

Alternate Pathway to Professional Educator License (APPEL) Program Application Guidance

1) Definition of Terms and Related Board Rules:

Terms:

- APPEL Program** - an LEA approved to be an Alternate Pathway to Professional License program
APPEL Program Director- the person responsible for managing the LEA's APPEL program
Associate Educator License - a temporary, non-transferable license valid for two years with a one-year possible extension when requested by the APPEL program
APPEL Candidate - a person with an Associate license hired by the LEA who will be completing the APPEL program for a Utah Professional Educator License
Professional License Plan (PLP) - personalized plan for an Associate license holder to meet all Professional licensure requirements
Pedagogical Performance Assessment - authentic assessment of Candidate's performance in a classroom setting, including educator decision-making and its impact on student learning

Related Board Rules:

- [Board Rule R277-301: Educator Licensing](#)
[Board Rule R277-303: Educator Preparation Programs](#)
[Board Rule R277-304: Teacher Preparation Programs](#)
[Board Rule R277-530: Utah Effective Educator Standards](#)

2) Design Considerations for APPEL Program:

As you prepare to create your APPEL program approval application, please review the following considerations:

1. Review Board Rule program and educator competencies and assemble documentation needed to support the LEA APPEL application.
2. Review the USBE APPEL Model Program Framework developed by the Superintendent as a reference point for each section of the APPEL application.
 - a. **Adopt:** If choosing to adopt the model program framework in any specific section in the application, please state in that section of the narrative "Adopting the model program framework."
 - b. **Adapt:** If adapting a portion of the model program framework in any specific section, you can write "Using the model program framework with the following adaptation: ____." Add specific details in the narrative to explain the adaptation/changes to the model program framework description.
 - c. **Custom:** Write the narrative to describe how the LEA proposes to meet Board Rule.

3. Select a Board-approved Pedagogical Performance Assessment (PPA).
 - a. ETS - PPAT <https://www.ets.org/ppa/test-takers/teachers/about>
 - b. Pearson - edTPA <https://www.edtpa.com/>
4. Explore how a state university/college partnership may provide the needed content studies, methods and pedagogy studies. The higher education partner may also provide additional support in managing clinical experiences and preparing the Candidate(s) for the Pedagogical Performance Assessment (PPA).

NOTE: During the 2020/21 academic year, endorsement requirements are being refined by USBE content-specialists and refinements may impact content-studies needed by a Candidate to complete a custom Professional Learning Plan. Completing the content knowledge portion of a candidate's Professional Learning Plan may be postponed until the revised endorsement competencies are published by USBE.
5. The Superintendent accepts LEA APPEL Program Approval Application submissions any time during an academic year. Within six weeks of submission, USBE determines approval or denial of the APPEL application; if an APPEL program application does not meet the requirements of Board rule, the LEA is provided with feedback from the Superintendent with the option to resubmit the application.

3) Action Considerations for APPEL Program:

As you develop your APPEL program approval application, please review the following considerations:

1. Designate the individual who will be primarily responsible for the implementation of the LEA APPEL program who will lead the LEA APPEL program to:
 - a. Be the main point of contact to USBE for the program.
 - b. Run the program - ensure the program is set up and ready to work with educators to move from an Associate to a Professional license.
 - c. Ensure personnel training is complete and monitor program personnel.
 - d. Manage the workflow of evidence and documents.
 - e. Ensure the program is implemented with fidelity over time.
2. Assemble an APPEL leadership team to provide support and perform needed roles, functions and responsibilities for the APPEL program to run successfully.
3. Provide the APPEL program a secure system to collect, track, and store each Candidate's PLP and corresponding evidence. Documentation should be retained for a minimum of 10 years as evidence of the Candidate's program completion.
4. Determine which job openings are available and which endorsements are needed to teach each of the classes in the job opening. The more content studies a Candidate needs to complete, the longer it takes a Candidate to complete the APPEL program.

5. As per Board rule, within 30 days of hire, the Program Director sets up a formal discussion and observation process with the Candidate in outlining the Professional License Plan and setting up mentor support within the clinical experience.
6. The APPEL program must create a Professional License Plan (PLP) for the Candidate within 60 days of beginning work in the classroom. The Professional License Plan is reviewed and signed off by Candidate and Program Director and other appropriate personnel.
7. The APPEL program must provide the required support for the Candidate to complete the PLP. The LEA ensures mentoring and support systems are in place for the Candidate's clinical experiences including preparing Candidates for the pedagogical performance assessment.
8. Approximately six months before the end of the Candidate's program, the Candidate will be prepared for the Pedagogical Performance Assessment and begin fulfilling the assessment as outlined by the assessment provider.
9. All appropriate APPEL personnel sign off on recommendation of the Candidate for professional licensure. The Program Director submits the recommendation to USBE.
10. Upon request, the Program Director is responsible for submitting appropriate documentation to USBE.

4) Fidelity Considerations for APPEL Program:

Once an LEA APPEL program is approved by USBE, USBE may utilize the following resources to support program fidelity:

1. Upon program approval, the LEA agrees to a list of program quality assurances. (required)
2. USBE Monitoring
 - APPEL Site Visits** (ad-hoc)
Site visits are utilized as deemed necessary by USBE or as designated for periodic monitoring by USBE.
 - APPEL Evaluation** (if requested by Superintendent, summer)
If requested: program report
Potential: evaluation site visits from USBE
 - APPEL Reports** (as requested)
If the Superintendent requires a program to submit a report, USBE will provide guidelines for the APPEL program annual report by January 1 of the academic year.
If required by the Superintendent, the LEA will submit the APPEL program annual report as outlined by USBE by June 30 of the academic year.
 - APPEL License Recommendation Review** (random)
USBE will randomly desktop audit APPEL individual license recommendations to monitor program fidelity of Candidate recommendations.
 - APPEL Program Approval Renewal** (at least every seven years, upon notification)
USBE will conduct an on-site review of approved educator preparation programs including a self-study, interviews and evaluation.

An approved program may be placed on probation for failure to meet program requirements or failure to submit complete and accurate information in reports. USBE may revoke the approval of a probationary program failing to meet probationary requirements with at least one year's notice to the educator preparation program.

5) Contacts and Support:

The application for approval to become an Alternate Pathway to Professional Educator License (APPEL) program is a separate document. Submit the application in a narrative form with supporting documentation and appendix items to APPEL@schools.utah.gov.

Please direct all APPEL questions to:

APPEL@schools.utah.gov

Support:

USBE Licensing: <https://schools.utah.gov/curr/licensing>

USBE provides online training for the Program Director to ensure designated LEA-program personnel are prepared and the program is ready to accept Candidates.

In addition, USBE provides the following optional resources:

APPEL Summit (annually, spring)

This event focuses on sharing best practices, attending workshop training, and reviewing program requirements.

APPEL Networks (ad-hoc)

Network groups will be created to allow for collaboration, resource-sharing, and provide support for programs.

APPEL Site Visits (ad-hoc)

Site visits as requested by the LEA for observation and feedback.