

Annual Educator Licensing Training

School Year 2026-2027

Dr. Malia Hite
Executive Coordinator, Educator Licensing

bit.ly/UTLicensingSY27



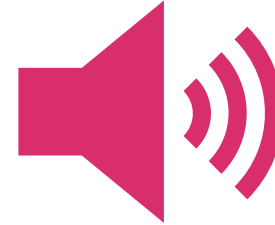


Questions?



Use the Chat

Licensing Team members
ready with answers



Unmute at the End

We will stop the
recording and answer any
questions.

Today's Topics



Legislative &
Policy changes

SLPs &
Audiologists

Funding &
LEA-Specific
Requests

Endorsements
& CTE

USIMS

Let us help!

Board Strategic Plan (Goal 2.2)

Streamlining Licensing Pathways:

- Reducing regulations to give LEAs greater hiring flexibility while expanding entry options and retaining qualified educators.



Streamlining Pathways



More flexibility
for hiring



Simplify
licensing
structure &
number
endorsements

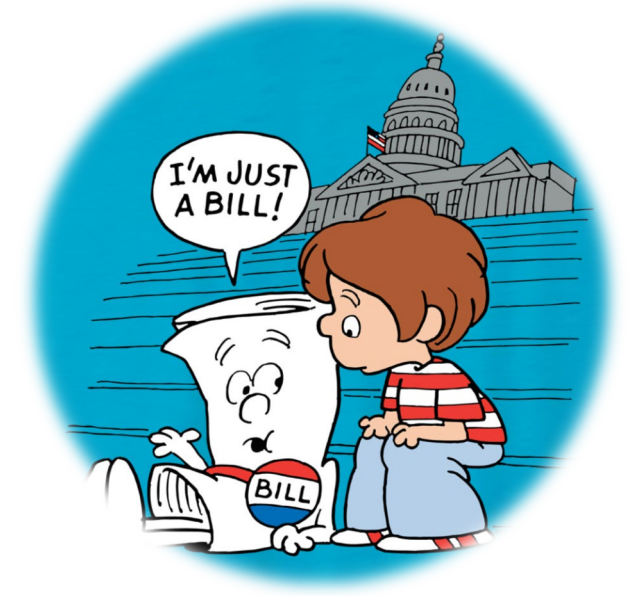


Expanding
pathways to
profession



Work to retain
teachers

Legislative & Policy Changes



**License Renewal
Form NOT REQUIRED
for Active Educators
→ Like YOU**

**NO SIGNATURE
REQUIRED**



Substitute Teaching ([SB 52](#))



Removes license
requirement
(consideration)
for long-term
subs

Long-term →
More than 20
days

Grow Your Own Educator Grant Program

([HB 163](#) & [SB 34](#))



