~~——(a) the completion of three years of successful, professional growth and educator~~  
214 ~~experience;~~

215 ~~——(b) satisfaction of all requirements of Rule R277-522; and~~

216 ~~——(c) any additional requirements imposed by the employing LEA.~~

217 ~~——(7) A Level 2 license shall be valid for five years unless suspended or revoked for~~  
218 ~~cause by the Board.~~

219 ~~——(8) A Level 2 license may be renewed for successive five year periods consistent~~  
220 ~~with Rule R277-500.~~

221 ~~——(9) The Superintendent shall recommend a Level 2 licensee to the Board for a Level~~  
222 ~~3 license who:~~

223 ~~——(a) has current National Board Certification;~~

224 ~~——(b) has a doctorate in education or in a field related to a content area in a unit of the~~  
225 ~~public education system or an accredited private school; or~~

226 ~~——(c) holds a Speech-Language Pathology area of concentration and has a current~~  
227 ~~American Speech-Language Hearing Association certification.~~

228 ~~——(10) A Level 3 license is valid for seven years unless suspended or revoked for~~  
229 ~~cause by the Board.~~

230 ~~——(11) A Level 3 license may be renewed for successive seven year periods~~  
231 ~~consistent with Rule R277-500.~~

232 ~~——(12) The Superintendent may establish deadlines and uniform forms and~~  
233 ~~procedures for all aspects of licensing.~~

234 ~~——(13)(a) All licenses expire on June 30 of the year of expiration and may be renewed~~  
235 ~~any time after January of the same year.~~

236 ~~——(b) Responsibility for license renewal rests solely with the licensee.~~

237  
238 ~~**R277-502-5. Professional Educator License Areas of Concentration, and**~~  
239 ~~**Endorsements and Under-Qualified Employees.**~~

240 ~~——(1) Unless excepted under rules of the Board, to be employed in a public school~~  
241 ~~in a capacity covered by a license area of concentration set forth in Subsection R277-~~  
242 ~~502-2(6)(a), a person shall hold a valid license issued by the Board in the respective~~  
243 ~~license area of concentration.~~

244 ~~——(2) An educator who is licensed and holds the appropriate license area of~~  
245 ~~concentration but who is working out of the educator's endorsement area, shall:~~

246 ~~——(a) submit an SAEP to complete the requirements of an endorsement to the~~  
247 ~~Superintendent; or~~

248 ~~——(b) request, along with the educator's employing LEA, a letter of authorization~~  
249 ~~from the Board if the educator has not completed requirements for an area of~~  
250 ~~concentration or endorsement.~~

251 ~~——(3)(a) A letter of authorization issued under Subsection (2)(b) is valid for one~~  
252 ~~year.~~

253 ~~——(b) An educator may receive no more than three Letters of Authorization~~  
254 ~~throughout the educator's employment in Utah schools.~~

255 ~~——(c) The Superintendent may recommend an exception to the limitation in~~  
256 ~~Subsection (3)(b) on a case by case basis following specific approval of the request by~~  
257 ~~the educator's employing LEA governing board.~~

258 ~~—— (d) A letters of authorization approved prior to the 2000-2001 school year shall~~  
259 ~~not be counted towards the limit in Subsection (3)(b).~~

260 ~~—— (e) If an educator’s letter of authorization expires before the individual is~~  
261 ~~approved for licensing, the educator falls into under-qualified status.~~

262 ~~—— (4)(a) A licensed educator may receive an endorsement to indicate qualification~~  
263 ~~in a subject or content area.~~

264 ~~—— (b) An endorsement described in Subsection (4)(a) is not valid for employment~~  
265 ~~purposes without a current license and license area of concentration.~~

266 ~~—— (5)(a) The Superintendent shall designate a list of content area endorsements,~~  
267 ~~which qualify as a STEM education endorsement, in accordance with Subsection 53E-6-~~  
268 ~~903(2)(a).~~

269 ~~—— (b) An LEA may consider a STEM endorsement as part of the LEA’s salary~~  
270 ~~schedule in accordance with Subsection 53E-6-903(3)(b).~~

271 ~~—— (c) The Superintendent shall determine the courses and experiences necessary~~  
272 ~~for a STEM endorsement.~~

273 ~~—— (d) The Superintendent shall determine which content area endorsements~~  
274 ~~qualify as STEM endorsements.~~

275 ~~—— (6) The Superintendent shall develop a process to provide incentives for an~~  
276 ~~educator to take courses leading to a STEM education endorsement in accordance with~~  
277 ~~Subsection 53E-6-903(2)(b), which shall include:~~

278 ~~—— (a) an application; and~~

279 ~~—— (b) an appeals process for an educator whose application is denied.~~

280 ~~—— (7) The Superintendent may not award an incentive to an educator for a course~~  
281 ~~that does not carry higher education credit.~~

