

Provo City School District
Policy Series 5000: Personnel



5050 P2

Licensure: Renewals and Upgrades

License Renewals

Level 1 License Renewal Steps

Level 1 license holders must earn at least 100 renewal points in order to renew their license. However, Level 1 licenses may only be renewed if the individual has less than three (3) years of experience in Utah public or accredited private schools. If the individual has this experience, they must upgrade to a Level 2 license by meeting the Entry Years Enhancement (E.Y.E.)* requirements. If you are unsure as to whether you can renew your Level 1 license, please call the USBE general licensing help number at (801) 538-7740. Additionally, Utah Code requires that licensed educators currently employed by a district or charter school must include at least two (2) hours of suicide prevention training as part of their license renewal activities. This training is required to be provided by your district; contact your principal or HR director for more information.

Level 2/3 License Renewal Steps

Level 2 and Level 3 license holders must earn at least 200 renewal points in order to renew their license. If you have any questions, please call the USBE general licensing help number at (801) 538-7740. Additionally, Utah Code requires that licensed educators currently employed by a district or charter school must include at least two (2) hours of suicide prevention training as part of their license renewal activities. This training is required to be provided by your district; contact your principal or HR director for more information.

All Utah Educator Licenses expire on June 30th of the appropriate year. If your license is currently valid and has not expired, then you will need to complete most of the steps between January 1st and June 30th of the year that your license expires. If your license has expired and you wish to renew your license, you may complete the steps at any time.

License Upgrades

Upgrade to Level 2

Educators holding a Level 1 license and who have 3 years of experience in a Utah public or accredited private school are required to complete the Entry Years Enhancement (E.Y.E.)* program and upgrade to a Level 2 license. If you are an active educator, please contact Provo City School District's Licensing Coordinator, for more information.

*E.Y.E. is a structured support program for Level 1 educators as they fulfill the requirements for a Level 2 professional license. E.Y.E. provides level 1 educators with school, district, and state support for a three-year period. All educators are required to

participate and all requirements must be completed within the first three years of service.

Upgrade to Level 3

To upgrade to a level 3 license, an educator must qualify for a Level 2 license and complete a doctorate in an education related field or hold National Board Certification or a current Certificate of Clinical Competence from the American Speech-Language-Hearing Association (ASHA). Submit an official transcript showing completion of the doctoral degree or a copy of the National Board Certificate or original evidence of Certificate of Clinical Competence with maintenance dates along with a letter requesting conversion to a level 3 License to:

Teaching and Learning - Licensing
Attn: Level 3 Upgrades
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200

Those with a National Board Certification or Certificate of Clinical Competence must retain an updated license. Please send re-verification of active certificates to USBE at the above address.

For more detailed information and forms go to: schools.utah.gov/cert/License-Renewals

For additional information you may contact:

Diana Dean – Provo City School District Licensing Coordinator
Phone: (801) 374-4823 |

USBE
Level 2 & 3 Erica Horsley
Phone: (801) 538-7741 |

Legal Reference

Synopsis

Utah Code 53G-9-704

Public Education System -- Local Administration, Chapter 9
Health and Welfare, Part 7 Suicide Prevention

Adopted:

April 25, 2016