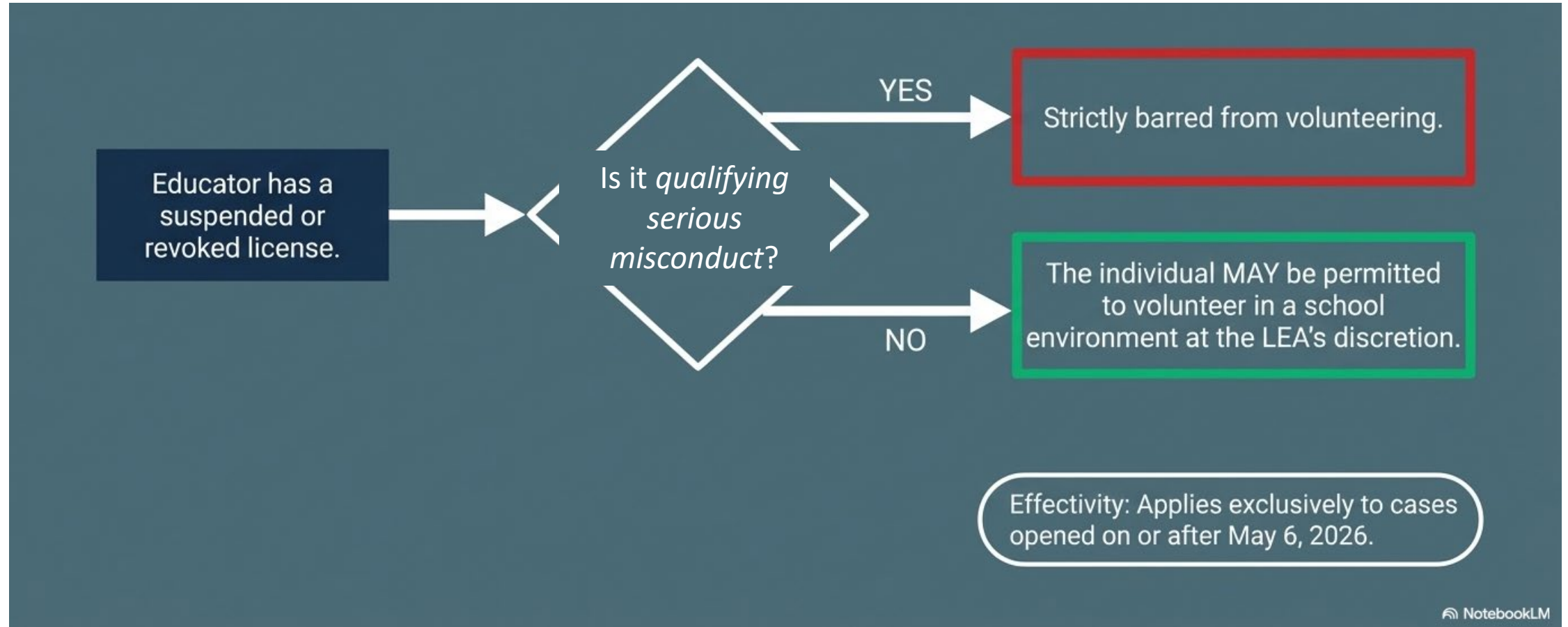
\$5M appropriation + \$2M carry forward

Supports Special Education pathway for *Current Licensed Gen Ed Teachers*

Clinical wage matching for 4 semesters: 0.15 FTE LEA paid & 0.35 FTE USBE paid

Leveraging GYO for U-RAPT starting FY27

UPPAC Adjustments ([SB 312](#))



2025 HB 447 APEX Centers/CTE Teachers



- **No license required** for CTE Teachers **IF:**
 - Course code is a CTE course
 - Hire under 53G-11-402 (Non-licensed employees, contractors, volunteers)
 - Do not put into CACTUS
 - “Hiring as a long-term substitute.”
 - Not eligible for Educator Salary Adjustment (\$10,660)
 - Qualify for CTE funding – ***Use #820414 in student system***
- **SROs** exempt from background check requirements ([R277-301](#))



Easy Path to Secondary License Area (R277-301)

Professional license + content
endorsement → add Secondary

No program required

Use *LER Upgrade* or
Endorsement Only application



Two Application Pathways

Group 1: Applying for Endorsement

- **Educator Status:** Holds a qualifying professional license and is **applying for** a Content or CTE professional endorsement.
- **Application Used:** Updated "Endorsement Only" application in SM Apply.

Group 2: Already HOLD Endorsement

- **Educator Status:** Holds a qualifying professional license and **already has** the required Content or CTE professional endorsement.
- **Application Used:** "LER Upgrade to Professional" application in SM Apply.

Example #1 – Needs Endorsement to Add

**Professional Teaching
License Area &
Content Endorsement**

- Professional Elementary
- Professional Mathematics (Level 4) Endorsement

**Assigned to teach
Chemistry**

- Must apply for the Secondary
- Use [“Endorsement Only” Application – Chemistry Endorsement](#)



Select Content Endorsement Application



Download Application PDF Form



 Utah State Board of Education

Our Agency ▾Sections ▾Schools & Educators ▾Parent Portal ▾Board ▾

Educator Endorsements

Home / Licensing / Educator Endorsements

Endorsement OverviewContent AreaCTESpecial EducationSupplementalValue-AddContactsUpdates

Content Area Endorsements

A Content Area endorsement authorizes you to teach the **specific subject named on the endorsement** (e.g., Math, History).

This qualification applies to **departmentalized classes**, such as those typically found in middle school or high school settings.

*You must qualify for a **content area** or **CTE** endorsement for an **Associate Educator License (AEL)** in **Secondary Education**.*

*If you hold a **Professional Educator License** in a qualifying teaching area, you can use a professional **Content Area Endorsement** to add the **Secondary license area** to your license. See the **Endorsement Updates** tab for more information.*

American Sign Language

[American Sign Language Endorsement Application](#) 

[American Sign Language Endorsement Specs](#) 

Driver Education

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✓ Complete
Endorsement
PDF Form

✓ Attach to
Endorsement
Only Application



Applications for Utah Educator Licensing

Programs My Applications Malia Hite

Utah State Board of Education Educator Licensing

Endorsement Only

Use this application to do the following:

- **Attach** a new teaching subject (endorsement) to your existing Associate or Professional Educator License.
- **Upgrade** an associate-level endorsement to a professional-level endorsement when all competency areas are complete.
- **Add** a Secondary license area to a Professional Educator License with Early Childhood, Elementary, Preschool Special Education, Special Education, or Deaf Education license area when earning certain professional endorsements.
- **Complete** an endorsement review for an Associate Educator License (AEL) application in Secondary, if requested by AEL licensing team.

APPLY

Opens
Nov 24 2025 12:00 AM (MST)

☒ Add a New Endorsement

☒ Select Professional

☒ Add Secondary



Reason for Application

What is the purpose of this application?

- ☐ I am requesting a content competency evaluation for my APPEL or University program.
- ☒ I am applying to add a new endorsement to an existing Professional or Associate License.
- ☐ I am submitting a content review as part of an AEL application.



Adding Secondary License Area

Recent updates to Board Policy simplify how you can add a Secondary Education license to your current professional license by meeting the professional endorsement requirements for a **Content Area Endorsement** or **CTE Endorsement**.

If your application for a professional endorsement is approved, would you like to add the professional Secondary license area to your professional educator license?

- ☒ Yes, I would like to add the Secondary license area.
- ☐ No

Example #2 – Add Secondary

**Professional Teaching
License Area &
Content Endorsement**

- Professional Elementary
- Professional Mathematics (Level 4) Endorsement

Assigned to teach
Secondary Math 1

- Must apply for the Secondary
- Use [“LER Upgrade” Application](#)

✓ 5 min. to apply

✓ 1 day to approve



Applications for Utah Educator Licensing

Programs

My Applications

Malia Hite

Utah State Board of Education

Educator Licensing

LER Upgrade to Professional

✓ Use This Application to Upgrade Your License

Use this application to **upgrade** your Associate Educator License (AEL) if it was granted based on:

- A standard **out-of-state educator license** (current or expired).
- An **international educator license**.
- Enrollment in an **out-of-state preparation program** and you completed your program and have been awarded a license in that state.

