How To Check if Your Background, Ethics Review and Degree Has Posted in CACTUS

1. Visit <u>www.my.uen.org</u>, and log into your my.UEN account

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	If you have previously registered with my.uen do NOT crea account. Your previous login will work.	te a new		
Don't have a my.uen account?	☑ Forgot Login?			
Create Account				
Privacy Policy				

2. On the my.UEN main page, click the link to CACTUS (Utah Licensing) under USBE Tools.

Jane Doe jane.doe@gmail.com CACTUS ID: 122345		🤱 Edit Name a	nd Login ƏHelp
	cher Website Builder of my.uen was retired. Many my.uen features will remain available. Access to premiu	m services will continue to be through this page.	×
Services / Tools UEN Tools Edit Name and Login Edit Name and Login Edit Subscriptions Lesson Plan Creation Rubric Creation	USBE Tools CACTUS (Utha Licensing) MIDAS WICAS UEN Courses Canvas Course Login WEN Course Registration	UEN Premium Services e ededia Utaris Online Library G Digital Science Online Ciencias en Espanol	
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Once your information has been retrieved, click the button to Enter CACTUS.

Your information has been retrieved.

Enter Cactus

3. Click the "**Application Status**" tab and look for an 'Action' entry on the list that says, "Cleared Background (Email Sent)".

Personal App	lication Credential	CACTUS stration of Credentials for Degrees Assignments Profession	Teachers in Utah Schools	
Information Status Information Development Jane Doe CACTUS ID: 122345 Application Status Development				
	Date	Туре	Action	
05/29/2021		Renewal Documents	Online Renewal (UI)	
05/29/2021		Transcript	Posted Degree	
05/26/2021 Background		Rapback Renewed		
10/08/2020 Ethics		Ethics	Passed Online Ethics Test (UI)	
03/20/2020 Address Change		Address Change	Online Contact Information Update	
03/20/2020		Address Change	Online Contact Information Update	
02/23/2017		Transcript	Received Document in the Mail	
02/23/2017		License	Printed	
02/23/2017		USU recommendation	Received Document in the Mail	
05/17/2016		Renewal Documents		
05/17/2016		Email Background Results	Cleared Background (Email Sent)	
03/13/2016		Ethics		
05/13/2016	6 Live Scan Background		Online Fingerprint Request (UI)	
05/13/2016 05/31/2015		Live Scan Background	Online Fingerprint Request (UI)	

PLEASE NOTE: If your background check was initiated and cleared on or *after* July 1, 2015, your background information is in our continuous 'rap-back' system and you DO NOT need to initiate another background check. If your background check was initiated or cleared *before* July 1, 2015, you will need to initiate another background check and get fingerprinted again before USBE can grant or renew a license. In this example, the background check was initiated (see 05/13/2016 Live Scan Background) and cleared after July 1, 2015, so this educator does NOT need to initiate another background check before USBE can renew or grant them a license.

4. Click the "Degrees" tab to view posted degrees in your CACTUS account.

Jane Doe CACTUS ID: 122345						
CACTUS ID: 122345						
)egrees						
regrees						
elect View Details	to vi	ew Degree Summary a	and Minor for that Degre	e.		
	Year	Degree Major	Туре	Institution	State	Verified
View Details 20	020	Other - See Transcript	Doctor of Philosophy	Brigham Young University	UT	Yes
View Details 20	015	Other - See Transcript	Master of Education	Utah State University	UT	Yes
	205	Music (K-12)	Bachelor of Music	Utah State University	υт	Yes
View Details 20	005	(R-12)	Duoneior of Music		1- 1	1.20

Individuals need to have a **bachelor's degree or higher** from a regionally accredited institution posted in their CACTUS account before USBE can award a professional educator license. To have a degree posted in your CACTUS account, fill out and follow the directions on this <u>form</u>.

5. To view the date you completed your most recent Ethics Review Exam, click on the "**Tests**" tab. In the top left corner, under your name and CACTUS ID, you will see the date of your "Most recent Ethics Test".

CACTUS Comprehensive Administration of Credentials for Teachers in Utah School				
Personal Application Credential Information Status Information	Degrees Assignments Profession Developme			
Jane Doe CACTUS ID: 122345 Most recent Ethics Test date: 10/08/2020				
Test Type	Date Taken	Passed		
0524 Principles of Learning & Teaching (7-12)	04/28/2007	Yes		
5411 Educational Leadership: Admin. & Super CBT	02/14/2015	Yes		
LOG-OUT				
Please note: Contact your district's human resources department if any of the information is incorrect. If you are not currently employed with a Utah school, contact the Utah State Board of Education. CACTUS records do not include license renewal points.				

All educators need to complete the online Educator Ethics Review within a year of renewing or receiving a new license (i.e. LEA-Specific, Associate, or Professional). In this example, if this educator intends to renew their license or apply for a license before October 8, 2021, they will not need to complete the Educator Ethics Exam again because they have completed it within the last year. If they will be renewing or applying for a license after Oct. 8, 2021, they will need to complete the Educator Ethics Exam again. To complete the Educator Ethics Review test, visit our webpage at Educator Licensing Online, click on 'Educator Ethics Review' and complete the training.