



2026 Professional License Plan (PLP) Checklist

September 1, 2026

Assigned Mentor-Educator: _____

Bachelor's Degree Major:_____ Date conferred:_____

Endorsement(s): _____

Notes from progress meetings:

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Administrative UETS (Utah Effective Teaching Standards) Evaluations:

The candidate is to be evaluated two (2) times each year. Evaluations need to be accessible to Utah State Board of Education (USB) staff when the APPEL program is reviewed.

Year 1:

Date Evaluated:_____ Administrator's Name:_____

Date Evaluated:_____ Administrator's Name:_____

Year 2:

Date Evaluated:_____ Administrator's Name:_____

Date Evaluated:_____ Administrator's Name:_____

Year 3:

Date Evaluated:_____ Administrator's Name:_____

Date Evaluated:_____ Administrator's Name:_____

General Teacher Preparation Competencies

Provide details of how the candidate will demonstrate the following competencies. For a complete list of options approved by USB (e.g. courses, microcredentials, observation forms), see the [APPEL Model Program Template](#). Evidence of demonstrated competencies must be maintained in the candidates' file (e.g. transcripts, evaluation forms, etc.) and accessible to USB when the APPEL program is reviewed.

Learners and Learning

LL1 (D). Participate in meetings with student's parents/guardians (e.g., IEP, 504, behavior, attendance, parent teacher conferences) to help assess and plan needed student support

☐ USB Microcredential: _____

☐ USB approved observation form: _____

☐ Course approved by USB: _____

LL2 (A). Design learning that builds on the learner's background knowledge and supports students' needs.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

LL3 (A). Strengthen and support classroom norms that encourage positive teacher-student and student-student relationships.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

LL4 (A). Identify adaptations made to instruction to benefit learners of varied backgrounds.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

LL5 (D). Communicate clear expectations and procedures that include positive behavior interventions to promote student ownership of behavior.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

LL6 (A). Encourage student ownership of learning by applying real world connection and authentic learning experiences in the classroom.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

LL7 (D). Provide formative and timely feedback to guide students in self-assessment of learning.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

Instructional Clarity

IC1 (D). Demonstrate an understanding of Utah Core Standards.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

IC2 (A). Create learning intentions and success criteria that are aligned to Utah Core Standards.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

IC3 (D). Design learning experiences aligned to learning intentions and success criteria.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

IC4 (A). Plan learning progressions that build upon students' previous learning and support current learning intentions.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

IC5 (A). Provide opportunities for students to track, reflect on, and set goals for their learning.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☒ USBE approved observation form: _____

IC6 (D). Allow students multiple opportunities and means for demonstration of competency.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

IC7 (A). Design a variety of instructional strategies to engage students and promote active learning.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

Instructional Practice

IP1 (A). Include differentiated strategies aligned with lesson objectives to meet the unique needs of every student.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

IP2 (A). Provide appropriate strategies to promote and facilitate students' problem solving, critical thinking and discourse.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

IP3 (D). Analyze student assessment data, including both formative and summative assessments, to inform and adjust instruction,

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

IP4 (D). Employ a variety of assessments that allow all students to demonstrate learning.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

IP5 (D). Provide feedback to students and parents that supports learning and growth.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

IP6 (A). Provide relevant learning opportunities that are grounded in student interests, needs, and backgrounds.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

IP7 (D). Encourage students to think, engage and access content in creative ways.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

IP8 (A). Provide intentional tools and technology to design and implement activities that promote active student technology use.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

Classroom Climate

CC1 (D). Create a learning climate that is sensitive to multiple experiences and backgrounds, including trauma informed practices and restorative practices.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

CC2 (A). Promote a classroom environment in which students will respect and value each other.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

CC3 (A). Involve students in establishing clear guidelines for behavior.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

CC4 (A). Address physical and emotional safety concerns in a timely manner.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

CC5 (A). Participate in meetings with student's parents/guardians (e.g., IEP, 504, behavior, attendance, parent teacher conferences) to help assess and plan needed student support

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

CC6 (A). Strategically organize and structure the classroom environment for optimal student learning.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

CC7 (D). Model and maintain routines and procedures to encourage a predictable and functional classroom.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

CC8 (A). Encourage an environment where students feel safe to take risks, participate and engage.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

Professional Responsibility

PR1 (K). Understand equal opportunity as outlined in R277-328 by acknowledging that all students are capable of learning.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

PR2 (A). Comply with relevant school, district, and state laws, rules and policies governing the profession.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

PR3 (A). Demonstrate intellectual curiosity and values continuous growth by engaging in professional learning.

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

☐ Course approved by USBE: _____

PR4 (D). Engages in reflective practices that support professional, instructional, and schoolwide improvement.

☐ Course approved by USBE: _____

☐ USBE Microcredential: _____

☐ USBE approved observation form: _____

PR5 (D). Use effective communication with students, parents, families, and colleagues about student learning.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

PR6 (D). Exhibit professional and ethical conduct in accordance with school, district, and state policy.

- ☐ Course approved by USBE: _____
- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____

PR7 (D). Secure student data and respect confidentiality related to student data.

- ☐ USBE Microcredential: _____
- ☐ USBE approved observation form: _____
- ☐ Course approved by USBE: _____

Content Knowledge and Pedagogy

All Secondary and CTE teachers are required to be recommended for at least one (1) endorsement. To access all endorsement forms, please visit the [USBE Licensing & Endorsement website](#). Fill out the respective endorsement form(s) and attach a copy of the form(s) to this PLP.

Observations of Master Teachers

I verify the candidate was provided release time to observe master educators' classrooms and had opportunities to reflect on these observations with their mentor-teacher and/or evaluator. I have attached supporting documentation of the candidate's reflection of clinical observations.

Signature: _____ Date: _____

Educator Dispositions

Board rule R277-304 specifies a teacher preparation program shall provide evidence the program considered a candidate's dispositions and suitability for teaching prior to recommendation. Candidates' dispositions for teaching may be evaluated in tandem with formal evaluations or may be evaluated separately. Please attach any supporting documentation of how the candidate's dispositions were evaluated.

I verify the educator has successfully demonstrated the dispositions for teaching as defined by the preparation program.

Evaluator Signature: _____ Date: _____

Recommendation Signatures & Dates

Administrator: _____ Date: _____

Mentor-Educator: _____ Date: _____

Candidate: _____ Date: _____

Program Director: _____ Date: _____

Recommended for Professional Educator License (PEL) Date: _____

****Please submit all requests to: appel@schools.utah.gov***

For questions, please contact USBE Educator Prep Team via email:
appel@schools.utah.gov, or phone: (801) 538-7751.