✓ Or to Add Endorsements or License Areas

You can also use this application to:

- **Add the College and Career Readiness (CCR) endorsement** to your existing School Counselor License.
- **Add a Secondary license area** if you have a qualifying teaching license area and professional content area or CTE endorsement.

See my application

APPLY

Opens

Dec 3 2025 12:01 AM (MST)

bit.ly/UTLicensingSY27

Official Documentation Policy



- ***Direct-Source Verification:*** Official documents must come **directly from the issuing institution/employer:**
 - Official Transcripts
 - Employment Verification Forms
- Due to an **identified risks** (AI, fraudulent records, availability of 'novelty documents')
- Implementation **January 1, 2027**
 - Current process allowed until then
- Contact Licensing Team with **any exceptional cases**



SLPs & Audiologists

SLP & Audiologist Changes ([HB 374](#))

Licensing moves to DOPL

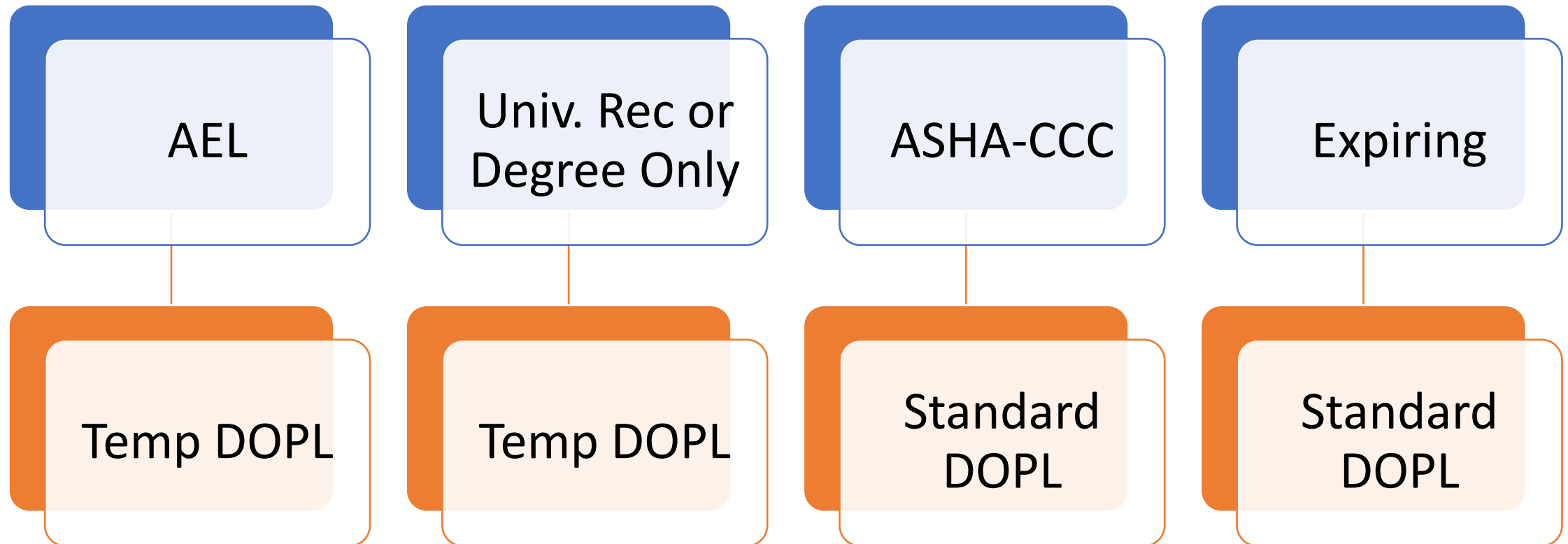
Effective May 6, 2026

No new/renewed USBE
licenses



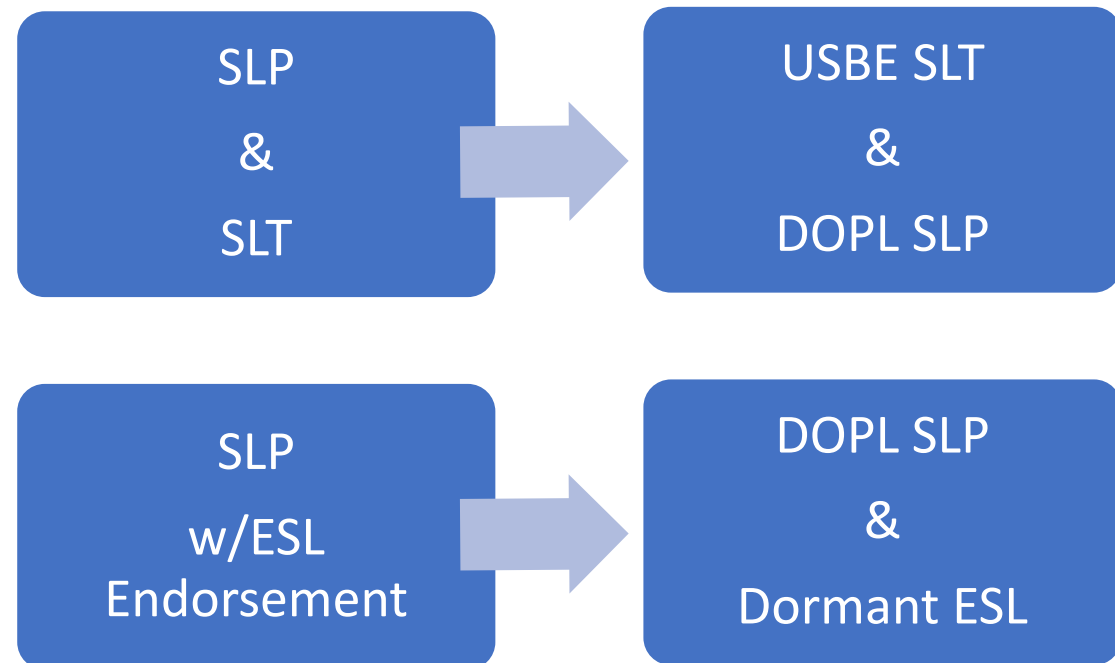
"Guess who's getting voted off the island."

All USBE SLP/Aud Licensing Sunset 5/6/2026



Currently Licensed SLP/Aud – Until 2031

- USBE License Valid until Expired
- Apply for DOPL prior to license expiration
- May renew USBE license with other license areas; SLP/Aud will not renew
- Any endorsements with only SLP/Aud may be added to any future license



DOPL License Qualifies for all educator funding (ESA & Special Ed Extra Days Stipends)

Assignment as SLP/Audiologist

- USBE SLP/Aud license
- DOPL SLP/Aud license



DOPL Licenses that Qualify

Speech Language Pathologist (SLP)

- DOPL Speech Language Pathologist License
- DOPL Temporary Speech Language Pathologist License
- DOPL Speech Language Pathologist Endorsement

Audiologist

- DOPL Audiologist License