282

283 **~~R277-502-6. Returning Educator Relicensure.~~**

284 ~~———(1) A previously licensed educator with an expired license may renew an expired~~  
285 ~~license upon satisfaction of the following:~~

286 ~~———(a) Completion of a criminal background check including review of any criminal~~  
287 ~~offenses and clearance in accordance with Rule R277-214;~~

288 ~~———(b) Employment by an LEA;~~

289 ~~———(c) Completion of a one-year professional learning plan developed jointly by the~~  
290 ~~educator's school principal or charter school director and the returning educator consistent~~  
291 ~~with R277-500 that also considers the following:~~

292 ~~———(i) previous successful public school teaching experience;~~

293 ~~———(ii) formal educational preparation;~~

294 ~~———(iii) period of time between last public teaching experience and the present;~~

295 ~~———(iv) school goals for student achievement within the employing school and the~~  
296 ~~educator's role in accomplishing those goals;~~

297 ~~———(v) returning educator's professional abilities, as determined by a formal discussion~~  
298 ~~and observation process completed within the first 30 days of employment; and~~

299 ~~———(vi) completion of additional necessary professional development for the educator.~~

300 ~~———(d) Filing of the professional learning plan within 30 days of hire;~~

301 ~~———(e) Successful completion of required Board-approved exams for licensure;~~

302 ~~———(f) Satisfactory experience as determined by the LEA with a trained mentor; and~~

303 ~~———(g) Submission to the Superintendent of the completed and signed Return to~~  
304 ~~Original License Level Application, available on the Board website prior to June 30 of the~~

305 ~~school year in which the educator seeks to return.~~

306 ~~———(2) A returning educator is eligible for renewal of an educator license following~~  
307 ~~completion of a professional learning plan notwithstanding the license renewal point~~  
308 ~~requirements of Section R277-500-3.~~

309 ~~———(3)(a) A returning educator who previously held a Level 2 or Level 3 license under~~  
310 ~~this rule shall receive a Level 1 license during the first year of employment following renewal~~  
311 ~~of an expired license.~~

312 ~~———(b) Upon completion of the requirements listed in Subsection (1) and a satisfactory~~  
313 ~~LEA evaluation, the employing LEA may recommend the educator's return to Level 2 or~~  
314 ~~Level 3 licensure.~~

315 ~~———(4) A returning educator who taught less than three consecutive years in a public or~~  
316 ~~accredited private school shall complete the requirements of Rule R277-522 before being~~  
317 ~~recommended by an LEA to move from a Level 1 to Level 2 license.~~

318

319 ~~**R277-502-7. Professional Educator Licenses Issued by Licensing Jurisdictions**~~

320 ~~**Outside of Utah.**~~

321 ~~———(1) The Superintendent shall review applications for a Utah educator license for~~  
322 ~~individuals holding educator licenses issued by licensing jurisdictions outside of Utah to~~  
323 ~~determine if the applicant has met the requirements for a Utah license under this rule and~~  
324 ~~Rule R277-503.~~

325 ~~———(2) The Superintendent shall accept scores from an applicant that meet the Utah~~

326 ~~standard for passing on assessments from licensing jurisdictions outside of Utah that utilize~~  
327 ~~the same assessment as Utah as meeting the assessment requirements of Rule R277-503.~~

328 ~~——(3) The Superintendent shall accept scores from an applicant on reasonably~~  
329 ~~equivalent content knowledge or pedagogical assessments utilized by licensing jurisdictions~~  
330 ~~outside of Utah that meet the passing standard of that jurisdiction as meeting the~~  
331 ~~requirements of Rules R277-503 and R277-522.~~

332 ~~——(4) The Superintendent shall accept demonstrations of content knowledge and~~  
333 ~~pedagogical competencies for specific license areas or endorsements from an applicant that~~  
334 ~~are utilized by licensing jurisdictions outside of Utah and reasonably equivalent to Utah~~  
335 ~~competencies.~~

336 ~~——(5) Individuals with 4 or more years of successful experience in a public or~~  
337 ~~accredited private school under a standard license issued by a licensing jurisdiction outside~~  
338 ~~of Utah shall be considered to have met both the content knowledge and pedagogical~~  
339 ~~assessment requirements for a Utah license under this rule, Rule R277-503, and Rule~~  
340 ~~R277-522.~~

341 ~~**KEY: professional competency, educator licensing**~~

342 ~~**Date of Enactment or Last Substantive Amendment: May 8, 2018**~~

343 ~~**Notice of Continuation: July 19, 2017**~~

344 ~~**Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-6-201; 53E-3-401]**~~

345