- DOPL Temporary Audiologist License
- DOPL Audiologist Endorsement

School Social Worker

- DOPL Certified Social Worker (CSW) License
- DOPL Temporary CSW License
- DOPL CSW Endorsement
- DOPL Licensed Clinical Social Worker (LCSW) License
- DOPL Temporary LCSW License
- DOPL LCSW Endorsement

DOPL Licensee Lookup to Verify



UTAH DIVISION OF PROFESSIONAL LICENSING
LICENSEE LOOKUP & VERIFICATION SYSTEM



Licensee Lookup & Verification System

Information Current as of 07/28/2026

Search by:

Name Search:

Search type

- ☒ Search results BEGINNING with "name" (Examples: "Mary Smith" or "M Smith" or "Smith")
- ☐ Search results CONTAINING "name" (wild card search)

Report DOPL Licenses in CACTUS

- Use LEA-Specific Tab to report DOPL licenses:
 - License Type
 - License Number
 - Expiration Date
- Ethics Review not required
- Background Check not required

- We will record DOPL in CACTUS/USIMS

Note: SLP licenses may expire 9/30; renewal window opens in the spring

Verify DOPL License Tool

Special Ed Teachers & Related Providers

- Per [C.F.R. 300.156](#), an educator may work for a **maximum of three (3) years with a non-professional license...ever.**
- If they work in Special Ed for more than 3 years, the LEA may be found at fault for **denying FAPE.** (Read: lots of money)
- ***Non-professional licenses:***
 - Associate License
 - LEA-Specific License
 - ARL/APT license
 - Letter of Authorization
 - No license
 - Old LEA-Specific Level 1



**Must be
submitted by
October 1st
to guarantee
ESA funding**

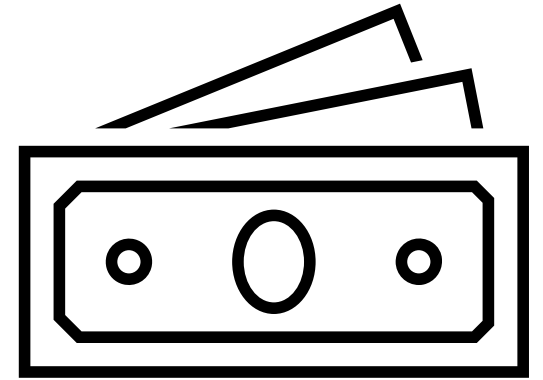
LEA-Specific (LEA-S) :

- Valid 3 yrs. & Renewable
- **SPED, Pre-K SPED, Audiologist, SLP, SLT, School Psychologist, School Social Worker, Driver Ed, Deaf Ed., School Counselor → NOT ALLOWED**
- LEA-S Procedures

Prior to August 14th – If possible...

- Enter Assignments
- Enter LEA-Specific requests
- Enter DOPL licenses in LEA-S tab
- Update school & principal info





Educator Funding

Based on *License Only*

- [R277-110](#) Educator Salary Adjustment (October 13th)
- [R277-459](#) Teacher Supplies and Materials Appropriation (June 30th)

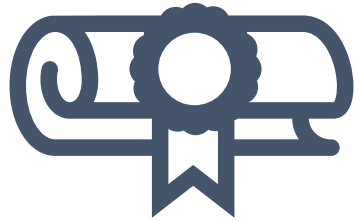


Educator Generated Funding FY27

- **Educator Salary Adjustment** (October 13th based on “Licensed FTE”)
 - FY24 → \$4,200
 - FY25 → \$8,904
 - FY26 → \$10,350
 - FY27 → ~\$10,660.50 (Increase of CPI 3%)

Educator Salary Adjustment (ESA)

(Currently the biggest add on funding;
\$10,660.50 per educator; \$2500 per school administrator)



To receive this funding, the educator must have a valid license (DOPL, Professional, Associate, or LEA-s) on **October 13**.



Only certain positions qualify:
<https://le.utah.gov/xcode/Title53F/Chapter2/53F-2-S405.html>

Who needs an educator license for ESA?

- Classroom teacher
- Library media specialist
- Teacher specialist/leader
- Instructional coach/mentor
- School counselor
- Speech language pathologist (DOPL SLP allowed)
- Speech language technician
- School psychologist
- School social worker (DOPL CSW/LCSW allowed)
- Audiologist (DOPL Audiologist allowed)
- Administrators*

*Charter directors are exempt from educator license requirements and do not generate ESA unless licensed.

Who does NOT need an educator license?

- Behavior Analysts (BCBAs)
- Licensed Mental Health Therapists
- Physical Therapists
- Occupational Therapists
- Social Workers
- School Nurses
- Charter Directors
- NEW: CTE Teachers ([HB 447](#))
- NEW: DOPL Licensed SLP, Audiologist, Social Worker (CSW/LCSW)

Who needs a *USBE* background check?



Licensed Educators



Charter School Directors/Administrators



DOPL Licensed only – ***No background check required***

Educator Salary Adjustment (ESA) DEADLINES

- **October 1st**
 - LEA-Specific requests Due in CACTUS
 - License processing “guaranteed,” pending background checks or Ethics Review
- **October 13th**
 - All Data Recorded in CACTUS
 - Educator Assignments
 - Educator Licenses & DOPL Licenses
- **October 14th**
 - USBE Creates ESA Report
- **October 15th**
 - ESA Report sent to Legislative Financial Analysts (LFA)

Eligible Positions (53F-2-405)

Superseded 7/1/2026

53F-2-405. Educator salary adjustments.

(1) As used in this section, "educator" means a person employed by an LEA or regional education service agency who holds:

(a) (i) a license issued by the state board; and

(ii) a position as a:

- (A) classroom teacher;
- (B) speech pathologist;
- (C) librarian or media specialist;
- (D) preschool teacher;
- (E) mentor teacher;
- (F) teacher specialist or teacher leader;
- (G) guidance counselor;
- (H) audiologist;
- (I) psychologist; or
- (J) social worker; or

***SLTs
included**

LEA level positions are not eligible.

If someone is assigned accidentally – no \$\$

List of all qualifying assignments on the
[CACTUS webpage](#).

(b) (i) a license issued by the Division of Professional Licensing; and

(ii) a position as:

- (A) a social worker;
- (B) audiologist; or
- (C) speech language pathologist.

Teachers Supplies and Material – June 29th



Licensed teacher(s) assigned to classroom.



Only assignments classified as secondary, elementary, special education, and preschool special education



\$500 for elementary



\$250 for secondary

CACTUS Resources on Licensing Website

<https://www.schools.utah.gov/licensing/adminsupportscactus>

CACTUS/USIMS Course & Educator Data

SY 2026-2027

1. [School Year \(SY\) 2026-2027 Active Core Codes](#)  - **Updated for the 2026-27 school year.**
2. [2026-2027 Assignment Requirements](#) - This file shows which license areas and endorsements are required to qualify an individual for a particular assignment. Any assignment that is not a school leader or teacher has requirements determined by the LEA ([R277-309](#)).
3. [2026-2027 Educator Salary Adjustment \(ESA\) Assignments](#)  - This file shows which assignments are qualified for the ESA allocation. For the 2026-27 school year, ESA is \$10,660.50 per one (1.0) FTE for most assignments. It is based on educators with assignments and licenses on October 14th. All license levels (Professional, Associate, or LEA-Specific) and some DOPL licenses qualify for ESA.
4. [2026-2027 Teacher Supplies & Materials Assignments](#)  - This file shows which assignments are qualified for the Teacher Supplies & Materials allocation. For the 2026-27 school year, classroom based assignments qualify for \$500 or \$250 per one (1) FTE.

← License and endorsement requirements for each educator assignment

CACTUS Resources on Licensing Website

<https://www.schools.utah.gov/licensing/adminsupportscactus>

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← Each educator assignment and associated ESA amount

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CACTUS Resources on Licensing Website

<https://www.schools.utah.gov/licensing/adminsupportscactus>

CACTUS/USIMS Course & Educator Data

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Each educator
assignment and
associated Teacher
Supplies &
Materials amount





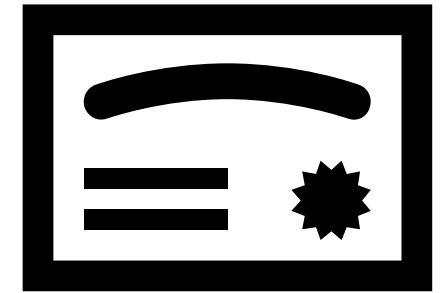
Other Educator Funding

No Change:

- Student Teacher Stipends
- STEM Endorsement Incentive Program
- Effective Teachers in High Poverty Schools
- SHiNE & Merit Awards

Changes:

- Grow Your Own Educator
 - Current teachers add Special Ed
 - Includes U-RAPT
- National Board Teachers
 - Only approved teachers may use prepay option through Mar 2027



Endorsement Changes

Secondary Teachers with Professional Licenses

Professional
Secondary,
Deaf Ed, or
CTE



LEA deems
qualified



May teach
25% Out-
of-Area



Example #3 – Teach Class Out of Area

**Professional Teaching
License Area &
Content Endorsement**

- Professional Secondary
- Professional Physical Education Endorsement

**Assigned to teach
Health**

- May teach up to 25% of assignment in Health ***without an endorsement***

Example #3 – Professional Secondary & PE Endorsement

PE Student Elective – 50%

- **Qualified** with Secondary & PE Endorsement

Adapted PE (6-12) – 25%

- **Qualified** with Secondary & PE Endorsement

Health – 25%

- Not qualified; teaching out of content area – **ALLOWED**

Example #4 – Professional Secondary & Theatre & Music Endorsements

Theatre Foundations I – 30%

- **Qualified** with Secondary & Theatre Endorsement

Chorus 1 – Mixed – 30%

- **Qualified** with Secondary & Music Endorsement

Physical Education (K-12) – 25%

- Not qualified; teaching out of content area - **ALLOWED**

Intro to Dance – 15%

- Not qualified; teaching out of content area – **NOT ALLOWED** for more than 25%



Endorsement *No Longer Required*

- Special Education Math (7-12)
 - Must have Special Education license area
 - Special Education Math endorsement **not required**
- DLI Language Teacher
 - Must have world language endorsement
 - DLI Endorsement **not required**



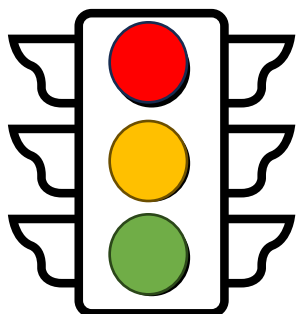
Add Endorsement by Test

- Teachers with an earned Professional Content Endorsement:

- Add Endorsements:

- Pass Utah professional **assessment**
 - Administrator verifies content **pedagogy**
 - Student **safety** requirements (e.g., CPR, lab safety)

- Current Status:

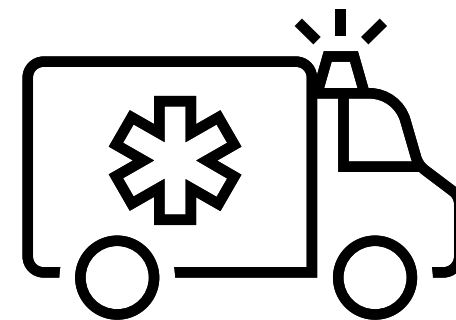


- No assessment available for endorsement
 - Still awaiting finalized assessment selections
 - Some endorsement forms show the option, if available

College & Career Readiness (CCR) Certificate

- All school counselor assignments require the CCR
- State law established in 2021
- All Utah programs include CCR
- Any Associate (AEL) or LER Applicants will be awarded an Associate level CCR

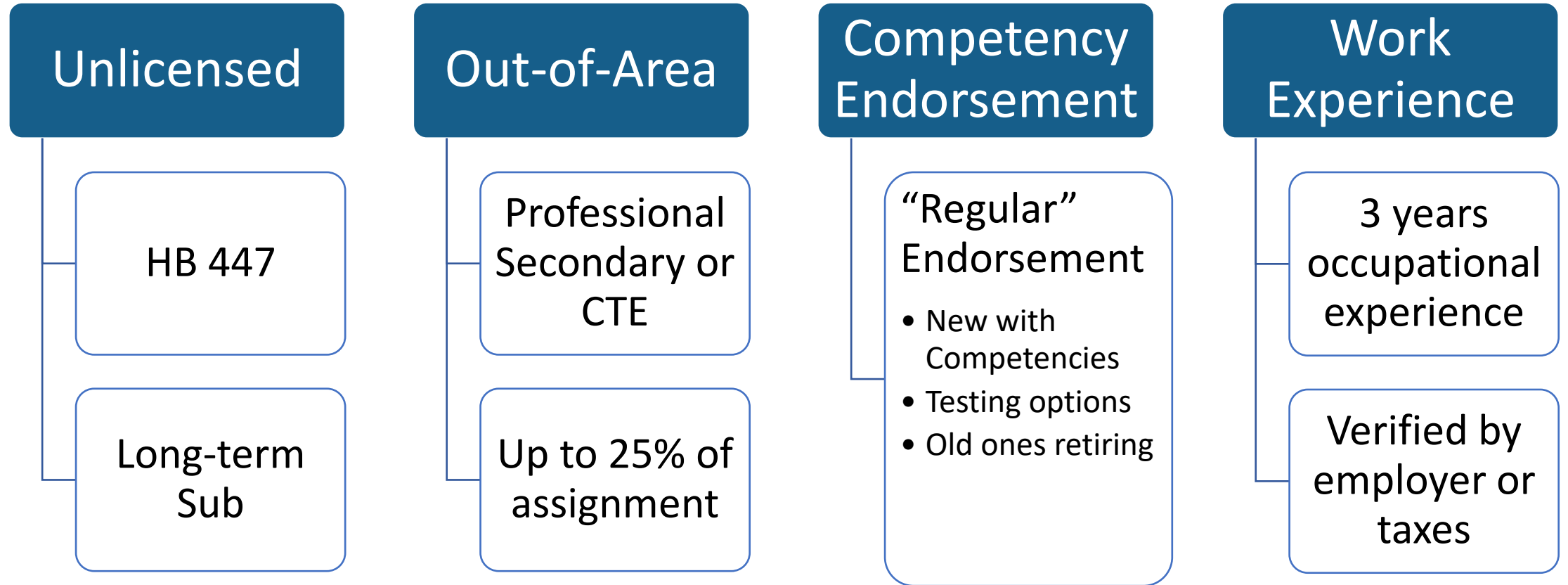




CTE Teacher Flexibility



Four Hiring Options for CTE Teachers





CTE Endorsements

- **New Competency-Based**
 - Posted in spring/summer
 - Testing option, where available
- **Retiring Career Cluster**
 - Retiring in January
 - APPEL candidates may complete requirement after January, if they have an established PLP
- **Work Experience Endorsement**
 - Qualified to teach courses in the career cluster that do not award core credit or concurrent enrollment
 - APPEL candidates must still meet General Teacher Pedagogy requirements

CTE Work Experience Endorsement



- 3 years full-time (or equivalent) related occupational experience in one of the [Career Clusters](#) – meets **Professional** endorsement requirements
- Qualifies for Associate Educator License (AEL)
- Attaches to CTE and Secondary
- Assignment Qualifications:
 - [CTE Work Endorsement & Course Alignment SY27](#)
- Submit [CTE Work Experience Endorsement Application](#)
- Requires employment verification:
 - Self-employment tax returns
 - [Verification of Work Experience Form](#) directly from employer(s)
 - **Note: SM Apply & Website still being updated**



CTE Teacher Considerations

- Many student certification exams/pathways require that their teacher have specific professional certifications
- See column U in [CTE Work Endorsement & Course Alignment SY27](#)
- Example:
 - **Class** – Nail Technician course
 - **Teacher** – DOPL Cosmetology Instructor License
 - **Law** – Utah State Code [58-11a-302](#) governs Cosmetology licensing and requires teachers to have a DOPL Cosmetology Instructor License so their students may earn certifications.

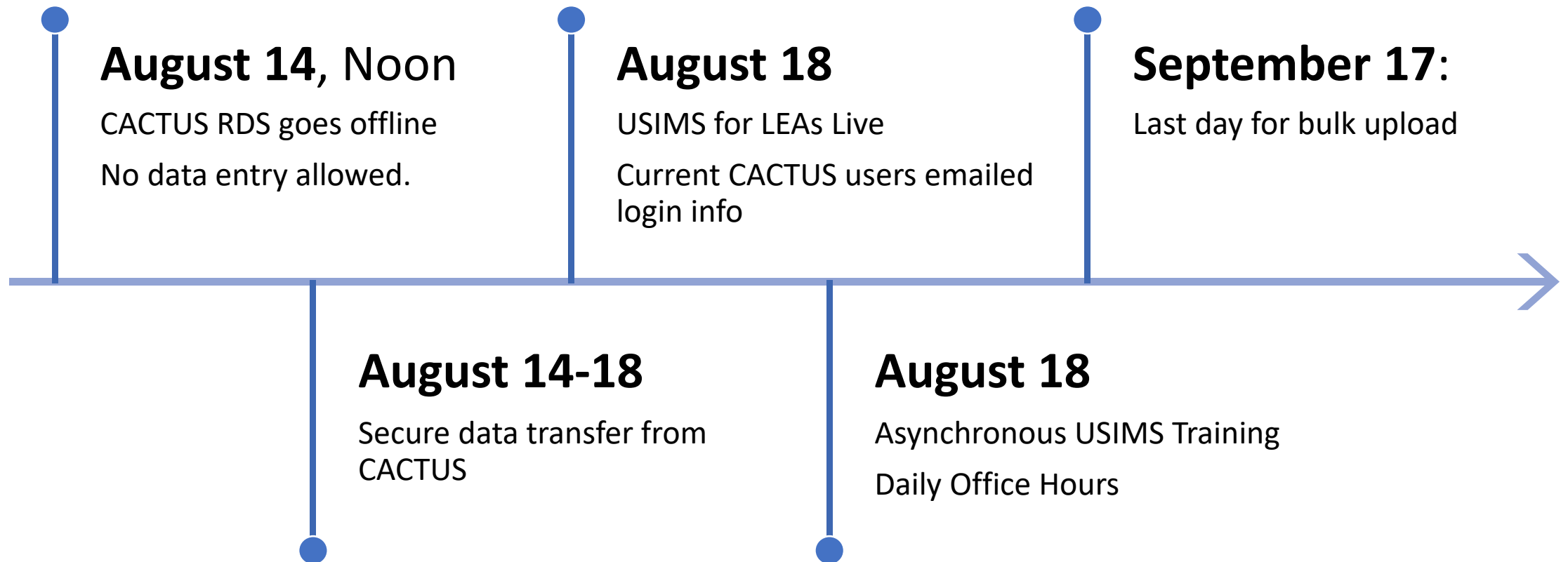


USIMS Transition & Preview

Utah School Information Management System (USIMS)

- CACTUS RDS Available until USIMS ready
- USIMS available to LEAs Mid-August
- USBE will still have access to CACTUS

USIMS Migration Timeline



How do I get my USIMS login?

- Current CACTUS users with edit access
 - Emailed on August 18th
 - Login information & temporary password
 - Link to training/resource materials
- Current View Only CACTUS users
 - Use [Public License Lookup Tool](#)
 - USIMS access coming this fall
- New Users without CACTUS access
 - Request CACTUS access now
 - Submit [Help Desk Ticket](#)



USIMS Functionality for LEAs

- LEA Course Assignments & Employment
- Educator Information
 - Background Checks
 - Degrees
 - Historical Information (License/Assignment)
- LEA-Specific Licenses
- Dossier
- Reports

Assignments

Jordan District

Begin Date: 2005-07-01

FTE: 1.167 ▶ Employment Change Log

▼ Course Assignments

Course	School	Assigned	Qualified
A.P. World History Modern	Bingham High	77%	✓ Yes
Student Study Skills	Bingham High	15%	✓ Yes
Physical Educ Athletic Credit	Bingham High	8%	✗ No

Course Assignments - 2027

Current School Year (2027)

Davis District

Bountiful High - 704

768613

Course name

☐ Not qualified ☐ Under allocated

Assigned Unassigned

1 to 1 of 1 Page 1 of 1

+ Add Educator

Metelus, Sasik

Slots

1

Assignments

7% S 15% Sewing

+

Save Cancel

Add Assignment

Course

Intro

35-020-000-080 Intro to Geographic Info Systems

35-020-013-080 Intro to Geographic Info Systems CE

30-010-000-072 Intro to Landscape Architecture

02-040-000-125 Intro to Music Engineering & Composition

35-020-000-004 Intro to Python 1

35-020-000-006 Intro to Python 2

10-010-000-010 Introduction to Education

10-010-013-010 Introduction to Education CE

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 Utah State Board of Education



Utah State
Board of
Education

Degree Information

Date	Type	Major	Institution	State	Verified
▶ 1992-06-25	Bachelor of Science	English	Brigham Young University	UT	Y
▶ 2011-04-27	Master of Education	Administration, Education	Others Not Detailed	AZ	Y

Degree Summary

Master's Degree

Employment and Assignments

▼ Current Employment

▶ John Hancock Charter School

▶ Jordan District 

▶ Employment History

Dossier

▼ View Dossier Records

Date	Type	Fee	Receipt	Action	Code	Note
2026-01-27	Associate Endorsement			Granted	GRANT	eb - WeldingTechnician
2026-01-16	Endorsement			Sent to Specialist	STS	eb - WeldingTechnician
2025-08-27	Associate License			License Approved	ASLA	jp- Approved for Sec AEL with Ag Science AE- approved by April Painter
2025-08-15	Associate License			Associate Application Received	AAR	rh - Applied for Secondary (CTE) w/e in Ag Sci 8/8/25. Passed ethics. Passed UPPAC. Has BS in Bio from USU. Has all other docs. Sent to CTE.

Degrees, Assignment History & Dossier

✖
Andrson, Aberdeen (303)


0.10 FTE 100% Assigned

✖
Bingham High - 704

100% Assigned

Slots

5

Assignments


✓
 20% A.P. English Language


✓
 20% A.P. English Language


✓
 20% Literature


✓
 20% Literature


✖
 20% Art History

LEA-Specific Licensure Request for Aberdeen Andrson (303)

Restricted to Jordan District (653)
School : Bingham High

Course(s):

☒ Art History (02010000020)

Date of Board Meeting:

mm/dd/yyyy



Reason for Authorization:

New



Rationale:

Enter Rationale

Ethics Review: 10-31-2020

Criminal Background: 4/4/2017 ✓

LEA-Specific Requests

LEA-Specific Monitoring

[Assignments](#) [Employment](#) [LEA-Specific Requests](#) [Educator Information](#)

LEA License Requests

Central management interface for Local Education Agency ledger monitoring and compliance.

Jordan District (653) ▾

▶

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Educator Name	School	Status	Actions
Adderly, Belon (60853)	Antelope Canyon Elem...	• Requested	🗑
Anchundia, Flugge (792126)	West Jordan High	• Requested	🗑
Aaraiz, Kaelem (452589)	Bingham High	• Requested	🗑
Munns, Kroener (59546)	Rosamond School	✓ Granted	↻

USIMS Training & Resources

- View last year's USIMS First Look Training:
 - Watch [video](#)
 - Review [slides](#)
- View a [USIMS/CACTUS side-by-side preview](#)
- Asynchronous Training available 8/17
- [Daily Office Hours](#) with Licensing: Noon – 2 pm

But what if it doesn't work? What will we do??

- Licensing team will be available to provide:
 - Training
 - Technical assistance
 - Information
 - Reports
 - Adjustments to educator records



We are here to help!

- licensing@schools.utah.gov
- 801-538-7740
- [*Book 30 min w/Licensing*](#)
- Licensing [Website](#)
- Licensing [Newsletters](#)
 - [Sign up for ListServ](#)
- Educator Licensing Office Hours:
 - [Fridays Noon – 2pm](#)

